

EASTERN MICHIGAN UNIVERSITY

Board of Regents

201 Welch Hall

(734) 487-2410

Tuesday, June 25, 2002

- 8:00 a.m. Student Affairs Committee Meeting
205 Welch Hall
- 8:00 a.m. Faculty Affairs Committee Meeting – Canceled for June meeting
201 Welch Hall
- 9:00 a.m. Educational Policies Committee Meeting
205 Welch Hall
- 10:00 a.m. Finance Committee Meeting
201 Welch Hall
- 12:00 p.m. Regular Board Meeting - Communication Section
201 Welch Hall
- 12:30 p.m. Adjourn for 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 – Resolution
Men's Indoor Track (MAC Championship)
Men's Swimming (MAC Championship)
Men's Outdoor Track (MAC Championship & National Championship)
Senator Alma Wheeler Smith

Tab C - Minutes of March 19, 2002, Regular Board Meeting

Tab D - President's Report

Tab E - 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: Interim Budget Status (FC)
- Section 7 REPORT: Technology Plan Implementation (FC)
- Section 8 Academic Affairs Administrative/Professional Appointments/Transfers (EPC)
- Section 9 Staff Appointments (EPC)
- Section 10 Separations/Retirements (EPC)
- Section 11 Emeritus Faculty Status (EPC)
- Section 12 Faculty Appointments (EPC)
- Section 13 Faculty Reappointments (EPC)
- Section 14 Faculty Tenure (EPC)
- Section 15 Faculty Promotions (EPC)
- Section 16 Academic Affairs Administrative Promotions (EPC)

REGULAR AGENDA

Student Affairs Committee

- Section 17 Monthly Report and Minutes (SAC)

Educational Policies Committee:

- Section 18 Monthly Report and Minutes (EPC)
- Section 19 2002-03 Sabbatical Leaves (EPC)
- Section 20 2002-03 Faculty Research and Creative Activity Fellowships (EPC)
- Section 21 2002 Spring-Summer Awards for Research & Creative Activity (EPC)
- Section 22 Appointment of Charter School Board Members (EPC)
- Section 23 POLICY AMENDMENT: Probation/Dismissal/Readmission Policy (EPC)
- Section 24 Affirmative Action Plan for Women & Minorities and the
Affirmative Action Plan for Veterans and Individuals with Disabilities (EPC)

Finance Committee:

- Section 25 Monthly Report (FC)
- Section 26 FY 2002-03 General Fund Operating Budget (FC)
- Section 27 FY 2002-03 Tuition and Mandatory Fees (FC)
- Section 28 FY 2002-03 Program Fees (FC)

- Section 29 FY 2002-03 Auxiliary Fund Operating Budgets (FC)
- Section 30 FY 2002-03 Room and Board Rates (FC)
- Section 31 FY 2003-04 General Fund Scholarships, Awards, and Grants (FC)
- Section 32 Elimination of Transcript Fee (FC)
- Section 33 POLICY REVISION: Residence Classification for Tuition Purposes (FC)
- Section 34 Amendment of Defined Contribution Retirement Plan and
Adoption of 457(b) Deferred Compensation Plan (FC)
- Section 35 Equalized Benefits for AP/AC/CC Employees (FC)
- Section 36 Pray-Harrold Modernization – Program Statement (FC)
- Section 37 Collective Bargaining Agreement Between EMU and
EMU Police Officers Labor Council (FC)
- Section 38 Collective Bargaining Agreement Between EMU and AFSCME (FC) *tentative*

COMMUNICATIONS SECTION

RESOLUTION

Men's Indoor Track and Field - Mid-American Conference Championship

WHEREAS, the Eastern Michigan University Men's Track and Field Team won its seventh of seven indoor Mid-American Conference Championships; and

WHEREAS, EMU event winners included Nduka Awazie in the 400-meter dash in a time of :48.08; Neil Kirk in the 800-meter run (1:56.52) and mile run (4:08.59); Ryan Wilman, Brandon Jiles, Feder Estelus and Jordan Desilets in the distance medley relay (9:55.13); and Dean Abdul-Haqq, Sterling Roberts, Antwon Morton and Nduka Awazie in the 4x400 meter relay (3:15.31); and

WHEREAS, Neil Kirk, a senior from West Nailing, United Kingdom; and Nduka Awazie, a junior from Jos, Nigeria; were named First Team All-Mid-American Conference; and

WHEREAS, Head Coach Brad Fairchild was named Co-Coach of the Year and Neil Kirk was named Most Valuable Performer;

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents congratulates and commends the Men's Track and Field Team, Head Coach Brad Fairchild, Nduka Awazie and Neil Kirk for the honor and distinction they have brought themselves and Eastern Michigan University.

June 24, 2002

RESOLUTION

Men's Swimming - Mid-American Conference Championship

WHEREAS, the Eastern Michigan University Men's Swimming and Diving Team won its third consecutive Mid-American Conference Championship and 22nd championship in 26 years; and

WHEREAS, EMU event winners included Matt Ense in the 1,650-yard freestyle in a time of 15:36.09; Branislov Hronsky in the 200-yard backstroke (1:49.07); John Bartlett in the 100-yard breaststroke (:56.47) and 200-yard breaststroke (2:01.01); Jeff Luhn in the 100-yard butterfly (:49.34); Kevin Doak in the 100-yard backstroke (:49.48); and Kevin Doak, John Bartlett, Jeff Luhn and David Vanlier in the 200-yard medley relay (1:30:37) and 400-yard medley relay (3:18.95); and

WHEREAS, John Barlett, a senior from Aurora, Ontario; Justin Breitigam, a junior from Fostoria, Ohio; Kevin Doak, a junior from Brighton, Michigan; Matthew Ense, a senior from Cincinnati, Ohio; Branislov Hronsky, a sophomore from Bratislava, Slovakia; and Jeff Luhn, a junior from Cincinnati, Ohio; and were named First Team All-Mid-American Conference; and

WHEREAS, Head Coach Peter Linn was named Mid-American Conference Coach of the Year;

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents congratulates and commends the Men's Swimming and Diving Team and Head Coach Peter Linn for the honor and distinction they have brought themselves and Eastern Michigan University.

June 24, 2002

RESOLUTION

Men's Outdoor Track and Field - Mid-American Conference Championship and NCAA Championship

WHEREAS, the Men's Track and Field Team won a Mid-American Conference record 19th team outdoor Championship May 16-18, 2002; and

WHEREAS, EMU event winners included Nduka Awazie in the 200-meter dash in a time of :20.94 and the 400-meter dash in a time of :46.30; Boaz Cheboiywo in the 5000-meter run in a MAC meet record time of 13:56:64 and the 10,000-meter run (29:08.67); Jordan Desilets in the 3000-meter steeplechase (8:46:87); Gary Stanford, Nduka Awazie, Olayemi Olatunji and Antwon Morton in the 4x100-meter relay (:41.00); and Dean Abdul-Haqq, Brandon Jiles, Antwon Morton and Nduka Awazie in the 4x400-meter relay (3:11.17); and

WHEREAS, Nduka Awazie, a junior from Jos, Nigeria; Boaz Cheboiywo, a junior from Kenya; and Jordan Desilets, a sophomore from Lake Orion, Michigan, were named First Team All-Mid-American Conference; and

WHEREAS, Head Coach Brad Fairchild was named Coach of the Year, Nduka Awazie was named the meet's Most Valuable Performer for the most points, and Boaz Cheboiywo earned the Most Valuable Performer honor; and

WHEREAS, Boaz Cheboiywo and Jordan Desilets qualified for the 2002 NCAA national track and field championships; and

WHEREAS, Boaz Cheboiywo won the 10,000-meter run in a time of 28:31.10 and Jordan Desilets was fifth in the 3000-meter steeplechase in a time of 8:38:37 at the NCAA National Championships and both earned All-American honors:

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents congratulates and commends the Men's Track and Field Team, Head Coach Brad Fairchild, Boaz Cheboiywo, Jordan Desilets and Nduka Awazie for the honor and distinction they have brought themselves and Eastern Michigan University.

June 24, 2002

RESOLUTION

Senator Alma Wheeler Smith

WHEREAS, Senator Alma Wheeler Smith has represented the 18th Michigan Senate District well and faithfully since her first election in 1994; and

WHEREAS, the 18th District includes most of Washtenaw County and the City of Ypsilanti; and

WHEREAS, Senator Smith has served as the Vice Chair of the Senate Appropriations Committee; Vice Chair of the Senate Appropriations Subcommittee on Higher Education; and member of the Senate committees on Community Health, Corrections and Environmental Quality; and

WHEREAS, Senator Smith has sponsored legislation regulating personal protection orders between juveniles and their parents and a constitutional amendment to bring Michigan law into conformity with federal disability terminology; and

WHEREAS, most recently Senator Smith sponsored an amendment to the Capital Outlay Bill to include a planning grant for the renovation of Eastern Michigan University's Pray-Harrold classroom building; and

WHEREAS, Senator Smith's legislative work has been recognized by the Michigan Association of Local Public Health, the Michigan Secondary Reading Interest Council, the Pro-Choice Network and several local associations in Washtenaw County; and

WHEREAS, Senator Smith has been a frequent visitor to the EMU campus, participant in campus activities and a true friend to the University during the appropriations process; and

WHEREAS, Michigan term limit legislation does not permit Senator Smith to run for a third term in the Senate;

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents commends Senator Alma Wheeler Smith for her eight years of exemplary service to the State of Michigan, to Washtenaw County and to Eastern Michigan University.

June 24, 2002

ORAL REPORT TO BE MADE BY THE PRESIDENT

EXECUTIVE SUMMARY

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

EXECUTIVE SUMMARY

DATE: June 25, 2002

SECTION 1 - REPORT: TREASURER'S REPORT

It is recommended that the Treasurer's Report for the month of May 2002 be received and placed on file.

As of May 31, 2002, cash and investments totaled \$63,965,323.60 and were invested at 5.08%. The short-term investment fund yield was 2.40% compared to the 3-month Treasury Bill at 1.79%. The intermediate-term investment fund total return is 5.70% (6.21% annualized) compared to the Merrill Lynch 1-3 year Treasury index at 5.76% (6.29% annualized). Cash and investments (excluding bond proceeds) as of May 31, 2002 increased by \$9,248,032 compared to May 2001.

Fiscal Implications: Investment income is expected to meet budget.

SECTION 2 - REPORT: INTERNAL AUDIT

Section not ready at time of printing.

SECTION 3 - REPORT: GRANT/CONTRACTS

It is recommended that 112 grants and contracts totaling \$2,302,657 for the period 03/1/02 through 05/31/02 be accepted.

One hundred percent sponsor-funded grants and contracts in the amount of \$1,341,616 were awarded to the University during the period 03/1/02 through 05/31/02. Grants and contracts awarded to the University that required EMU cost-sharing and/or in-kind contributions totaled \$961,041.

Fiscal Implications: This action approves allocating University matching funds in the amount of \$134,747 as cash contributions for projects awarded during the period 03/1/02 through 05/31/02 for a fiscal year-to-date total of \$354,713 against a base budget of \$361,652.

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 June 10, 2002.

Preparation and planning is underway for the upcoming parking expansion project. The program statement for the modernization of Pray-Harrold has been completed. McKenny Union program assessment is in progress and will be presented to the Board in Sept. 2002.

The Univ. House wood framing is 90% complete and the roofing is 85%. Exterior trim is 75%. Masonry is anticipated to be complete in July.

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 May 31, 2002 be received and placed on file.

The Student Accounts Receivable Ratio Analysis balance is \$7,536,000 or 6.11% of revenue compared to \$7,261,000 (6.93%) as of April 30, 2000. This is a .82% decrease.

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

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

It is recommended that the Board receive and place on file the 2001-02 General Fund budget Status Report.

Fiscal Implications: Revenues and expenditures are consistent with the revised budget plan.

SECTION 7 – REPORT: TECHNOLOGY PLAN IMPLEMENTATION

It is recommended that the Information and Communication Technology report be placed on file.

Fiscal Implications: Initiatives are meeting budgets.

SECTION 8 – ACADEMIC AFFAIRS ADMINISTRATIVE/PROFESSIONAL APPOINTMENTS/TRANSFERS

It is recommended that the Board approve 6 Administrative/Professional appointments/transfers .

Fiscal Implications: Salaries will be absorbed in the 2002-03 personnel budget.

SECTION 9 – STAFF APPOINTMENTS

It is recommended that the Board approve 46 staff appointments. Of the 46, 26 (57%) are female, 6 (13%) are African American, 3 (7%) is Hispanic, and one (2%) is Asian.

Fiscal Implications: None.

SECTION 10 – SEPARATIONS/RETIREMENTS

It is recommended that the Board approve 34 separations and retirements. Of the 34, 22 (65%) are female, 10 (29%) are African American.

Fiscal Implications: None.

SECTION 11 – EMERITUS FACULTY STATUS

It is recommended that the Board grant Emeritus Faculty Status to 5 former faculty members. They are: Jagdish T. Danak, Annette Martin, Kaaren Strauch Brown, Nelly Ullman, Mary Yorke.

Fiscal Implications: None.

SECTION 12 – FACULTY APPOINTMENTS

It is recommended that the Board approve 30 new tenure-track faculty appointments. Of the 30, 15 (50%) are male, 15 (50%) are female. Of the 30, ten are minorities.

Fiscal Implications: Salaries will be absorbed in the 2001-02 faculty salary budget.

SECTION 13 – FACULTY REAPPOINTMENTS

It is recommended that the Board accept the report from the Division of Academic Affairs pertaining to the reappointment of 131 probationary faculty members.

Fiscal Implications: None.

SECTION 14 - FACULTY TENURE

It is recommended that the Board approve the granting of tenure for 23 faculty members.

Fiscal Implications: None.

SECTION 15– FACULTY PROMOTIONS

It is recommended that the Board accept the report titled Promotion of Faculty Members for 2002-03

Fiscal Implications: Salaries will be absorbed in the faculty salary budget.

SECTION 16 – ACADEMIC AFFAIRS ADMINISTRATIVE PROMOTIONS

It is recommended that the Board approve the promotion in faculty rank of 2 current Administrative/Professional employees.

Fiscal Implications: None.

SECTION 17 - STUDENT AFFAIRS COMMITTEE MONTHLY REPORT AND MINUTES

It is recommended that the Student Affairs Committee Agenda for June 25, 2002 and the Minutes of March 19, 2002 be received and placed on file.

Fiscal Implications: None.

SECTION 18 – EDUCATIONAL POLICIES COMMITTEE MONTHLY REPORT AND MINUTES

It is recommended that the EPC agenda for June 25, 2002, and the minutes of March 19, 2002 be received and placed on file.

Fiscal implications: None.

SECTION 19 – 2002-03 SABBATICAL LEAVE AWARDS

It is recommended that the Board accept the Report on Sabbatical leaves.

Fiscal Implications: None.

SECTION 20– 2002-03 FACULTY RESEARCH AND CREATIVE ACTIVITY FELLOWSHIPS

It is recommended that the Board accept the Report on Faculty research and Creative Activity Fellowships.

Fiscal Implications: None.

SECTION 21 – 2002 SPRING-SUMMER RESEARCH AWARDS FOR RESEARCH AND CREATIVE ACTIVITY

It is recommended that the Board accept the Report on Spring-Summer Awards for Research and Creative Activity.

Fiscal Implications: None.

SECTION 22 – APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS

It is recommended that the Board appoint Steven Zarnowitz to a 3-year term on the Board of Directors of Ann Arbor Learning Community; Jeannette Hale, Misha Helvey and Kathryn Yanez to 3-year terms and Stephanie Shepherd and Edward Veeck to 2-year terms on the Board of Directors of Commonwealth Academy; Erin Reese Burks, Timothy Hawkins, Jessica Lafata and Janice Bynum-Simpson to 3-year terms on the Board of Directors of Edison Oakland Academy; Christine Harris to a 3-year term on the Board of Gaudior Academy; Daniel Ross, Peter Sinclair and Curtis Wood to 3-year terms on the Board of Grand Blanc Academy; Freddie Simmons to a 3-year term on the Board of Great Lakes Academy; and Randy McNeil to a 3-year term on the Board of Hope Academy.

Fiscal Implications: None.

SECTION 23 – POLICY AMENDMENT: PROBATION/DISMISSAL READMISSION POLICY

It is recommended that the Board amend the Probation/Dismissal/Readmission Policy to adopt the revised policy shown in Section 23.

Fiscal Implications: None.

SECTION 24 – AFFIRMATIVE ACTION PLAN FOR WOMEN & MINORITIES AND THE AFFIRMATIVE ACTION PLAN FOR VETERANS AND INDIVIDUALS WITH DISABILITIES

It is recommended that the Board receive and place on file the June 2002 Affirmative Action Plan for Women and Minorities and the Affirmative Action Plan for Veterans and Individuals with Disabilities.

Fiscal Implications: None.

SECTION 25 - FINANCE COMMITTEE MONTHLY REPORT AND MINUTES

It is recommended that the Working Agenda for June 25, 2002 and the minutes for the March 19, 2002 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 26 – 2002-03 GENERAL FUND OPERATING BUDGET

It is recommended that the 2002-03 General Fund Operating Budget in the amount of \$193,457,829 be approved and that \$3.6 million be designed for non-base initiatives and contingencies.

Fiscal Implications: Approval of this budget will establish the general fund spending authorization for 2002-03.

SECTION 27 – 2002-03 TUITION AND MANDATORY FEES

It is recommended that the registration fee be maintained at \$40.00 per semester, the General Fee be maintained at \$20.00 per credit-hour, and the Technology Fee be maintained at \$10.00 per credit-hour.

It is further recommended that the tuition rates be increased in accordance with the following schedule, effective Fall 2002 semester.

<u>Course Level – Residents</u>	<u>FY 2001-02</u>	<u>FY 2002-03</u>	<u>Increase per credit-hour</u>
100-400	\$120.75	\$134.90	\$14.15
500-600	\$215.00	\$246.00	\$31.00
700-999	\$250.00	\$285.75	\$35.75
<u>Course Level – Non-Residents</u>	<u>FY 2001-02</u>	<u>FY 2002-03</u>	<u>Increase per credit-hour</u>
100-400	\$375.00	\$426.00	\$51.00
500-600	\$440.00	\$500.00	\$60.00
700-999	\$500.00	\$567.00	\$67.00

Fiscal Implications: General Fund revenues from tuition and mandatory fees are planned to generate \$93.1 million. General Fee revenues are projected to provide \$11.1 million and Technology Fee revenues are projected to be \$5.5 million. These revenues, when combined with other revenues including the state appropriation of \$87.7 million, are sufficient to balance the FY 2002-03 General Fund operating budget.

SECTION 28 – FY 2002-03 PROGRAM FEES

It is recommended that the schedule of Program Fees for 2002-03, effective in Fall 2002, be approved.

* Proposed	Undergraduate - Upper Level		Graduate		Doctoral	
	FY 2002	FY 2003 *	FY 2002	FY 2003 *	FY 2002	FY 2003 *
Science	25.00	30.00	30.00	37.50		
Business	25.00	30.00	30.00	37.50		
Teacher Education	20.00	25.00	30.00	37.50	40.00	50.00
Health & Human Services	20.00	25.00	30.00	37.50		
Nursing	35.00	40.00	40.00	50.00		
Technology	25.00	30.00	35.00	40.00		
Foreign Languages	15.00	20.00	25.00	30.00		
Fine Art	20.00	25.00	30.00	37.50		
CAS courses, "Liberal Arts Fee"	n/c	10.00	n/c	10.00		10.00

Fiscal Implications: The above action is projected to provide \$5.6 million in revenue or 2.9% of all general fund operating revenue.

SECTION 29 – 2002-03 AUXILIARY FUND OPERATING BUDGETS

It is recommended that the 2002-2003 Auxiliary fund Operating Budget amounting to \$38,021,155 million be approved.

This budget is an increase of \$3.59 million over 2001-02 or 10.4%. This increase reflects a 6.25% increase in Room and Board rates and an increase in parking.

Please see Section 29 for a complete explanation of this budget.

Fiscal Implications: After all obligations are met and reserves replenished, the total operating balance is projected to be \$102,996.

SECTION 30– 2002-03 ROOM AND BOARD RATES

It is recommended that the Board approve the 2002-03 Rates proposal for housing and Dining Services. This proposal represents a 6.25% increase. The increase for the academic year will amount to \$329.00.

Fiscal Implications: Please see the implications in Section 30.

SECTION 31 – 2003-04 GENERAL FUND SCHOLARSHIPS, AWARDS AND GRANTS

It is recommended that the Board approve the 2003-04 General Fund Scholarships, Awards and Grants Proposal for \$11,475,558. \$11,280,558 through General Fund revenues, \$150,000 through General Fee revenues and \$45,000 through Auxiliary Fund revenues.

Fiscal Implications: The 2002-04 Scholarships, Awards and Grants will be increased by \$1,002,946 over 2002-03.

SECTION 32 – ELIMINATION OF TRANSCRIPT FEE

It is recommended that the Board eliminate Policy 12.2.3, “Changes for Transcript of Credits”. The elimination of this fee will allow fro transcripts to be provided to our students and alumni free of charge effective July 1, 2002.

Fiscal Implications: Through April 2002, \$115,252 has been collected in fees. The base budget for 2003 has been built with this fee eliminated.

SECTION 33 – POLICY REVISION: RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

It is recommended that the Board amend the policy 12.1.1, Residence Classification for Tuition Purposes to include: Residency classification for tuition purposes does not apply to on-line courses.

Fiscal Implications: This policy will allow the University to be competitive.

SECTION 34 – AMENDMENT OF DEFINED CONTRIBUTION RETIREMENT PLAN AND ADOPTION OF 457(B) DEFERRED COMPENSATION PLAN

It is recommended that the Board approve the amendments to the University's Defined Contribution Retirement Plan and approve the adoption of the attached 457(b) Deferred Compensation Plan.

Fiscal Implications: None.

SECTION 35 – EQUALIZED BENEFITS FOR AP/AC/CC EMPLOYEES

It is recommended that the Board approve changes to the benefit plan for AP/AC/CC non-bargained for employees.

Fiscal implications: This will cost approximately \$35,000/year.

SECTION 36 – PRAY-HARROLD MODERNIZATION – PROGRAM STATEMENT

It is recommended that the Boar approve the Program Statement for the modernization of Pray-Harrold.

Fiscal Implications: Total expenditures of \$39,985,000 will be required for the project. Of this total, 25% or \$9,996,250 in matching funds may be required by the University.

SECTION 37 - THE EMU POLICE OFFICERS LABOR COUNCIL

It is recommended that the Board approve the collective bargaining agreement and authorize the President and the bargaining committee to execute the agreement.

Fiscal Implications: This will cost \$76,883 for 2002-03.

**SECTION 38 – COLLECTIVE BARGAINING AGREEMENT BETWEEN EMU AND
AFSCME (*tentative*)**

No material ready for this section.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 1
DATE: June 25, 2002

RECOMMENDATION

REPORT: TREASURER'S

ACTION REQUESTED

It is recommended that the Treasurer's Report for the month of May 2002 be received and placed on file.

STAFF SUMMARY

As of May 31, 2002, Cash and Investments totaled \$63,965,323.60 and were invested to return a total annualized return of 5.083%. As summarized below, Eastern's latest investment performance compared favorably to the established benchmarks.

- Short-Term Investment Fund Yield: 2.40%
- Benchmark: 3-month Treasury Bill: 1.79%
- Intermediate-Term Investment Fund Total Return: 5.70% (6.21% annualized)
- Benchmark: Merrill Lynch 1-3 Year Treasury Index: 5.76% (6.29% 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.
- The portfolio has no leveraged investments.
- The portfolio has no speculative derivatives.
- 100% of the portfolio is in fixed income obligations.
- 0% of the portfolio is in variable rate obligations.
- Average weighted credit quality of the portfolio is AA+.
- Average weighted maturity of the portfolio is approximately 1.48 years.

Cash and investments (excluding bond proceeds) as of May 31, 2002 increased by \$9,248,032.89 when compared to May 2001.

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
May 31, 2002

Cash

	<u>Bank</u>
	<u>Balance</u>
Comerica Bank	\$1,578,924.34
FirStar Bank	\$1,789.63
Total Cash	<u>\$1,580,713.97</u>

Eagle Crest Cash

Conference Center	27,728.55
Golf Club	237,382.13
Maintenance Reserve	448,258.40
Total Cash	<u>\$713,369.08</u>

<u>Investments</u>	<u>Date Settled</u>	<u>Date Maturing</u>	<u>Total Return YTD (Annualized)</u>	<u>Principal</u>
Short Term Investment Funds:				
Dreyfus Institutional Preferred	Daily	Mutual Fund	1.770% *	5,090,990.97
Dimensional Fund Advisors	Monthly	Mutual Fund	2.510% *	30,312,446.92
Intermediate Term Investment Funds:				
Vanguard Short Term Corporate	Monthly	Mutual Fund	5.856%	7,112,628.00
Federated US Government 2-5 Year	Monthly	Mutual Fund	7.756%	7,155,174.66
Agencies:				
Federal Home Loan Mortgage Corp.	06/14/01	06/14/06	6.000%	3,000,000.00
Federal Home Loan Bank	05/23/01	05/23/06	5.750%	3,000,000.00
Federal Home Loan Bank	01/29/02	01/29/07	5.125%	3,000,000.00
Federal Home Loan Bank	01/29/02	01/29/07	5.150%	3,000,000.00
Total Investments				<u>61,671,240.55</u>
Subtotal Cash and Investments				<u>\$63,965,323.60</u>
<u>General Revenue Bonds Investments</u>				
Dimensional Fund Advisors	Monthly	Mutual Fund	2.510%	0.00
Subtotal General Revenue Bonds Investments				<u>0.00</u>
Grand Total: Cash, Investments				<u><u>\$63,965,323.60</u></u>

Net Annualized Yield - Short Term	2.404%
Total Annualized Return - Total Investments	5.083%

* Figure represents net yield.

EASTERN MICHIGAN UNIVERSITY
Summary of Cash/Investments and Bond Investments by Institution
May 31, 2002

		Amount of EMU Cash/Investment	% of Total Cash/Investment												
A.	Book Cash Balance	1,580,713.97	2.47%												
B.	Eagle Crest Cash Balance	713,369.08	1.12%												
C.	Dreyfus Institutional Preferred	5,090,990.97	7.96%												
D.	Dimensional Fund Advisors	30,312,446.92	47.39%												
E.	Vanguard Short Term Corporate	7,112,628.00	11.12%												
F.	Federated US Government 2-5	7,155,174.66	11.19%												
G.	Federal Home Loan Mortgage Corp.	3,000,000.00	4.69%												
H.	Federal Home Loan Bank	3,000,000.00	4.69%												
I.	Federal Home Loan Bank	3,000,000.00	4.69%												
J.	Federal Home Loan Bank	3,000,000.00	4.69%												
		63,965,323.60	100.00%												
<table border="0"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;"></th> <th style="text-align: center; border-bottom: 1px solid black;">Amount of EMU Bond Investment</th> <th style="text-align: center; border-bottom: 1px solid black;">% of Total Bond Investment</th> </tr> </thead> <tbody> <tr> <td>K.</td> <td>Dimensional Fund Advisors</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">0.00</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">0.00%</td> </tr> </tbody> </table>						Amount of EMU Bond Investment	% of Total Bond Investment	K.	Dimensional Fund Advisors	0.00	0.00%			0.00	0.00%
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K.	Dimensional Fund Advisors	0.00	0.00%												
		0.00	0.00%												

Notes:

- C. The Dreyfus Institutional Preferred Money Market Fund invests in a diversified portfolio of high quality, short-term debt securities. The average maturity of the fund approximates 50 days and EMU has access to its funds on a daily basis.
- D. The Dimensional Fund Advisors Fund invests in high quality corporate and bank debt obligations. The average weighted maturity of the fund is 345 days.
- E. 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 2.8 years.
- F. The Federated US Government 2-5 Year Fund invests in US Treasury bills, notes and bonds. The average weighted maturity of the fund is 3.6 years.
- G./H./I./J. U.S. Agency Obligations.

**Eastern Michigan University
University Investment Portfolio**

May 31, 2002

	Dreyfus*	DFA	Vanguard	Federated US Govt. 2-5	Net University Holdings	Total
Total Fund Net Assets	\$10,419,960,175	\$891,630,000	\$8,104,741,233	\$583,571,604		
EMU's Investment	\$5,090,991	\$30,312,447	\$7,112,628	\$7,155,175	\$14,294,083	\$63,965,324
% of Total Fund	0.05%	3.40%	0.09%	1.23%		
Fund Inception Date	11-Jun-97	27-Jul-83	29-Oct-82	1-Sep-91		
Date of Initial EMU Investment	20-Jan-01	18-Jan-96	18-Jan-96	22-Jan-96		
Average Weighted Maturity	55 days	347 days **	2.7	3.46 years		1.48 Years
Book NAV (7/1/00)	1.00	10.15	10.46	10.39		
Market NAV (05/31/02)	1.00	10.31	10.77	11.15		
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	4.66%	5.50%	6.79%	7.24%		
3 Year Benchmark	4.56%	4.56%	6.50%	6.50%		
Merrill Lynch 1-3 Yr Treasury						
Portfolio Mix						
Commercial Paper Notes	24.7%	0.2%				
Repos						
Variables						
Govt. Agency Mort. Backed Sec.			3.0%	31.5%		
Time Deposits	32.2%					
Direct U.S. Govt. Agencies			16.0%			
C.D.'s	29.5%					
U.S. Treasury's		32.6%				
Other	13.5%					
Bonds		67.2%				
Cash						
Federal Home Loan Mortgage Corp.					\$3,000,000	
Federal Home Loan Bank					\$3,000,000	
Federal Home Loan Bank					\$3,000,000	
Federal Home Loan Bank					\$3,000,000	
Comerica Bank (sweep account)					\$1,578,924	
FirStar Bank					\$1,790	
Eagle Crest Cash					\$713,369	
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: June 25, 2002

RECOMMENDATION

REPORT: INTERNAL AUDIT

ACTION REQUESTED

It is recommended that the Internal Auditor's activity report for the period March through May 2002 be received and placed on file.

STAFF SUMMARY

The reports for the Parking, University Housing and Financial Aid internal audits have been issued. These reports include findings and corresponding recommendations to improve controls. The recommendations have been discussed with appropriate personnel. 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.

Also attached is a report prepared by University management on the status of recommendations made from the previous Ticket Sales and Information Systems internal audits completed in February 2002. As noted in the report, management has agreed with the internal auditor's recommendations and has found that all recommendations have been implemented. In addition, management has reviewed the status of recommendations made from the Parking Office audit, and has found that these have been implemented.

Enclosed is the updated internal audit schedule for the period ending September 30, 2002.

FISCAL IMPLICATIONS

It is expected that fiscal year 2001-2002 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

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Audit Report
Parking Department

Background

The Parking Department is responsible for all aspects of the parking activities, including the collection of money from the pay parking lots and meters, sale of hang tags, and collection of payments for parking citations. In addition, the Parking Department, along with the Department of Public Safety, has the responsibility of issuing and enforcing parking citations. They also have the authority to void citations and approve refunds for amounts previously paid, if necessary.

Objectives and Scope

Our objective was to evaluate the adequacy of internal controls in regards to the Parking Department.

The scope of our procedures included obtaining an existing policies and procedures manual for the Parking Department and discussing the pertinent controls in place with the Parking Department management, as well as testing the controls listed in the manual and described by management. After reviewing the policies and procedures manual and discussing the controls with management, we decided to test the security of the office area and systems, cash booth and parking clerk collections, citations and voids, hang tags, meters, refunds, and the third party collection company contract. For each of the areas mentioned previously, we inquired with appropriate personnel whether the University's policies and procedures were in place and operational, and tested the controls through sampling, review, reperformance, and observation.

Conclusion

We identified opportunities for strengthening the University's internal controls as they relate to the areas we tested. We have included recommendations to management for improving the internal control process in the Parking Department.

We concluded our audit fieldwork on April 30, 2002.

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.

Findings and Recommendations

Finding

The controls in place surrounding the booth cash checkout sheets and log are not being consistently followed. Some booth operators are not completing the booth cash checkout log each day. For the day we selected to test, three of the eleven booth operators who did complete the log did not thoroughly complete it and two out of thirteen total operators did not sign out the drawer on the log at all.

In addition, the verification process for the cash booth checkout sheets, the daily checkout sheets, and the cash receipts voucher is not being properly followed. The verification process is a review performed by an employee other than the preparer to ensure amounts agree, appear reasonable, and contain the proper supporting documentation. We selected a sample of twenty days to test. From our testing we discovered the following:

- Of the total 213 booth cash checkout sheets we were able to review, 122 were verified.
- Of the 40 daily checkout sheets, none were verified.
- Of the 20 cash receipts vouchers, five were verified.

Recommendation

We recommend that the existing procedure of completing the booth cash checkout log be reinforced with the booth cash operators. In order to help accomplish this, the Parking Department employee who verifies the booth cash checkout sheet should also verify that the booth cash operator has completed the log.

We also recommend that a greater emphasis be given to the procedures which require the verification of the booth cash checkout sheets, the daily cash checkout sheets, and the cash receipts voucher. In order to help comply with these procedures the Parking Department supervisor should review these sheets, the voucher, and the log at the end of each day to ensure they are being verified and completed.

Management's Response

We agree. We have reemphasized the existing procedures with Parking Department personnel, including supervisory review of all logs, checkout sheets and vouchers.

Finding

The individual issuing the void is not always appropriately signing voided citations and the reason for the void is not always documented when performed at the University. From our sample of twenty voided citations, four did not contain a signature or badge number and one did not contain a reason for the void.

In addition, paid citations are not always being paid in accordance with the citation fee schedule. From our sample of 39 citations paid, one was not paid in accordance with the citation fee schedule.

Recommendation

We recommend the procedure requiring the Parking Department employee who voids a citation to sign their name or badge number, date, and reason code on the voided citation be further emphasized. In addition, we recommend the Parking Department supervisor review all voided citations to ensure proper support and reasoning is included.

For the paid citations, we also recommend further emphasis of the current procedure of citations being paid in accordance with the citation fee schedule. If a citation is not going to be paid in accordance with the University procedure, the reason and signature of the parking clerk should be documented on the citation, and periodically the Parking Department supervisor should sign and review these citations to ensure appropriateness.

Management's Response

We agree. We have reemphasized with Parking Department personnel the need for proper documentation and subsequent supervisory review for voids and fee schedule exceptions. A review by the Parking Department supervisor of the voided citations is being performed but will be further emphasized to ensure proper support and reasoning is included.

Finding

It appears from our review of the "Hot Sheet" that there are a number of vehicles on this list that have well beyond six citations. In addition, the "Hot Sheet" does not contain any verification that it is being reviewed.

Recommendation

We recommend efforts be made to collect on outstanding citations after a certain period of time, including stricter enforcement of the six citations or greater and tow procedure.

Management's Response

We agree, however, due to unavailability of officers and the fact that their first concern and priority is public safety, the "Hot Sheet" vehicles do not always get towed. The "Hot Sheet" hits are called into the Public Safety Department and towing is done based upon the availability of officers.

Finding

From our review of the collection of the meters, we discovered there is no meter key log maintained. There are two sets of keys for the meters; one set held by the staff responsible for emptying the meters and the other set with the Parking Department supervisor.

Recommendation

We recommend both sets of meter keys be kept in the Parking Department office and a meter key log be maintained so it is known who has the keys at all times. In addition, we recommend a monthly analytical evaluation comparing the current period to a prior comparable period or other appropriate benchmark for reasonableness be performed, documented, and approved by the Parking Department supervisor.

Management's Response

We agree. The meter keys will be added to our current key control system. This system requires that the appropriate person insert their issued peg into a board releasing the pegged meter keys. To see who has the keys requires only that the peg in that number be examined as to the owner's identity.

We currently perform a comparison of current month collections against prior history, but have not documented the results. Documentation of this procedure will be developed.

Finding

Based upon our review of the monthly third party collection detail and summary report of paid citations, we discovered the review that is performed is not documented.

Recommendation

We recommend the individual who reviews and reconciles the monthly third party collection detail and summary report sign and date the report noting their review and reconciliation.

Management's Response

We agree. The review process now includes sign off by the reviewer. A procedure exists whereby we compare current month collections to previous month collections for reasonableness and discrepancies, however, this comparison has not been documented. We will add documentation to this procedure.

6.

Audit Report University Housing – Residence Halls

Background

The University Housing Office is responsible for accepting and maintaining university housing student applications and contracts and assigning students to residence halls as well as overseeing their overall operation. In addition, they maintain all pertinent student documents (occupancy cards, billing forms, room condition sheets, dining contracts, transfer and amendment forms, etc.) relative to the student's stay at any of the university residence halls. The University Housing Office is also responsible for charging the student's account for room and board charges, as well as any other university housing related charges (damages, lost keys, violations, etc.) as directed by the Area Complex Directors (ACD). Each university residence hall has an ACD. The University Housing Office uses a number of instruments to oversee the university residence halls, including the bi-weekly report provided by each ACD to the University Housing Office. The University Housing Office has the final authority on all university residence hall related matters if something cannot be resolved at the ACD level.

Objectives and Scope

Our objective was to evaluate the adequacy of internal controls as well as to ensure the policies and procedures related to the University Housing Office and the residence halls are being properly followed.

The scope of our procedures included obtaining an existing policies and procedures manual, obtaining a housing and dining student guide to campus living, and discussing the pertinent controls in place with the University Housing Office management as well as the ACDs. Our scope also included testing the controls in place, as well as compliance with the policies and procedures listed in the manual and guide and described by management and the ACDs.

The specific areas we reviewed included:

- student contracts and all related documentation and forms for student check-in, check-out, transfer, or amendments;
- charges to the student accounts;
- student housing cancellations and terminations;
- the ACD bi-weekly report process;
- petty cash and cash boxes;
- budgeting, accounting, and reconciling of the student activity/social funds and operational accounts;
- performance of key inventories and control over the keys;
- staff duty logs;
- proper approval and authorization of expenditures and use of requisitions;

- the timeliness and documentation of work orders, especially work orders to change locks.

For each of the areas mentioned previously, we inquired with appropriate personnel as to whether the University's policies and procedures were in place and operational, and tested the controls through inquiry, sampling, review, reperformance, and observation.

Conclusion

We have identified opportunities for strengthening the University's internal controls as they relate to the areas we tested. We have included recommendations to management for improving the internal control process in the University Housing Office and at the university residence halls and apartments.

We concluded our audit fieldwork on May 31, 2002.

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.

Findings and Recommendations

Finding

As part of our audit, we selected 60 students and tested the student contracts and all related documentation for student check-in, checkout, transfer, and amendments to ensure policies, procedures and controls were being properly followed. Of the 60 students we selected, we noted the following:

- 47 of the 60 student occupancy cards were not properly completed by the Housing Office staff. Six of the 60 student occupancy cards (including three of the 47 above) were not signed by the student indicating that the keys had been checked in or out.
- For one of the twenty students completing a Lost Key Sign-Out Form, the form did not indicate whether an original key was shown when the spare key was returned.
- 11 of the 60 Room Condition Sheets were not properly completed.
- For three of the 60 students, the \$200 deposit did not appear on the student's account and there was no documentation of a waiver letter.
- For five of the thirteen students with a Dining Contract Amendment Form, the form did not contain an approval signature or date. For one student, the Dining Contract Amendment Form did not agree to the original contract.
- For two students out of seven who received additional room charges (i.e., key charges), the charges were not properly reflected on the student's account.

Recommendation

We recommend that the existing policies and procedures be reinforced with respect to completion of the forms. If it is determined that the information on the forms is not necessary, we recommend that the forms be revised to remove the unused portions.

Management's Response

Housing management concurs and we will review policies and procedures with appropriate staff and revise forms and delete unnecessary information as needed. Please note that some residents may leave without proper notification or check-out and this notation will be added to the appropriate form as necessary.

Finding

The charges to the student accounts for room and board did not appear to be applied consistent with the established set charges. Of the 60 student accounts we tested 37 were under billed by \$1.00, 3 were over billed by \$15.00 and 1 was over billed by \$27.00.

Recommendation

We recommend that all charges to student accounts be applied consistent with the established set charges. In addition, we recommend that, on a test basis, entries to student accounts be approved to ensure that proper amounts are recorded in the student account system.

Management's Response

Housing management concurs with the finding. We will review rate schedules for the 2002/03 year with billing staff to ensure accuracy. Please note that with dollar differences management reserves the right not to change based on materiality.

Finding

From our sample of 15 students who cancelled or terminated their student housing contract, there was one Residence Hall and Dining Service Contract Cancellation Form that was not properly completed.

Recommendation

We recommend that the importance of properly completing and maintaining this form be reinforced.

Management's Response

Housing management concurs. We will review with appropriate staff the importance of properly completing this form.

Finding

Although the Bi-Weekly Reports appear to be completed correctly, we noted that some of the reports covered a period greater than two weeks and there was no set day of the week or date the reports were supposed to cover.

Recommendation

We recommend that the reports cover a set number of days or period of time. This will ensure that all days are accounted for and will also provide consistency from one report to the next.

Management's Response

Housing management concurs. Please note the departmental operational calendar dictates the Bi-Weekly Report submission. Occasionally extensions are given with regard to the ACD's annual leave time. Housing management will take corrective action regarding proper notation and review this corrective action with appropriate staff.

Finding

The cash box logs are not always being properly completed when there is a shift change at the residence hall front desk. From our testing we noted the following cash box logs were not properly completed:

- Phelps-Sellers – five out of 228
- The Village – 55 out of 492
- Best – 18 of 36; Wise – cash box logs could not be located
- The Towers - Hoyt – 11 of 240; Pittman – eight of 120; Hill – 19 of 336

Recommendation

We recommend that all cash box logs be properly completed and maintained. This will ensure that, in the event of a problem with the cash count, it can be determined when the problem occurred. In addition, we recommend that these logs be periodically reviewed by the ACD for completeness and discrepancies.

Management's Response

Housing management concurs. We will review the procedures of properly filled out logs with our appropriate staff and students. Included in the existing procedures is a biweekly review of the logs by the ACDs.

Finding

Of the four residence halls that we selected for testing, none reconciled their activity/social funds to FRS and only one residence hall reconciled their operational account to FRS. In addition, two of the four residence halls do not maintain a budget to actual comparison to ensure that spending is within approved limits.

Recommendation

We recommend that reconciliation be performed to ensure that amounts for the activity/social fund and operational accounts agree to FRS. In addition, we recommend that actual amounts be compared to budget to ensure that spending is within approved limits.

Management's Response

Housing management concurs. We believe that the new Banner system will help us reconcile on a more timely basis, and that resources will be online and more readily accessible. We will review these procedures with the appropriate staff.

Finding

For two of the four residence halls that we selected for testing, the weekly key inventories are not being documented and maintained other than on the biweekly report. For one of the residence halls, the key inventories are not being performed weekly.

Recommendation

We recommend that weekly key inventories be performed in accordance with current policies and procedures. In addition, we recommend that documentation of the weekly key inventories be performed and maintained.

Management's Response

Housing management will develop a weekly key inventory with Physical Plant guidance that documents follow-up action and review with appropriate staff.

Finding

During our testing we noted the following staff duty logs could not be located:

- Phelps-Sellers – 1 of 50
- The Village – 9 of 61
- Best-Wise – 13 of 34 and the winter semester staff duty logs could not be found
- The Towers – 3 of 31

Recommendation

We recommend that the staff duty logs be prepared and maintained in accordance with current policies and procedures. In addition, we recommend that these logs be reviewed by the ACD to ensure that they are aware of any significant items.

Management's Response

Housing management concurs. The duty logs are used by Housing, Department of Public Safety and Physical Plant staff for various purposes. A procedure will be designed and implemented which will call for the logs to be checked out.

Finding

As a result of our testing, we noted that 3 out of 80 invoice receipts were not signed.

Recommendation

We recommend that the procedure of requiring an authorized signature on all invoice receipts be reinforced. This will ensure that the person who made the purchase was an authorized signer per the open purchase order.

Management's Response

Housing management concurs. We will review and reinforce this procedure with appropriate staff.

Finding

Per discussion with management, it does not appear that procedures are being consistently followed with respect to the timely change of locks when a key is reported missing. In addition, there does not appear to be a good system on the part of the physical plant for following up on work orders issued and whether items have been completed.

Recommendation

We recommend that the importance of changing locks for lost keys in a timely manner be reinforced. In addition, we recommend that the physical plant follow up with the ACDs in a timely manner the status of open work orders and their completion.

Management's Response

Housing management concurs. The locksmiths' workload often results in a delay in completion of these changes; however, we will reinforce the importance of this procedure with appropriate Housing and Physical Plant staff.

Audit Report Financial Aid Office

Background

The Financial Aid Office (FAO) provides a wide range of awards for the students of the University. We selected the following awards for inclusion in our internal audit procedures:

College Work Study Program

The University receives funds from both the State and Federal government for College Work Study (CWS) programs. State funds cannot be carried forward to subsequent award years, whereas federal funds can be carried forward to subsequent award years. CWS students are paid bi-weekly. FAO receives an upload of CWS student earnings for each bi-weekly pay period from the payroll department. The information received is uploaded into the FAO program called Student Aid Management (SAM). SAM produces several reports that are used to monitor the CWS program to ensure that awards made to students are within preset limits.

Athletic Scholarships

Athletic Scholarship awards include in-state tuition, out-state tuition, room, board, and book loans. The amount of awards are determined by the Athletic Department and coaches based on budget and any other types of aid/awards available. It is the responsibility of the Athletic Department to ensure that any criteria related to the scholarships are being met. The Athletic Department sends a team roster to the FAO for each award given. FAO enters the award amount into SAM. After the amount is properly entered into SAM, SAM automatically relieves the student's account through ISIS.

Endowment Fund Scholarships

The EMU Foundation receives endowed scholarships from alumni, professors and other supporters of the University. There are two types of scholarships, departmental and non-departmental. Annually, the Foundation provides the FAO a detail listing of all the endowment scholarships available and the maximum amount that can be awarded for the year. Each department (departmental scholarships) and committee (non-departmental scholarships) sends an Endowed Scholarship Selection Form to FAO, which lists the student(s) selected for the award. FAO reviews the form to determine if the student meets the specified scholarship criteria. FAO awards the scholarship to the student and enters the award amount into SAM. After the amount is properly entered into SAM, SAM automatically relieves the student's account through ISIS.

University Scholarships

The total amount available for University Scholarships is approved by the EMU Board of Regents. There are numerous types of University Scholarships and the award amounts are used to pay tuition, room and board, and living expenses. The FAO or Admissions Office approves amounts awarded to the students on an individual basis. The FAO enters the approved award amount into SAM. After the amount is properly entered into SAM, SAM automatically relieves the student's account through ISIS.

Graduate Assistantships

Students who are accepted into one of the University's graduate programs may apply for a graduate assistantship. Graduate assistantships are awarded to students who perform graduate student teaching or perform research. A student can receive up to 9 credits per semester for part-time work and up to 18 credits per semester for full-time work. Each department approves the graduate assistantship and prepares a Personnel Action Form (PAF), which is sent to the payroll department. The FAO receives a spreadsheet from the different departments that lists the number of credits and the amount of tuition to be awarded to the individual student. FAO enters the information into SAM. After the amount is properly entered into SAM, Sam automatically relieves the student's account through ISIS.

Posting to FRS

Each month the Student Accounting Department receives a download from University Computing that details all the ISIS transactions for the month. A manual journal entry is made to reflect this monthly activity in the Financial Records System (FRS). A reconciliation is then prepared to ensure that the information in ISIS agrees to FRS.

Objectives and Scope

Our objectives were to evaluate the adequacy of internal controls for the FAO and review the efficiency related to the financial aid processes.

The FAO internal audit review was conducted by first gaining an understanding of the operations and how the data at the FAO is processed. We then selected samples of actual transactions to review for proper authorization, financial reporting, reconciliation, and the use of internal controls. The significant areas of the FAO we reviewed were as follows: Authorized award amounts for the College Work Study Program, Athletic Scholarships, Endowment Fund Scholarships, Graduate Assistantships, and University Scholarships. We performed testing on a sample basis to verify accounts were properly credited; scholarship criteria was met, if applicable; and the proper recording of award/scholarship amounts from ISIS into the University's Financial Reporting System (FRS).

Conclusion

No significant findings were noted. 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 for the financial aid department and its processes.

We completed our audit fieldwork on June 5, 2002.

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.

College Work Study

Findings

We reviewed the Unauthorized CWS / MCWS Student Earning Report for the pay period ending September 15, 2001 to ensure proper follow-up and noted that three of 26 items requiring follow-up were not resolved until February of 2002. Two of these three amounts were charged to the applicable department because the student was not authorized to receive the funds based on need.

Recommendation

We recommend that the FAO look at possible ways to expedite the reconciliation process of the differences reported in the unauthorized student earnings report. This would provide the University and its departments with more accurate and timely information.

Managements Response:

The three systems involved in processing CWS (Financial Aid SAM, General Ledger FRS, Payroll HRizon) are not currently integrated. This results in the need for separate transaction processing between systems and the need for reconciliations between the systems. The finding refers to three items needing correction. The corrections were made as a result of the existing reconciliation procedures. The timeliness of the corrections will be reviewed and improved.

The longer term solution to this issue is the implementation of Banner. Banner is a fully integrated system, with the Financial Aid, General Ledger and Payroll modules all scheduled to be implemented by January 1, 2003. With this fully integrated system, the needed transactions will be processed to all modules simultaneously, resulting in a fully balanced and reconciled system with each batch of transactions.

Endowment Fund Scholarships

We selected 30 endowments from the 2001/2002 Endowment Scholarship Spending Budget prepared by the EMU Foundation. We verified that the student's award amount did not exceed the available award amount, the scholarship award amount was properly approved, and the award amount was properly relieved from the students account.

Finding

During our testing of 30 Endowment Fund Scholarships, we noted that scholarship number 558658 for the award amount of \$1,198 exceeded the available award amount by \$79 due to a clerical error.

Recommendation

This appears to be an isolated incident; however, we recommend that management reinforce the existing policies and procedures to ensure that the process is free from clerical errors.

Managements Response:

We agree. The procedures have been reinforced with those who perform them and their supervisors.

STATUS OF AUDIT RECOMMENDATION

June 25, 2002

**Ticket Sales
Information Systems**

Prepared by
Vice President for Business and Finance Office

INTERNAL AUDIT RECOMMENDATION STATUS

AUDIT PERFORMED: TICKET SALES

DATE COMPLETED: MARCH 4, 2002

FOOTBALL TICKET SALES

Recommendation(s):

Differences in the daily ticket sales should be documented each day regardless of the cause of the difference. To allow for testing of consignment football ticket sales for individual football games, we recommend that a log be kept of each consignment ticket seller. We also recommend that each consignment ticket seller prepare and sign a reconciliation showing the number of tickets that they were issued, the number tickets they returned, and the number of tickets they sold. Before the ticket seller is allowed to leave, their reconciliation should be reviewed and signed off by a supervisor and the supervisor should recount the number of tickets they are returning and agree them to the reconciliation. Each ticket seller's reconciliation should be kept along with the tickets they return to provide for an adequate audit trail. Finally, a person separate from the ticket reconciliation process should enter the number of consignment tickets that were returned to the ticketing system.

Client Response:

We agree. Forms and related procedures, as outlined in the recommendation, will be developed and implemented to better account for ticket sales.

Implementation Status:

1. Daily receipts detailed by event and by type (cash, check , or credit) are posted to the Cash Receipt Voucher and are supported by the User Summary Report obtained from the ticketing system. All differences are explained.

2. The ticket office has a written procedure to insure that both the "change" cash and pre-printed tickets that are issued (e.g. football ticket stalls) are reconciled. A form is filled out when cash and tickets are issued and consignment sellers must complete it when they return the receipts and unsold tickets. They cannot leave the ticket office until this reconciliation is signed off by the ticket manager. Ticket office responsibilities are segregated so that a person other than the ticket manager enters this data into the ticket system.

The recommendations of the internal auditors, and supported by management, have been implemented. Copies of procedures and actual documentation have been reviewed.

Verification Date: May 2, 2002

INTERNAL AUDIT RECOMMENDATION STATUS

BASKETBALL TICKET SALES

Recommendation:

We recommend that tickets not be given to the recipients until they are reported as sold in the ticketing system.

Client Response:

We agree. Of the 92 tickets, 90 were identified as corporate sponsor season tickets, which were entered incorrectly into the system by the previous ticket manager. Effective immediately, procedures have been designed so that tickets will be distributed only after they have been properly recorded in the ticketing system.

Implementation Status:

The system has been modified so that detail is available to show total tickets distributed by specific event. In the case of season tickets, detail of tickets sold or identified as complimentary will be recorded on a daily basis in the ticket system. Whether season tickets are printed by the ticket office or contracted on the outside, they will be processed when ordered but shipped at one time prior to the beginning of the season. The ticket system detail, along with unsold tickets will be easily reconciled to the total season tickets printed. No tickets will be distributed prior to being recorded in the ticket system. Procedures documenting this policy have been written by the ticket office.

The recommendations of the internal auditors, and supported by management, have been implemented. Copies of procedures have been reviewed.

Verification Date: May 2, 2002

GENERAL TICKET SALES

Recommendation:

We recommend that a list of complimentary tickets handed out for each game be reinstated. In addition we recommend that support with the proper approval for each complimentary ticket be matched up with the complimentary list of tickets for each game to help ensure that complimentary tickets are only handed out to the appropriate people.

Client Response:

We agree. Due to change in management, previous reports were not able to be located; however, they were produced. The ticket system has this reporting capability and procedures include this process. These reports will be produced for all events and kept on file.

Implementation Status:

As mentioned in the previous response, the system is now capable of recording complimentary tickets issued by the ticket office. A report of total complimentary tickets by event will be printed and the approved request forms will be attached as back-up. Procedures documenting this policy have been written by the ticket office.

INTERNAL AUDIT RECOMMENDATION STATUS

The recommendations of the internal auditors, and supported by management, have been implemented. Copies of procedures and actual documentation has been reviewed.

Verification Date: May 2, 2002

CASH RECEIPTS PROCEDURES

Recommendation:

We recommend that the ticket office reconcile the summary from the ticketing systems to the physical daily deposit in total and by payment type before each deposit is made.

Client Response:

We agree. The ticket office will reconcile the end of day summary from the ticketing system to the daily deposit in total and by payment type. Any differences will be investigated and resolved.

Implementation Status:

As mentioned in point 1 under Football Ticket Sales, reconciliations are being completed for each event.

The recommendations of the internal auditors, and supported by management, have been implemented. Copies of procedures and actual documentation have been reviewed.

Verification Date: May 2, 2002

Recommendation:

We recommend that deposits be made within 48 hours to be in compliance with University guidelines.

Client Response:

We agree, with the following caveat. The current deposit guidelines are being modified to allow appropriate flexibility in the deposit timeline. It currently states that funds "must be deposited within 48 hours of receipt at the Cashier's Office". It will be changed to funds "must be deposited within two business days at the Cashier's Office, for deposits in excess of \$100 in cash". This will allow for scheduling exceptions like weekends and holidays. The amounts that were not deposited within 48 hours were secured in a controlled environment; in a locked safe, in a locked office, with security cameras.

Implementation Status:

Written procedures exist regarding the two business day deposit deadline. A policy has also been written to document the safekeeping of cash balances that are unable to be deposited at the end of a day.

21.

INTERNAL AUDIT RECOMMENDATION STATUS

The recommendations of the internal auditors, and supported/modified by management, have been implemented. Copies of procedures and actual documentation have been reviewed.

Verification Date: May 2, 2002

Audit recommendations verified by:

Steven Holda
Assistant to the Vice President for Business & Finance

INTERNAL AUDIT RECOMMENDATION STATUS**AUDIT PERFORMED: INFORMATION SYSTEMS****DATE COMPLETED: FEBRUARY 18, 2002**Recommendation:

The University should develop a strategy for each department to keep an updated list of each computer and the software on each computer. A reconciliation between the software being used and the licenses on record should also be kept. Along with the reconciliation, an external determination of licensing compliance should be made of each department's reconciliation on at least an annual basis. Management should review the results of the reconciliation on a regular basis to help ensure that a sufficient number of licenses are purchased and available.

Client Response:

We agree. A formal strategy will be developed to ensure compliance with software licensing requirements. In addition, a communication will be generated, reminding faculty, staff and students of their responsibility in complying with the University's Acceptable Use of Information Technology Resources guidelines. The guidelines outline the University's commitment to complying with software licensing agreements.

Implementation Status:

To address the issue of insuring that the roughly 6,000 computers on EMU's campus are free of any unlicensed software, several actions have been initiated:

1. A communication reminding faculty, staff, and students of their responsibility in complying with the University's Acceptable Use of Information Technology Resources guidelines was issued via email on March 15, 2002. Quarterly emails will be sent to regularly remind people of the seriousness of this issue.
2. A pamphlet is being prepaid which will contain information about proper licensing and documentation of computer software. The pamphlet will also outline the procedure for requesting/loading new software, so that ICT can verify that the proper license exists. It is intended for this pamphlet to be distributed to faculty, staff, and students each fall.
3. Recently, a Microsoft Campus license was purchased to cover installation of Microsoft Office Professional and Microsoft Project on any University owned computer. It is estimated this action will cover 80% of all software presently installed on University computers.
4. A survey was conducted to identify the most popular software (other than the Microsoft products mentioned above) being used on Campus. Based on survey results, ICT is researching costs of site licenses and/or volume purchase arrangements to insure proper licenses exist for the level of usage at the University.
5. The ICT Helpdesk is now registering all newly purchased computers and the software loaded onto these computers (and verifying that licenses exist for all loaded software). This is an on-going effort that is expected to be finalized when the present computer replacement initiative is complete.

INTERNAL AUDIT RECOMMENDATION STATUS

6. Random software audits will be conducted by the ICT Helpdesk and the results will be communicated to Department/Division Heads for review.

The aforementioned points constitute the major areas of attention that ICT is focusing on to insure that the University is not in violation of software licensing agreements. Proper action has been taken to satisfy the audit recommendation.

Verification Date:

May 15, 2002

Audit recommendations verified by:

Steven Holda

Assistant to the Vice President for Business & Finance

STATUS OF AUDIT RECOMMENDATION

June 25, 2002

Parking Department

Prepared by
Vice President for Business and Finance Office

INTERNAL AUDIT RECOMMENDATION STATUS

AUDIT PERFORMED: **PARKING DEPARTMENT**

DATE COMPLETED: APRIL 30, 2002

1. Recommendation:

We recommend that the existing procedure of completing the booth cash checkout log be reinforced with the booth cash operators. In order to help accomplish this, the Parking Department employee who verifies the booth cash checkout sheet should also verify that the booth cash operator has completed the log.

We also recommend that a greater emphasis be given to the procedures which require the verification of the booth cash checkout sheets, the daily cash checkout sheets, and the cash receipts voucher. In order to help comply with these procedures the Parking Department supervisor should review these sheets, the voucher, and the log at the end of each day to ensure they are being verified and completed.

Client Response:

We agree. We have reemphasized the existing procedures with Parking Department personnel, including supervisory review of all logs, checkout sheets and vouchers.

Implementation Status:

Since the audit, procedures have been reviewed and reinforced throughout the entire Parking Department.

The Booth Checkout Log and examples of Booth Cash Checkout Sheets were reviewed and found to be filled out properly and completely. During the day shift, the Operations Supervisor or Account Specialist verifies the log and dollar reconciliation, and signs-off on the Booth Cash Checkout sheet before the booth operator leaves. After day shift, the evening Field Supervisor or a Team Leader will conduct the verifications and sign-off. After the evening review, cash and the log are placed in the lock box. Lock box contents are audited and re-verified by the Operations Supervisor the next morning.

Daily cash checkout sheets which summarize the days total cash collections are being reviewed and signed-off by the Operations Supervisor or Account Specialist.

The recommendations of the internal auditors, and supported by management, have been implemented. Existing procedures have been re-reviewed with all employees and are being closely followed as proven by discussions with Parking personnel and review of documents for proper signatures.

Verification Date: June 14, 2002

INTERNAL AUDIT RECOMMENDATION STATUS

2. Recommendation:

We recommend the procedure requiring the Parking Department employee who voids a citation to sign their name or badge number, date, and reason code on the voided citation be further emphasized. In addition, we recommend the Parking Department supervisor review all voided citations to ensure proper support and reasoning is included.

For the paid citations, we also recommend further emphasis of the current procedure of citations being paid in accordance with the citation fee schedule. If a citation is not going to be paid in accordance with the University procedure, the reason and signature of the parking clerk should be documented on the citation, and periodically the Parking Department supervisor should sign and review these citations to ensure appropriateness.

Client Response:

We agree. We have reemphasized with Parking Department personnel the need for proper documentation and subsequent supervisory review for voids and fee schedule exceptions. A review by the Parking Department supervisor of the voided citations is being performed but will be further emphasized to ensure proper support and reasoning is included.

Implementation Status:

Two parking violation citations that were recently voided were reviewed and found to contain the officers badge number or Operations Supervisor's name, as well as the reason code for the void. In addition, the Operations Supervisor's initials were found on the citation voided by the officer. This is consistent with the procedure for voiding a citation, and for the Operations Supervisor's review of all voids.

Most parking citations are paid in accordance with the University procedure. The most common exception to the procedure is when a greater than 24 hour period is granted so that reduced fines are allowed to be paid. The time extension is granted due to time lags inherent in the way parking citation data is downloaded and recorded in the system, as well as for "hardship" type cases. All ticket fee exceptions are reviewed and signed-off by the Operations Supervisor or Account Specialist (e.g. non-customer interface personnel).

The recommendations of the internal auditors, and supported by management, have been implemented.

Verification Date: June 14, 2002

3. Recommendation:

We recommend efforts be made to collect on outstanding citations after a certain period of time, including stricter enforcement of the six citations or greater and tow procedure.

Client Response:

We agree, however, due to unavailability of officers and the fact that their first concern and priority is public safety, the "Hot Sheet" vehicles do not always get towed. The "Hot Sheet" hits

INTERNAL AUDIT RECOMMENDATION STATUS

are called into the Public Safety Department and towing is done based upon the availability of officers.

Implementation Status:

EMU's contracted collection agency (E-Tech) continually monitors and follows-up with persons who have not paid parking citations.

A paper copy of the "Hot Sheet" (list of vehicles with six or more outstanding citations) is not regularly reviewed because according to Michigan State law, a vehicle must be in violation at the time it is towed (e.g. "Hot Sheet" vehicles cannot be located and towed when not in violation). Also, when a citation is being entered into the hand held Autocite computer, it will indicate if a vehicle is on the "Hot Sheet".

If a Parking Enforcer is notified via the Autocite that a vehicle is on the "Hot Sheet", they will call in the report to the Parking Department Office so that it can be verified that the "Hot Sheet" designation is valid. If it is found to be valid, a request for an Officer to verify the present violation and request the tow company to tow the vehicle will be made (Parking Enforcers are not permitted to request tows). If an Officer is available, verification will be made and the car will be towed.

Michigan State laws and Parking Department procedures are being followed to most effectively enforce towing of "Hot Sheet" vehicles given the resources available to the Department.

The recommendations of the internal auditors, and supported by management, have been implemented.

Verification Date: June 14, 2002

4. Recommendation:

We recommend both sets of meter keys be kept in the Parking Department office and a meter key log be maintained so it is known who has the keys at all times. In addition, we recommend a monthly analytical evaluation comparing the current period to a prior comparable period or other appropriate benchmark for reasonableness be performed, documented, and approved by the parking Department supervisor.

Client Response:

We agree. The meter keys will be added to our current key control system. This system requires that the appropriate person insert their issued peg into a board releasing the pegged meter keys. To see who has the keys requires only that the peg in that number be examined as to the owner's identity.

We currently perform a comparison of current month collections against prior history, but have not documented the results. Documentation of this procedure will be developed.

Implementation Status:

INTERNAL AUDIT RECOMMENDATION STATUS

One set of meter keys is kept locked in the Operations Supervisor's office and the other set has been set up in the key control system on the "Peg Board" as number 30. The three Field Supervisors have been issued numerically controlled "Pegs" which can be inserted into the board to remove the meter keys. This numerically controlled system identifies who has the meter keys at all times they are not on the board. In addition, a log is also maintained so that the keys are signed-out and back in by the Field Supervisors. Proper control is being kept of both sets of keys.

A spreadsheet is now being completed on a monthly basis to track cash collections from the meters. The spreadsheet shows monthly and year-to-date collections for the present year, as well as for the previous years. Easy year-over-year and month-to-month analytical evaluations can be made of the cash collections. This summary is reviewed and signed-off by the Operations Supervisor.

The recommendations of the internal auditors, and supported by management, have been implemented.

Verification Date: June 14, 2002

5. Recommendation:

We recommend the individual who reviews and reconciles the monthly third party collection detail and summary report sign and date the report noting their review and reconciliation.

Client Response:

We agree. The review process now includes sign off by the reviewer. A procedure exists whereby we compare current month collections to previous month collections for reasonableness and discrepancies, however, this comparison has not been documented. We will add documentation to this procedure.

Implementation Status:

The collection report from E-Tech is reconciled to collections made on campus by the EMU Parking Department. The review by date/batch is conducted by the Operations Supervisor, and if discrepancies are found they are explained. The Operations Supervisor signs and dates this report.

The recommendations of the internal auditors, and supported by management, have been implemented.

Verification Date: June 14, 2002

Audit recommendations verified by:

Steve Holda
Interim Asst. to the Vice President for Business & Finance

Eastern Michigan University Internal Audit Schedule

Andrews Hooper & Pavlik

For Period Ending September 30, 2002

Timing		Budget	Item
Work Pfm'd	Report	Hours	
Various	Various	100	Planning, Risk Analysis & Administrative Planning/Scheduling Audits Board Meetings, Other Meetings, etc. Risk Assessment for following years
Completed	Jan-02	40	Conflict of Interest Statements Board of Regents, President & Administrative Professionals 10 & above
Completed	Jan-02	200	Payroll
Completed	Mar-02	160	Information Systems
Completed	Mar-02	50	Football/Basketball Ticket Sales (including special events) Advance Sales At Game Sales
Completed	Jun-02	170	University Housing
Completed	Jun-02	80	Parking
Completed	Jun-02	100	Financial Aid Compliance Reconciliation
Jun-02	Sep-02	80	Student Government
Jul-02	Sep-02	80	Catering and Conferences
Jul-02	Sep-02	180	Cash Receipts
Various	Various	160	Special Projects
Various	Various	100	Contingencies
		<u>1,500</u>	

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 3
DATE: June 25, 2002

RECOMMENDATION

REPORT: GRANTS/CONTRACTS

ACTION REQUESTED -

It is recommended that 112 grants and contracts totaling \$2,302,657 for the period 03/01/02 through 05/31/02 be accepted.

SUMMARY

One-hundred percent sponsor-funded grants and contracts in the amount of \$1,341,616 were awarded to the University during the period 03/01/02 through 05/31/02. Grants and contracts awarded to the University that required EMU cost-sharing and/or in-kind contributions totaled \$961,041.

Summary of Grants and Contracts (pp. 2-8)
Grants & Contracts Progress Report (p. 9)
March 2002 Proposal Activity (pp. 10-17)
April 2002 Proposal Activity (pp. 18-25)
May 2002 Proposal Activity (pp. 26-32)

FISCAL IMPLICATIONS

This action approves allocating University matching funds in the amount of \$134,747 as cash contributions for projects awarded during the period 03/01/02 through 05/31/02, for a fiscal year-to-date total of \$354,713 against a base budget of \$361,652.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

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

6/25/2002

(Reported for FY 2002)

100% Sponsored

Title Grantor/Contractor	Director	Administrator	Amount
James Group - State 02 Michigan Economic Development Corporation	Melanie Ferren	Kerry Keene	\$250,000
School of Police Staff and Command--City of Detroit City of Detroit	Gerald Lawver	Gerald Lawver	\$95,000
James Group - Employer 02 James Group International	Melanie Ferren	Kerry Keene	\$83,402
SWAP: Source Water Assessment Program - 5th Year Subcontract Michigan State University	Charles Monsma	Charles Monsma	\$67,275
NSF Industry/University Cooperative Research Center in Coatings at Eastern Michigan University National Science Foundation	Ted Provder	Ted Provder	\$43,000
DaimlerChrysler-Excess Revenue Daimler/Chrysler Corporation	Pamela Hill	Pamela Hill	\$38,102
The Universal Group of Companies The Universal Group of Companies	Barbara Hopkins	Barbara Hopkins	\$37,500
General Motors-Excess Revenue General Motors Corporation	Pamela Hill	Pamela Hill	\$37,053
Ford Motor Company-Excess Revenue Ford Motor Co.	Pamela Hill	Pamela Hill	\$30,088
NSF I/U CRC Membership 2002-2003-Sun Chemical Corporation New Membership Sun Chemical Corporation	Ted Provder	Ted Provder	\$30,000
The Wetlands Boardwalk: Enhancing Access and Education Detroit Edison Foundation	Robert Neely	Robert Neely	\$28,000
The Universal Group of Companies The Universal Group of Companies	Barbara Hopkins	Barbara Hopkins	\$25,500
Shure Communications Shure Communications	Barbara Hopkins	Barbara Hopkins	\$22,000
NuStep NuStep	Barbara Hopkins	Barbara Hopkins	\$22,000
Real-time Crime Analysis and GIS Mapping - 3 City of Ypsilanti	Peggy Wiencek	Peggy Wiencek	\$21,412
Lear Corp. Lear Corporation	Barbara Hopkins	Barbara Hopkins	\$20,100
Goodwill Industries Job Training and Occupational Skills Needs Assessment Goodwill Industries of Detroit	Charles Monsma	Charles Monsma	\$20,000
Schoolcraft College Schoolcraft College	Barbara Hopkins	Barbara Hopkins	\$17,550
Roy F. Weston Roy Weston	Pamela Hill Ronald Kerrigan	Pamela Hill	\$15,600

2.

Title Grantor/Contractor	Director	Administrator	Amount
Schoolcraft College Schoolcraft College	Barbara Hopkins	Barbara Hopkins	\$15,300
Schoolcraft College Schoolcraft College	Barbara Hopkins	Barbara Hopkins	\$14,700
Amendment to extend and expand Warren/Conner contract Warren Connor	Yichun Xie	Yichun Xie	\$14,000
Schoolcraft College Schoolcraft College	Barbara Hopkins	Barbara Hopkins	\$12,450
Daramic Daramic, Inc.	Barbara Hopkins	Barbara Hopkins	\$12,100
Borg Warner Cooling Systems Borg-Warner Corporation	Barbara Hopkins	Barbara Hopkins	\$12,100
Borg Warner Cooling Systems Borg-Warner Corporation	Barbara Hopkins	Barbara Hopkins	\$12,100
NuStep NuStep	Barbara Hopkins	Barbara Hopkins	\$12,000
Shure Communications Shure Communications	Barbara Hopkins	Barbara Hopkins	\$12,000
Eaton Corporation Eaton Corporation	Barbara Hopkins	Barbara Hopkins	\$11,600
Borg-Warner Automotive Borg-Warner Corporation	Barbara Hopkins	Barbara Hopkins	\$11,350
Japanese School of Detroit, Year 3, Graduate and Undergraduate Assistantship Program Japanese School of Detroit	Hitomi Oketani	Hitomi Oketani	\$10,323
Teleflex Automotive Teleflex Automotive Group	Barbara Hopkins	Barbara Hopkins	\$9,950
Eveready Eveready	Barbara Hopkins	Barbara Hopkins	\$9,500
Borg-Warner Automotive Borg-Warner Corporation	Barbara Hopkins	Barbara Hopkins	\$9,350
Borg-Warner Automotive Borg-Warner Corporation	Barbara Hopkins	Barbara Hopkins	\$9,350
Visteon Corp. Visteon Corporation	Barbara Hopkins	Barbara Hopkins	\$9,350
Visteon Corporation Visteon Corporation	Barbara Hopkins	Barbara Hopkins	\$8,900
Borg-Warner Automotive Borg-Warner Corporation	Barbara Hopkins	Barbara Hopkins	\$8,850
GIS software use by Livingston County Livingston County	Yichun Xie	Yichun Xie	\$8,540
Japanese School of Detroit Amendment 1, Year 3 Japanese School of Detroit	Hitomi Oketani	Hitomi Oketani	\$8,213
Phase 1 Feasibility / Assessment study of Professional Science/Mathematics Master's Degrees Council of Graduate Schools, Washington DC	Robert Neely Henry Zot	Robert Neely	\$7,930
The Andersons The Andersons, Inc.	Barbara Hopkins	Barbara Hopkins	\$7,750

Title Grantor/Contractor	Director	Administrator	Amount
Midway Products Midway Products Group, Inc.	Barbara Hopkins	Barbara Hopkins	\$7,500
Proposal to Test the Effectiveness of a Myostatin Inhibitor Using an <i>in vitro</i> Model Biotest Laboratories, LLC, Colorado	Stephen McGregor	Stephen McGregor	\$7,455
Duracell Duracell Corporation	Barbara Hopkins	Barbara Hopkins	\$7,200
National Food Service Management Institute Scholar University of Southern Mississippi	Alice Jo Rainville	Alice Jo Rainville	\$7,045
Visteon Visteon Corporation	Barbara Hopkins	Barbara Hopkins	\$6,900
International Truck & Engine International Truck & Engine Corp.	- Barbara Hopkins	Barbara Hopkins	\$6,600
International Truck & Engine International Truck & Engine Corp.	Barbara Hopkins	Barbara Hopkins	\$6,600
Visteon Corp. Visteon Corporation	Barbara Hopkins	Barbara Hopkins	\$6,600
Rea International Rea International	Barbara Hopkins	Barbara Hopkins	\$6,600
The Andersons The Andersons, Inc.	Barbara Hopkins	Barbara Hopkins	\$6,150
The Musical Tradition of the Eastern European Synagogue - 9 S. L. Westerman Foundation	Sylvan Kalib Marilyn Saker	Sylvan Kalib	\$6,000
Macsteel MacSteel Corporation	Barbara Hopkins	Barbara Hopkins	\$5,600
Hewitt Tool Company Hewitt Tool Company	Barbara Hopkins	Barbara Hopkins	\$5,300
Schoolcraft College Schoolcraft College	Barbara Hopkins	Barbara Hopkins	\$5,100
Terumo Corporation Terumo Corporation	Pamela Hill Ronald Kerrigan Jr.	Pamela Hill	\$5,100
Career and Technical Teacher Education Program Improvement Michigan Department of Career Development	David Boggs	David Boggs	\$5,000
Pattern creation for Ingham Intermediate School District and Peckham Industries in Spring 2002 Ingham Intermediate School District	Julie Becker	Julie Becker	\$5,000
Michigan Space Grant Fellowship, 2002-2003 Michigan Space Grant Consortium	James Sheerin	James Sheerin	\$5,000
Herman Miller Inc. Herman Miller Inc.	Barbara Hopkins	Barbara Hopkins	\$4,775
La-Z- Boy La-Z-Boy	Barbara Hopkins	Barbara Hopkins	\$4,675
Cranbrook Educational Community Cranbrook Educational Community	Pamela Hill Arlene Cook	Pamela Hill	\$4,000
International Truck & Engine International Truck & Engine Corp.	Barbara Hopkins	Barbara Hopkins	\$3,850

3.

4.

Title	Director	Administrator	Amount
Goodyear Tire & Rubber Goodyear Tire and Rubber	Barbara Hopkins	Barbara Hopkins	\$3,850
Visteon Corp. Visteon Corporation	Barbara Hopkins	Barbara Hopkins	\$3,775
The Andersons The Andersons, Inc.	Barbara Hopkins	Barbara Hopkins	\$3,625
Norplas Industries Norplas Industries	Barbara Hopkins	Barbara Hopkins	\$3,250
Conflating Street Centerline Attributes from the Emergency 911 Centerline to the DOP-Based Centerline, Supplement Livingston County	Yichun Xie	Yichun Xie	\$3,250
The Ander sons The Andersons, Inc.	- Barbara Hopkins	Barbara Hopkins	\$3,100
LA-Z-Boy Inc. La-Z-Boy	Barbara Hopkins	Barbara Hopkins	\$3,100
NuStep NuStep	Barbara Hopkins	Barbara Hopkins	\$3,000
PGE/SEP: Transactional Writing and Biographical Storytelling: Empowering Latina Girls to Win at Mathematics (supplement) National Science Foundation	Cristina Jose-Kampfner	Cristina Jose-Kampfner	\$3,000
Midway Porducts Midway Products Group, Inc.	Barbara Hopkins	Barbara Hopkins	\$2,700
Herman Miller Inc. Herman Miller Inc.	Barbara Hopkins	Barbara Hopkins	\$2,650
La-Z-Boy La-Z-Boy	Barbara Hopkins	Barbara Hopkins	\$2,650
Midway Products Midway Products Group, Inc.	Barbara Hopkins	Barbara Hopkins	\$2,600
Herman Miller Inc. Herman Miller Inc.	Barbara Hopkins	Barbara Hopkins	\$2,600
Demonstration GIS Model for Predicting Wetland Plant Response to Lake Ontario Regulation Plans U.S. Department of Interior	Yichun Xie	Yichun Xie	\$2,500
Peer Mediation in K-12 Classrooms MEEMIC Foundation for the Future of Education	Bernard O'Connor	Bernard O'Connor	\$2,500
National Safety Council of Florida National Safety Council of Florida	Pamela Hill Pamela Sidney	Pamela Hill	\$2,200
Michigan Space Grant Operating Support: 2002-2003 Michigan Space Grant Consortium	James Sheerin	James Sheerin	\$2,100
Training and assistance for Polaris Industries in June 2002 Polaris Industries, Osceola WI	Julie Becker	Julie Becker	\$2,000
Advanced International Relations Course Development Center for Theology & the Natural Sciences	Bernard O'Connor	Bernard O'Connor	\$2,000
Engineered Components & Lubricants Engineered Components & Lubricants	Barbara Hopkins	Barbara Hopkins	\$1,500

Title	Grantor/Contractor	Director	Administrator	Amount
Contracted training for Second Chance Body Armor, Inc., February 2002 Second Chance Body Armor, Inc.		Julie Becker	Julie Becker	\$1,000
Pattern creation for Johnson Controls Johnson Controls		Julie Becker	Julie Becker	\$770
Pattern file creation for CNI in Spring 2002, <u>supplement</u> CNI, Inc., Troy MI		Julie Becker	Julie Becker	\$660
Additional Pattern Input for Johnson Controls, Inc. Johnson Controls		Julie Becker	Julie Becker	\$605
Contract for Data Analysis with Washtenaw Development Council Washtenaw Development Council		Peggy Wiencek	Peggy Wiencek	\$549
Haiti Brochures, part 3 Earth Resources & Environmental Consultants		Yichun Xie	Yichun Xie	\$254
Pattern file creation for CNI in Spring 2002 CNI, Inc., Troy MI		Julie Becker	Julie Becker	\$250
Pattern creation for Cessna in March 2002 Cessna, Wichita KS		Julie Becker	Julie Becker	\$240

93 Grants and Contracts for a total of: **\$1,341,616**

5.

6.

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

6/25/2002

(Reported for FY 2002)

Requiring EMU Matching Funds

Title Funding Agency	Director	Administrator	EMU In-kind	EMU Cash	Sponsor	Total
Small Business Development Center, Region 9 Host, 2002	Richard King	Richard King	\$326,909	\$84,000	\$435,000	\$845,909
U.S. Small Business Administration						
Comprehensive Regional Assistance Center satellite - Year 7 Continuation	Phyllis Noda	Phyllis Noda	\$39,951		\$98,500	\$138,451
University of Wisconsin-Madison						
Expedition '02--Exploring the Future	David Gore Judy Sturgis Hill	William Miller	\$26,796	\$8,420	\$84,200	\$119,416
Michigan Department of Education						
American Humanics Faculty Development: Blending American Humanics and Academic Service-Learning	Dale Rice Chris Foreman	Dale Rice	\$6,915	\$2,000	\$50,000	\$58,915
Kellogg Foundation, W.K.						
Sedimentation and Emergent Plant Decay in Great Lakes Coastal Wetlands, Year 2	Robert Neely	Robert Neely	\$29,964		\$19,241	\$49,205
Michigan Sea Grant College Program						
oldest, Boomer, and Boomlet Generations: Comparison and Contrast in Money Management and Retirement Planning	Gwen Reichbach	Gwen Reichbach	\$2,606		\$45,600	\$48,206
General Electric Financial Adm.						
Eastern Michigan University Proposal to be named as Host Institution to Undergraduate Students from the New Independent States	Raouf Hanna Don Staub	Raouf Hanna	\$0	\$3,304	\$44,415	\$47,719
American Councils for International Education						
Campus Connections -- Helping High School Seniors Transition to College without Alcohol, tobacco and Other Drugs	Ellen Gold	Ellen Gold	\$10,552		\$30,000	\$40,552
Michigan Department of Community Health						
<i>Haemophilus influenzae</i> modulins in Chronic Obstructive Pulmonary disease airway inflammation. Year 1	Daniel Clemans	Daniel Clemans	\$0	\$2,173	\$35,000	\$37,173
American Lung Association						
MI CLiMB Project CD-ROM Dissemination	Kathleen Stacey Dale Rice	Kathleen Stacey	\$9,434		\$25,000	\$34,434
Michigan Department of Education						
Expedition '02 - Computers in Business and Marketing	David Gore Judy Sturgis Hill	William Miller	\$6,129	\$2,050	\$21,250	\$29,429
Michigan Department of Education						

7.

Title Funding Agency	Director	Administrator	EMU In-kind	EMU Cash	Sponsor	Total
Expedition '02--Applied Polymer Chemistry	David Gore Judy Sturgis Hill	William Miller	\$6,129	\$2,050	\$21,250	\$29,429
Michigan Department of Education						
Gas Chromatograph Mass Spectrometer (Purchase of) Phoenix Labs	Stephen McGregor	Stephen McGregor	\$7,500	\$10,000	\$10,000	\$27,500
Gas Chromatograph Mass Spectrometer (Purchase of)	Stephen McGregor	Stephen McGregor	\$7,500	\$10,000	\$10,000	\$27,500
Biotest Laboratories, LLC, Colorado						
Developing an Ecology for Preparing Tomorrow's Teachers for Technology	Ellen Hoffman Jon Margerum-Leys	Ellen Hoffman	\$9,819		\$10,584	\$20,403
Spring Arbor University						
Proposal to Test the Effectiveness of a Myostatin Inhibitor Using an <i>in vitro</i> Model (Bodyonics)	Stephen McGregor	Stephen McGregor	\$0	\$4,400	\$7,455	\$11,855
Phoenix Laboratories, Inc. To Mars and Beyond	James Sheerin	James Sheerin	\$0	\$5,480	\$5,000	\$10,480
Michigan Space Grant Consortium						
Conceptual GIS Database Design and Map of Artifacts	Yichun Xie	Yichun Xie	\$1,231		\$5,046	\$6,277
RMS Titanic, Inc. Newfoundland Settlement Patterns after the Fisheries Collapse	Chris Mayda	Chris Mayda	\$0	\$870	\$3,500	\$4,370
Canadian Embassy						
19	Grants/Contracts for a total of:		\$491,435	\$134,747	\$961,041	\$1,587,223

GRANTS AND CONTRACTS
FY 2002 PROGRESS REPORT
 June 25, 2002

Table I Current Proposal/Award Activity and Prior Year Comparison

	FY01-02 Annual Plan	FY01-02 Plan To Date	FY01-02 Actual To Date	FY01-02 Actual- Plan Variance	FY00-01 Annual Plan	FY00-01 Plan To Date	FY00-01 Actual To Date	FY00-01 Actual- Plan Variance	FY01-02 vs FY00-01 Actual to Date Var.
Number of Proposals	480	440	425	(15)	457	419	373	(46)	52
Number of Awards	351	322	342	20	357	327	311	(16)	31
Dollar Value of Awards	\$16,500,000	\$15,125,000	\$13,156,750	(\$1,968,250)	\$15,100,000	\$13,841,667	\$14,693,578	\$851,911	(\$1,536,828)
Matching Funds	\$361,652	\$331,514	\$354,713	\$23,199	\$240,296	\$220,271	\$250,464	\$30,193	\$104,249

Table II Future Budgetary Implications of FY01-02 Awards/Matching Funds

	Dollar Value	Budgeted Expenditures by Fiscal Year			
		FY01-02	FY02-03	FY03-04	FY04-05
FY01-02 Awards to Date	\$13,156,750	\$9,365,440	\$3,337,424	\$263,758	\$190,128
FY01-02 Matching Funds to Date	\$354,713	\$157,797	\$135,194	\$38,792	\$22,930

Table III Grant and Contract Expenditures

	FY01-02	FY00-01	FY01-02 vs FY00-01 Variance
Expenditures to Date as of April 30	\$10,179,087	\$9,354,948	\$824,139

Table IV Proposals Pending

	FY01-02	FY00-01	FY01-02 vs FY00-01 Variance
No. of Pending Proposals as of May 31	116	59	57
Dollar Value of Pending Proposals	\$20,666,456	\$10,249,150	\$10,417,306

9.

EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 6/25/2002

Grant/Contract Activity for March 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020624	Biotest Laboratories, LLC, Colorado	HPERD	Awarded 3/15/2002	\$10,000	\$10,000
20020729	Biotest Laboratories, LLC, Colorado	HPERD	Awarded 3/25/2002	\$7,455	\$7,455
20020811	Borg-Warner Corporation	Center for Quality	Awarded 3/14/2002	\$8,850	\$8,850
20020446	Canadian Embassy	Geography & Geology	Awarded 3/11/2002	\$3,500	\$3,500
20020337	Detroit Edison Foundation	Biology	Awarded 3/18/2002	\$28,000	\$28,000
20020814	Duracell Corporation	Center for Quality	Awarded 3/14/2002	\$7,200	\$7,200
20020909	Eaton Corporation	Center for Quality	Awarded 3/28/2002	\$11,600	\$11,600
20020414	General Electric Financial Adm.	National Institute for Consumer Education	Awarded 3/20/2002	\$45,600	\$45,600
20020813	Hewitt Tool Company	Center for Quality	Awarded 3/14/2002	\$5,300	\$5,300
20020819	International Truck & Engine Corp.	Center for Quality	Awarded 3/14/2002	\$6,600	\$6,600
20020820	International Truck & Engine Corp.	Center for Quality	Awarded 3/14/2002	\$6,600	\$6,600
20020821	International Truck & Engine Corp.	Center for Quality	Awarded 3/14/2002	\$3,850	\$3,850
20020827	Japanese School of Detroit	Foreign Languages & Bilingual Studies	Awarded 3/20/2002	\$10,323	\$10,323
20020541	Kellogg Foundation, W.K.	Special Education Communication & Theatre Arts	Awarded 3/28/2002	\$50,000	\$50,000
20020817	La-Z-Boy	Center for Quality	Awarded 3/14/2002	\$4,675	\$4,675
20020828	Livingston County	Institute for Geospatial Research & Education (IGRE)	Awarded 3/11/2002	\$8,540	\$8,540
20020412	Michigan Department of Education	Interdisciplinary Technology Communication & Theatre Arts	Awarded 3/28/2002	\$21,250	\$21,250
20020815	Midway Products Group, Inc.	Center for Quality	Awarded 3/14/2002	\$2,600	\$2,600
20020825	NuStep	Center for Quality	Awarded 3/14/2002	\$3,000	\$3,000
20020826	NuStep	Center for Quality	Awarded 3/14/2002	\$12,000	\$12,000

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020808	Phoenix Laboratories, Inc.	HPERD	Awarded 3/25/2002	\$7,455	\$7,455
20020623	Phoenix Labs	HPERD	Awarded 3/15/2002	\$10,000	\$10,000
20020904	Polaris Industries, Osceola WI	Textiles Research & Training Institute	Awarded 3/20/2002	\$2,000	\$2,000
20020807	S. L. Westerman Foundation	Music	Awarded 3/18/2002	\$6,000	\$6,000
20020910	Schoolcraft College	Center for Quality	Awarded 3/28/2002	\$14,700	\$14,700
20020911	Schoolcraft College	Center for Quality	Awarded 3/28/2002	\$12,450	\$12,450
20020912	Schoolcraft College	Center for Quality	Awarded 3/28/2002	\$15,300	\$15,300
20020913	Schoolcraft College	Center for Quality	Awarded 3/28/2002	\$17,550	\$17,550
20020914	Schoolcraft College	Center for Quality	Awarded 3/28/2002	\$5,100	\$5,100
20020748	Second Chance Body Armor, Inc.	Textiles Research & Training Institute	Awarded 3/11/2002	\$1,000	\$1,000
20020907	Shure Communications	Center for Quality	Awarded 3/28/2002	\$12,000	\$12,000
20020224	Spring Arbor University	Teacher Education	Awarded 3/6/2002	\$10,584	\$10,584
20020818	The Andersons, Inc.	Center for Quality	Awarded 3/14/2002	\$6,150	\$6,150
20020823	The Andersons, Inc.	Center for Quality	Awarded 3/14/2002	\$3,100	\$3,100
20020906	The Andersons, Inc.	Center for Quality	Awarded 3/28/2002	\$3,625	\$3,625
20020908	The Andersons, Inc.	Center for Quality	Awarded 3/28/2002	\$7,750	\$7,750
20020816	The Universal Group of Companies	Center for Quality	Awarded 3/14/2002	\$25,500	\$25,500
20020824	The Universal Group of Companies	Center for Quality	Awarded 3/14/2002	\$37,500	\$37,500
20020803	U.S. Department of Interior	CEITA	Awarded 3/11/2002	\$2,500	\$2,500
20020720	U.S. Small Business Administration	Office of the Dean of Business	Awarded 3/28/2002	\$435,000	\$435,000
20020104	University of Southern Mississippi	HECR	Awarded 3/20/2002	\$7,045	\$7,045
20020450	University of Wisconsin-Madison	Foreign Languages & Bilingual Studies	Awarded 3/22/2002	\$98,500	\$98,500

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020812	Visteon Corporation	Center for Quality	Awarded 3/14/2002	\$8,900	\$8,900
20020822	Visteon Corporation	Center for Quality	Awarded 3/14/2002	\$3,775	\$3,775
20020905	Visteon Corporation	Center for Quality	Awarded 3/28/2002	\$6,900	\$6,900
20020733	Washtenaw Development Council	ISCFC	Awarded 3/12/2002	\$549	\$549
20020343	Arnold & Mabel Beckman Foundation, Irvine CA	Biology	Denied 3/12/2002	\$239,303	\$0
20020622	Matsushita Kokusai Zaidan	Foreign Languages & Bilingual Studies	Denied 3/18/2002	\$15,456	\$0
20020732	American Councils for International Education	Economics Teacher Education	Pending	\$44,415	\$0
990714	American Diabetes Association	Chemistry	Pending	\$144,120	\$0
20010907	American Express Foundation	National Institute for Consumer Education	Pending	\$29,664	\$0
20020109	American Heart Association	HECR	Pending	\$130,000	\$0
20020614	American Library Association	Halle Library	Pending	\$1,000	\$0
20020448	American Lung Association	Biology	Pending	\$70,000	\$0
20020137	Andrew Goodman Foundation	Leadership & Counseling	Pending	\$10,000	\$0
20020134	Billie Jean King Foundation	Leadership & Counseling	Pending	\$10,000	\$0
20020510	Canadian Embassy	Political Science	Pending	\$4,495	\$0
20020344	Chase Manhattan Foundation	National Institute for Consumer Education	Pending	\$85,354	\$0
20020621	Chase Manhattan Foundation	National Institute for Consumer Education	Pending	\$15,892	\$0
20010431	City of Jackson, Michigan	Geography & Geology	Pending	\$3,988	\$0
20010601	City of Phoenix	Interdisciplinary Technology	Pending	\$301,604	\$0
20020701	City of Ypsilanti	Geography & Geology	Pending	\$10,676	\$0
20020706	City of Ypsilanti	ISCFC	Pending	\$21,412	\$0
20020112	Coca Cola Foundation	Social Work	Pending	\$34,975	\$0
20020902	Comm Fund of SE Michigan HOPE Fund	Office of the Dean of Students	Pending	\$25,000	\$0
20000401	Corner Health Center	ISCFC	Pending	\$4,712	\$0
20020135	David Geffen Foundation	Leadership & Counseling	Pending	\$10,000	\$0
20020117	Dearborn Public Schools	History & Philosophy	Pending	\$199,068	\$0

12.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
990704	Detroit Public Schools	Institute for Diversity in Business Services	Pending	\$6,250	\$0
20020725	DSM Research	Coatings Research Institute	Pending	\$74,999	\$0
990605	Elf Atochem North America, Inc.	Physics & Astronomy	Pending	\$59,062	\$0
20011149	Environmental Protection Agency	CEITA	Pending	\$10,000	\$0
20020737	Environmental Protection Agency	Biology	Pending	\$115,910	\$0
20011151	Flinn Foundation	Associated Health Professions	Pending	\$97,754	\$0
20020136	Ford Foundation	Leadership & Counseling	Pending	\$50,000	\$0
20020133	Ford Motor Co. Fund	Leadership & Counseling	Pending	\$20,000	\$0
20011144	Harry A. & Margaret D. Towsley Foundation	Alzheimer's Education Program	Pending	\$165,784	\$0
20010507	Illinois Soybean Promotion Board	Coatings Research Institute	Pending	\$178,855	\$0
20020226	International Association of Chiefs of Police	Public Safety	Pending	\$5,000	\$0
20000961	Koester Performance Research	Computer Science	Pending	\$85,311	\$0
20020602	Livingston County	CEITA	Pending	\$9,580	\$0
20020918	Michigan Department of Career Development	Business & Technology Education	Pending	\$4,968	\$0
990725	Michigan Department of Education	Business & Technology Education	Pending	\$1,680	\$0
20011260	Michigan Department of Education	Communication & Theatre Arts Special Education	Pending	\$25,000	\$0
20020408	Michigan Department of Education	Interdisciplinary Technology Communication & Theatre Arts	Pending	\$84,200	\$0
20020411	Michigan Department of Education	Interdisciplinary Technology Communication & Theatre Arts	Pending	\$21,250	\$0
20010606	Michigan Department of State	Geography & Geology	Pending	\$31,327	\$0
20020127	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$95,067	\$0
20020128	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$92,750	\$0
20020129	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$16,131	\$0
20020514	Michigan Dept of Environmental Quality	Biology Political Science	Pending	\$214,147	\$0
20020742	Michigan Dept of Environmental Quality	CEITA	Pending	\$900,000	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020625	Michigan Economic Development Corporation	Management	Pending	\$121,000	\$0
20010516	Michigan Space Grant Consortium	Industrial Technology	Pending	\$4,000	\$0
20020404	Michigan State University	Psychology	Pending	\$199,501	\$0
20020603	Michigan State University	CEITA	Pending	\$14,400	\$0
20020741	National Association for Foreign Student Affairs.	Office of Collaborative Education World College	Pending	\$2,000	\$0
20020539	National Council on Economic Education	National Institute for Consumer Education	Pending	\$4,850	\$0
20010128	National Endowment for the Humanities	African American Studies	Pending	\$4,000	\$0
20020303	National Endowment for the Humanities	African American Studies	Pending	\$5,000	\$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
20011145	National Institutes of Health	Chemistry	Pending	\$124,304	\$0
20020334	National Institutes of Health	Biology	Pending	\$132,250	\$0
20020731	National Institutes of Health	Psychology	Pending	\$1,444,990	\$0
20020739	National Institutes of Health	Biology	Pending	\$143,000	\$0
20001214	National Science Foundation	Chemistry	Pending	\$25,690	\$0
20010536	National Science Foundation	Geography & Geology Physics & Astronomy	Pending	\$229,645	\$0
20010726	National Science Foundation	Chemistry Physics & Astronomy	Pending	\$130,250	\$0
20011132	National Science Foundation	English Language & Literature	Pending	\$6,000	\$0
20011137	National Science Foundation	Teacher Education	Pending	\$363,503	\$0
20011213	National Science Foundation	Interdisciplinary Technology	Pending	\$23,070	\$0
20020308	National Science Foundation	CEITA	Pending	\$499,934	\$0
20020407	National Science Foundation	Industrial Technology Business & Technology Education	Pending	\$188,318	\$0

13.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020537	National Science Foundation	Geography & Geology Physics & Astronomy	Pending	\$163,206	\$0
20020707	National Science Foundation	Biology	Pending	\$378,691	\$0
20020708	National Science Foundation	Biology	Pending	\$303,233	\$0
20020709	National Science Foundation	Biology	Pending	\$352,363	\$0
20020627	National Science Foundation	Sociology, Anthropology and Criminology	Pending	\$49,509	\$0
20020738	National Science Foundation	Biology	Pending	\$97,442	\$0
20020743	National Science Foundation	CEITA	Pending	\$299,940	\$0
20020613	Nature Conservancy	Biology	Pending	\$4,000	\$0
20001008	Oakland County Community Mental Hlth Auth	Associated Health Professions	Pending	\$9,420	\$0
20020206	Ohio State University	Business & Technology Education	Pending	\$65,000	\$0
20010426	PETROTRIN	Center for Organizational Risk Reduction	Pending	\$1,850,000	\$0
20010904	Pine Family Foundation, Inc.	Chemistry	Pending	\$9,513	\$0
20000713	Purdue University	Psychology	Pending	\$46,626	\$0
990601	Research Corporation	Chemistry	Pending	\$42,518	\$0
20011136	Research Corporation	Chemistry	Pending	\$33,148	\$0
20001031	Retirement Research Foundation	Social Work	Pending	\$161,981	\$0
20020730	Society of Manufacturing Engineers	Coatings Research Institute	Pending	\$15,000	\$0
20010109.	Spencer Foundation	African American Studies	Pending	\$30,615	\$0
20010934	State of Michigan Office of Drug Control Policy	Foreign Languages & Bilingual Studies	Pending	\$278,106	\$0
20010104	The American Foundation	History & Philosophy	Pending	\$39,105	\$0
20010216	The Aspen Institute	Accounting Associated Health Professions	Pending	\$24,830	\$0
20010217	The Aspen Institute	Social Work Associated Health Professions	Pending	\$25,612	\$0
20020307	The Consumer Protection Fund	National Institute for Consumer Education	Pending	\$55,999	\$0
20020538	The Japan Foundation	Foreign Languages & Bilingual Studies	Pending	\$65,901	\$0

15.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020512	Trinity Community Health Fund (TCHF)	Teacher Education Social Work	Pending	\$200,000	\$0
20020515	U.S. Department of Agriculture	HECR Chemistry	Pending	\$300,000	\$0
20020736	U.S. Department of Agriculture	Biology	Pending	\$299,928	\$0
20010705	U.S. Department of Education	Foreign Languages & Bilingual Studies	Pending	\$1,204,790	\$0
20020445	U.S. Department of Education	Foreign Languages & Bilingual Studies	Pending	\$339,632	\$0
20011003	U. S. Department of Health and Human Services	Psychology	Pending	\$123,391	\$0
20020801	UAW-American Axle Manufacturing	Workforce Education	Pending	\$177,284	\$0
20020306	UAW-GM Center for Human Resources	Center for Management & Leadership:Workforce Ed	Pending	\$240,894	\$0
20011248	United Soybean Board	Coatings Research Institute	Pending	\$162,062	\$0
20000814	University of Michigan	ISCFC	Pending	\$14,981	\$0
20000826	University of Michigan	Psychology	Pending	\$473,745	\$0
20011219	University of Michigan	Chemistry	Pending	\$51,870	\$0
20020610	University of Michigan	Graduate School	Pending	\$143,798	\$0
20020604	Van Buren Township, Michigan	CEITA	Pending	\$35,000	\$0
20020103	Washtenaw County Government	Geography & Geology CEITA	Pending	\$676,241	\$0
20020501	Washtenaw United Way	ICARD Teacher Education	Pending	\$15,733	\$0
20010512	Wayne County Airport	Interdisciplinary Technology	Pending	\$119,040	\$0
20020735	Wayne County Employment & Training Admin.	Campus Life	Pending	\$25,000	\$0
20010239	Wayne County, MI	CEITA	Pending	\$77,320	\$0
20010411	Wayne County, MI	CEITA	Pending	\$27,650	\$0
20020705	Wayne State University	Political Science	Pending	\$139,590	\$0
20020740	Wayne State University	Biology	Pending	\$167,397	\$0
991217	Ypsilanti Public Housing Commission	ISCFC	Pending	\$203,582	\$0

Proposal # Funding Agency EMU Unit Award Status
Date of Action Amount
Requested Amount
Awarded

16.

Quantity of Awards: 46
Sum of Awards: \$1,017,876

Quantity of Pending: 114
Quantity of Denied: 2

17.

EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 6/25/2002

Grant/Contract Activity for April 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020448	American Lung Association	Biology	Awarded 4/16/2002	\$35,000	\$35,000
20020923	Borg-Warner Corporation	Center for Quality	Awarded 4/16/2002	\$9,350	\$9,350
20020924	Borg-Warner Corporation	Center for Quality	Awarded 4/16/2002	\$9,350	\$9,350
20020925	Borg-Warner Corporation	Center for Quality	Awarded 4/16/2002	\$11,350	\$11,350
20020920	Center for Theology & the Natural Sciences	Political Science	Awarded 4/16/2002	\$2,000	\$2,000
20021009	Cessna, Wichita KS	Textiles Research & Training Institute	Awarded 4/17/2002	\$240	\$240
20021007	City of Detroit	Interdisciplinary Technology	Awarded 4/30/2002	\$95,000	\$95,000
20020706	City of Ypsilanti	ISCFC	Awarded 4/16/2002	\$21,412	\$21,412
20021010	CNI, Inc., Troy MI	Textiles Research & Training Institute	Awarded 4/17/2002	\$250	\$250
20021038	CNI, Inc., Troy MI	Textiles Research & Training Institute	Awarded 4/30/2002	\$660	\$660
20021003	Council of Graduate Schools, Washington DC	Biology	Awarded 4/30/2002	\$7,930	\$7,930
20021034	Earth Resources & Environmental Consultants	Institute for Geospatial Research & Education (IGRE)	Awarded 4/30/2002	\$254	\$254
20021023	Eveready	Center for Quality	Awarded 4/22/2002	\$9,500	\$9,500
20020927	Herman Miller Inc.	Center for Quality	Awarded 4/16/2002	\$4,775	\$4,775
20020928	Herman Miller Inc.	Center for Quality	Awarded 4/16/2002	\$2,650	\$2,650
20021019	Herman Miller Inc.	Center for Quality	Awarded 4/22/2002	\$2,600	\$2,600
20021011	Ingham Intermediate School District	Textiles Research & Training Institute	Awarded 4/17/2002	\$5,000	\$5,000
20021025	James Group International	Workforce Education	Awarded 4/23/2002	\$83,402	\$83,402
20021021	La-Z-Boy	Center for Quality	Awarded 4/22/2002	\$3,100	\$3,100
20021020	Lear Corporation	Center for Quality	Awarded 4/22/2002	\$20,100	\$20,100

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20021018	MacSteel Corporation	Center for Quality	Awarded 4/22/2002	\$5,600	\$5,600
20020918	Michigan Department of Career Development	Business & Technology Education	Awarded 4/25/2002	\$5,000	\$5,000
20011260	Michigan Department of Education	Communication & Theatre Arts Special Education	Awarded 4/17/2002	\$25,000	\$25,000
20020408	Michigan Department of Education	Interdisciplinary Technology Communication & Theatre Arts	Awarded 4/3/2002	\$84,200	\$84,200
20020411	Michigan Department of Education	Interdisciplinary Technology Communication & Theatre Arts	Awarded 4/16/2002	\$21,250	\$21,250
20021024	Michigan Economic Development Corporation	Workforce Education	Awarded 4/23/2002	\$250,000	\$250,000
20020926	Midway Products Group, Inc.	Center for Quality	Awarded 4/16/2002	\$2,700	\$2,700
20020921	Norplas Industries	Center for Quality	Awarded 4/16/2002	\$3,250	\$3,250
20020930	NuStep	Center for Quality	Awarded 4/16/2002	\$22,000	\$22,000
20020932	RMS Titanic, Inc.	Institute for Geospatial Research & Education (IGRE)	Awarded 4/3/2002	\$5,046	\$5,046
20020915	Roy Weston	Center for Organizational Risk Reduction	Awarded 4/3/2002	\$15,600	\$15,600
20020929	Shure Communications	Center for Quality	Awarded 4/16/2002	\$22,000	\$22,000
20021022	Teleflex Automotive Group	Center for Quality	Awarded 4/22/2002	\$9,950	\$9,950
20020916	Terumo Corporation	Center for Organizational Risk Reduction	Awarded 4/3/2002	\$5,100	\$5,100
20020922	Visteon Corporation	Center for Quality	Awarded 4/16/2002	\$6,600	\$6,600
20020901	Warren Connor	Institute for Geospatial Research & Education (IGRE)	Awarded 4/3/2002	\$14,000	\$14,000
20020614	American Library Association	Halle Library	Denied 4/16/2002	\$1,000	\$0
20020137	Andrew Goodman Foundation	Leadership & Counseling	Denied 4/9/2002	\$10,000	\$0
20020134	Billie Jean King Foundation	Leadership & Counseling	Denied 4/9/2002	\$10,000	\$0
20020135	David Geffen Foundation	Leadership & Counseling	Denied 4/9/2002	\$10,000	\$0
20020136	Ford Foundation	Leadership & Counseling	Denied 4/9/2002	\$50,000	\$0
20020133	Ford Motor Co. Fund	Leadership & Counseling	Denied 4/9/2002	\$20,000	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20021036	Guggenheim Museum, New York	Textiles Research & Training Institute	Denied 4/30/2002	\$30,000	\$0
20021015	Michigan Department of Education	Office of Collaborative Education	Denied 4/12/2002	\$450,000	\$0
20020810	MSX International Inc.	Leadership & Counseling Office of Collaborative Education	Denied 4/28/2002	\$542,451	\$0
20011137	National Science Foundation	Teacher Education	Denied 4/19/2002	\$363,503	\$0
20020738	National Science Foundation	Biology	Denied 4/22/2002	\$97,442	\$0
20020613	Nature Conservancy	Biology	Denied 4/17/2002	\$4,000	\$0
20021002	Allen Foundation, Midland MI	HPERD	Pending	\$75,679	\$0
20020732	American Councils for International Education	Economics Teacher Education	Pending	\$44,415	\$0
990714	American Diabetes Association	Chemistry	Pending	\$144,120	\$0
20010907	American Express Foundation	National Institute for Consumer Education	Pending	\$29,664	\$0
20020109	American Heart Association	HECR	Pending	\$130,000	\$0
20020510	Canadian Embassy	Political Science	Pending	\$4,495	\$0
20020344	Chase Manhattan Foundation	National Institute for Consumer Education	Pending	\$85,354	\$0
20020621	Chase Manhattan Foundation	National Institute for Consumer Education	Pending	\$15,892	\$0
20010431	City of Jackson, Michigan	Geography & Geology	Pending	\$3,988	\$0
20010601	City of Phoenix	Interdisciplinary Technology	Pending	\$301,604	\$0
20020701	City of Ypsilanti	Geography & Geology	Pending	\$10,676	\$0
20020112	Coca Cola Foundation	Social Work	Pending	\$34,975	\$0
20020902	Comm Fund of SE Michigan HOPE Fund	Office of the Dean of Students	Pending	\$25,000	\$0
20000401	Corner Health Center	ISCFC	Pending	\$4,712	\$0
20020117	Dearborn Public Schools	History & Philosophy	Pending	\$199,068	\$0
990704	Detroit Public Schools	Institute for Diversity in Business Services	Pending	\$6,250	\$0
20020725	DSM Research	Coatings Research Institute	Pending	\$74,999	\$0
990605	Elf Atochem North America, Inc.	Physics & Astronomy	Pending	\$59,062	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20011149	Environmental Protection Agency	CEITA	Pending	\$10,000	\$0
20020737	Environmental Protection Agency	Biology	Pending	\$115,910	\$0
20011151	Flinn Foundation	Associated Health Professions	Pending	\$97,754	\$0
20020721	Flint Greater Eastside Community Assoc	Institute for Diversity in Business Services	Pending	\$33,916	\$0
20011144	Harry A. & Margaret D. Towsley Foundation	Alzheimer's Education Program	Pending	\$165,784	\$0
20010507	Illinois Soybean Promotion Board	Coatings Research Institute	Pending	\$178,855	\$0
20020226	International Association of Chiefs of Police	Public Safety	Pending	\$5,000	\$0
20021012	Japanese School of Detroit	Foreign Languages & Bilingual Studies	Pending	\$8,213	\$0
20000961	Koester Performance Research	Computer Science	Pending	\$85,311	\$0
20020602	Livingston County	CEITA	Pending	\$9,580	\$0
20020203	Medical College of Toledo	Associated Health Professions	Pending	\$86,087	\$0
20021032	Michigan Department of Community Health	Health Services	Pending	\$30,000	\$0
990725	Michigan Department of Education	Business & Technology Education	Pending	\$1,680	\$0
20010606	Michigan Department of State	Geography & Geology	Pending	\$31,327	\$0
20020127	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$95,067	\$0
20020128	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$92,750	\$0
20020129	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$16,131	\$0
20020514	Michigan Dept of Environmental Quality	Biology Political Science	Pending	\$214,147	\$0
20020742	Michigan Dept of Environmental Quality	CEITA	Pending	\$900,000	\$0
20020625	Michigan Economic Development Corporation	Management	Pending	\$121,000	\$0
20021016	Michigan Sea Grant College Program	Biology	Pending	\$19,241	\$0
20010516	Michigan Space Grant Consortium	Industrial Technology	Pending	\$4,000	\$0
20020404	Michigan State University	Psychology	Pending	\$199,501	\$0
20020603	Michigan State University	CEITA	Pending	\$14,400	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020741	National Association for Foreign Student Affairs.	Office of Collaborative Education World College	Pending	\$2,000	\$0
20021008	National Board of Professional Teaching Standards	English Language & Literature	Pending	\$25,258	\$0
20020539	National Council on Economic Education	National Institute for Consumer Education	Pending	\$4,850	\$0
20010128	National Endowment for the Humanities	African American Studies	Pending	\$4,000	\$0
20020303	National Endowment for the Humanities	African American Studies	Pending	\$5,000	\$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
20011145	National Institutes of Health	Chemistry	Pending	\$124,304	\$0
20020334	National Institutes of Health	Biology	Pending	\$132,250	\$0
20020731	National Institutes of Health	Psychology	Pending	\$1,444,990	\$0
20020739	National Institutes of Health	Biology	Pending	\$143,000	\$0
20001214	National Science Foundation	Chemistry	Pending	\$25,690	\$0
20010536	National Science Foundation	Geography & Geology Physics & Astronomy	Pending	\$229,645	\$0
20010726	National Science Foundation	Chemistry Physics & Astronomy	Pending	\$130,250	\$0
20011132	National Science Foundation	English Language & Literature	Pending	\$6,000	\$0
20011213	National Science Foundation	Interdisciplinary Technology	Pending	\$23,070	\$0
20020308	National Science Foundation	CEITA	Pending	\$499,934	\$0
20020407	National Science Foundation	Industrial Technology Business & Technology Education	Pending	\$188,318	\$0
20020537	National Science Foundation	Geography & Geology Physics & Astronomy	Pending	\$163,206	\$0
20020707	National Science Foundation	Biology	Pending	\$378,691	\$0
20020708	National Science Foundation	Biology	Pending	\$303,233	\$0

21.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020709	National Science Foundation	Biology	Pending	\$352,363	\$0
20020627	National Science Foundation	Sociology, Anthropology and Criminology	Pending	\$49,509	\$0
20020743	National Science Foundation	CEITA	Pending	\$299,940	\$0
20021014	National Science Foundation	Teacher Education	Pending	\$499,436	\$0
20020724	National Writing Project	English Language & Literature	Pending	\$28,000	\$0
20001008	Oakland County Community Mental Hlth Auth	Associated Health Professions	Pending	\$9,420	\$0
20020206	Ohio State University	Business & Technology Education	Pending	\$54,275	\$0
20010426	PETROTRIN	Center for Organizational Risk Reduction	Pending	\$1,850,000	\$0
20010904	Pine Family Foundation, Inc.	Chemistry	Pending	\$9,513	\$0
20000713	Purdue University	Psychology	Pending	\$46,626	\$0
990601	Research Corporation	Chemistry	Pending	\$42,518	\$0
20011136	Research Corporation	Chemistry	Pending	\$33,148	\$0
20001031	Retirement Research Foundation	Social Work	Pending	\$161,981	\$0
20021004	Sanilac County	Institute for Geospatial Research & Education (IGRE)	Pending	\$24,500	\$0
20020730	Society of Manufacturing Engineers	Coatings Research Institute	Pending	\$15,000	\$0
20010109	Spencer Foundation	African American Studies	Pending	\$30,615	\$0
20010934	State of Michigan Office of Drug Control Policy	Foreign Languages & Bilingual Studies	Pending	\$278,106	\$0
20010104	The American Foundation	History & Philosophy	Pending	\$39,105	\$0
20010216	The Aspen Institute	Accounting Associated Health Professions	Pending	\$24,830	\$0
20010217	The Aspen Institute	Social Work Associated Health Professions	Pending	\$25,612	\$0
20020307	The Consumer Protection Fund	National Institute for Consumer Education	Pending	\$55,999	\$0
20020538	The Japan Foundation	Foreign Languages & Bilingual Studies	Pending	\$65,901	\$0
20020512	Trinity Community Health Fund (TCHF)	Teacher Education Social Work	Pending	\$200,000	\$0
20020515	U.S. Department of Agriculture	HECR Chemistry	Pending	\$300,000	\$0

22.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020736	U.S. Department of Agriculture	Biology	Pending	\$299,928	\$0
20021005	U.S. Department of Commerce	Geography & Geology Institute for Geospatial Research & Education (IGRE)	Pending	\$241,185	\$0
20010705	U.S. Department of Education	Foreign Languages & Bilingual Studies	Pending	\$1,204,790	\$0
20020445	U.S. Department of Education	Foreign Languages & Bilingual Studies	Pending	\$339,632	\$0
20020802	U.S. Department of Education	Foreign Languages & Bilingual Studies Learning Resources & Technologies	Pending	\$1,993,348	\$0
20020919	U.S. Department of Education	National Institute for Consumer Education	Pending	\$306,038	\$0
20021031	U.S. Department of Education	Leadership & Counseling	Pending	\$336,634	\$0
20011003	U. S. Department of Health and Human Services	Psychology	Pending	\$123,391	\$0
20020801	UAW-American Axle Manufacturing	Workforce Education	Pending	\$177,284	\$0
20020306	UAW-GM Center for Human Resources	Center for Management & Leadership:Workforce Ed	Pending	\$240,894	\$0
20011248	United Soybean Board	Coatings Research Institute	Pending	\$162,062	\$0
20000814	University of Michigan	ISCFC	Pending	\$14,981	\$0
20000826	University of Michigan	Psychology	Pending	\$473,745	\$0
20011219	University of Michigan	Chemistry	Pending	\$51,870	\$0
20020610	University of Michigan	Graduate School	Pending	\$143,798	\$0
20020604	Van Buren Township, Michigan	CEITA	Pending	\$35,000	\$0
20020103	Washtenaw County Government	Geography & Geology CEITA	Pending	\$676,241	\$0
20020501	Washtenaw United Way	ICARD Teacher Education	Pending	\$15,733	\$0
20010512	Wayne County Airport	Interdisciplinary Technology	Pending	\$119,040	\$0
20020735	Wayne County Employment & Training Admin.	Campus Life	Pending	\$25,000	\$0
20010239	Wayne County, MI	CEITA	Pending	\$77,320	\$0
20010411	Wayne County, MI	CEITA	Pending	\$27,650	\$0
20020705	Wayne State University	Political Science	Pending	\$139,590	\$0
20020740	Wayne State University	Biology	Pending	\$167,397	\$0
20020809	Wayne State University	Biology	Pending	\$354,427	\$0

23.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
991217	Ypsilanti Public Housing Commission	ISCFC	Pending	\$203,582	\$0

24.

Quantity of Awards: 36
 Sum of Awards: \$821,219

Quantity of Pending: 114
 Quantity of Denied: 12

25.

EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 6/25/2002

Grant/Contract Activity for May 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020732	American Councils for International Education	Economics Teacher Education	Awarded 5/28/2002	\$44,415	\$44,415
20021045	Borg-Warner Corporation	Center for Quality	Awarded 5/28/2002	\$12,100	\$12,100
20021046	Borg-Warner Corporation	Center for Quality	Awarded 5/28/2002	\$12,100	\$12,100
20021049	Cranbrook Educational Community	Center for Organizational Risk Reduction	Awarded 5/28/2002	\$4,000	\$4,000
20021051	Daimler/Chrysler Corporation	Center for Organizational Risk Reduction	Awarded 5/28/2002	\$38,102	\$38,102
20021040	Daramic, Inc.	Center for Quality	Awarded 5/28/2002	\$12,100	\$12,100
20021042	Engineered Components & Lubricants	Center for Quality	Awarded 5/28/2002	\$1,500	\$1,500
20021052	Ford Motor Co.	Center for Organizational Risk Reduction	Awarded 5/28/2002	\$30,088	\$30,088
20021050	General Motors Corporation	Center for Organizational Risk Reduction	Awarded 5/28/2002	\$37,053	\$37,053
20021107	Goodwill Industries of Detroit	ICARD	Awarded 5/28/2002	\$20,000	\$20,000
20021047	Goodyear Tire and Rubber	Center for Quality	Awarded 5/28/2002	\$3,850	\$3,850
20021012	Japanese School of Detroit	Foreign Languages & Bilingual Studies	Awarded 5/28/2002	\$8,213	\$8,213
20021102	Johnson Controls	Textiles Research & Training Institute	Awarded 5/28/2002	\$770	\$770
20021121	Johnson Controls	Textiles Research & Training Institute	Awarded 5/31/2002	\$605	\$605
20021043	La-Z-Boy	Center for Quality	Awarded 5/28/2002	\$2,650	\$2,650
20021037	Livingston County	Institute for Geospatial Research & Education (IGRE)	Awarded 5/28/2002	\$3,250	\$3,250
20021105	MEEMIC Foundation for the Future of Education	Political Science	Awarded 5/28/2002	\$2,500	\$2,500
20021032	Michigan Department of Community Health	Health Services	Awarded 5/2/2002	\$30,000	\$30,000
20021016	Michigan Sea Grant College Program	Biology	Awarded 5/28/2002	\$19,241	\$19,241

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	26, Amount Awarded
20020540	Michigan Space Grant Consortium	Physics & Astronomy	Awarded 5/28/2002	\$5,000	\$5,000
20021145	Michigan Space Grant Consortium	Physics & Astronomy	Awarded 5/31/2002	\$5,000	\$5,000
20021146	Michigan Space Grant Consortium	Physics & Astronomy	Awarded 5/31/2002	\$2,100	\$2,100
20021108	Michigan State University	ICARD	Awarded 5/28/2002	\$67,275	\$67,275
20021041	Midway Products Group, Inc.	Center for Quality	Awarded 5/28/2002	\$7,500	\$7,500
20021103	National Safety Council of Florida	Center for Organizational Risk Reduction	Awarded 5/28/2002	\$2,200	\$2,200
20021001	National Science Foundation	Teacher Education	Awarded 5/31/2002	\$3,000	\$3,000
20021136	National Science Foundation	Coatings Research Institute	Awarded 5/31/2002	\$43,000	\$43,000
20021048	Rea International	Center for Quality	Awarded 5/28/2002	\$6,600	\$6,600
20021101	Sun Chemical Corporation	Coatings Research Institute	Awarded 5/28/2002	\$30,000	\$30,000
20021044	Visteon Corporation	Center for Quality	Awarded 5/28/2002	\$9,350	\$9,350
20020708	National Science Foundation	Biology	Denied 5/24/2002	\$303,233	\$0
20020538	The Japan Foundation	Foreign Languages & Bilingual Studies	Denied 5/13/2002	\$65,901	\$0
20020445	U.S. Department of Education	Foreign Languages & Bilingual Studies	Denied 5/6/2002	\$339,632	\$0
20021002	Allen Foundation, Midland MI	HPERD	Pending	\$75,679	\$0
20020917	American Axle & Manufacturing	Workforce Education	Pending	\$94,627	\$0
990714	American Diabetes Association	Chemistry	Pending	\$144,120	\$0
20010907	American Express Foundation	National Institute for Consumer Education	Pending	\$29,664	\$0
20020109	American Heart Association	HECR	Pending	\$130,000	\$0
20021112	Ann Arbor Center for Independent Living	African American Studies	Pending	\$10,500	\$0
20020510	Canadian Embassy	Political Science	Pending	\$4,495	\$0
20020344	Chase Manhattan Foundation	National Institute for Consumer Education	Pending	\$85,354	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	27. Amount Awarded
20020621	Chase Manhattan Foundation	National Institute for Consumer Education	Pending	\$15,892	\$0
20010431	City of Jackson, Michigan	Geography & Geology	Pending	\$3,988	\$0
20010601	City of Phoenix	Interdisciplinary Technology	Pending	\$301,604	\$0
20020701	City of Ypsilanti	Geography & Geology	Pending	\$10,676	\$0
20020112	Coca Cola Foundation	Social Work	Pending	\$34,975	\$0
20020902	Comm Fund of SE Michigan HOPE Fund	Office of the Dean of Students	Pending	\$25,000	\$0
20000401	Corner Health Center	ISCFC	Pending	\$4,712	\$0
20020117	Dearborn Public Schools	History & Philosophy	Pending	\$199,068	\$0
990704	Detroit Public Schools	Institute for Diversity in Business Services	Pending	\$6,250	\$0
20021110	Dreyfus Foundation, Camille Henry	Chemistry	Pending	\$20,000	\$0
20020725	DSM Research	Coatings Research Institute	Pending	\$74,999	\$0
990605	Elf Atochem North America, Inc.	Physics & Astronomy	Pending	\$59,062	\$0
20011149	Environmental Protection Agency	CEITA	Pending	\$10,000	\$0
20020737	Environmental Protection Agency	Biology	Pending	\$115,910	\$0
20021053	Environmental Protection Agency	CEITA	Pending	\$3,000	\$0
20011151	Flinn Foundation	Associated Health Professions	Pending	\$97,754	\$0
20020721	Flint Greater Eastside Community Assoc	Institute for Diversity in Business Services	Pending	\$33,916	\$0
20021035	Ford Foundation	Sociology, Anthropology and Criminology	Pending	\$13,000	\$0
20011144	Harry A. & Margaret D. Towsley Foundation	Alzheimer's Education Program	Pending	\$165,784	\$0
20010507	Illinois Soybean Promotion Board	Coatings Research Institute	Pending	\$178,855	\$0
20020226	International Association of Chiefs of Police	Public Safety	Pending	\$5,000	\$0
20000961	Koester Performance Research	Computer Science	Pending	\$85,311	\$0
20020602	Livingston County	CEITA	Pending	\$9,580	\$0
20020203	Medical College of Toledo	Associated Health Professions	Pending	\$86,087	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20021029	Michigan Campus Compact	Special Education	Pending	\$2,000	\$0
990725	Michigan Department of Education	Business & Technology Education	Pending	\$1,680	\$0
20021117	Michigan Department of Education	Children's Institute	Pending	\$79,200	\$0
20010606	Michigan Department of State	Geography & Geology	Pending	\$31,327	\$0
20020127	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$95,067	\$0
20020128	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$92,750	\$0
20020129	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$15,145	\$0
20020514	Michigan Dept of Environmental Quality	Biology Political Science	Pending	\$180,000	\$0
20020742	Michigan Dept of Environmental Quality	CEITA	Pending	\$900,000	\$0
20020625	Michigan Economic Development Corporation	Management	Pending	\$121,000	\$0
20010516	Michigan Space Grant Consortium	Industrial Technology	Pending	\$4,000	\$0
20020404	Michigan State University	Psychology	Pending	\$199,501	\$0
20020603	Michigan State University	CEITA	Pending	\$14,400	\$0
20020741	National Association for Foreign Student Affairs.	Office of Collaborative Education World College	Pending	\$2,000	\$0
20021008	National Board of Professional Teaching Standards	English Language & Literature	Pending	\$25,258	\$0
20020539	National Council on Economic Education	National Institute for Consumer Education	Pending	\$4,850	\$0
20010128	National Endowment for the Humanities	African American Studies	Pending	\$4,000	\$0
20020303	National Endowment for the Humanities	African American Studies	Pending	\$5,000	\$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
20011145	National Institutes of Health	Chemistry	Pending	\$124,304	\$0
20020334	National Institutes of Health	Biology	Pending	\$132,250	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	29. Amount Awarded
20020731	National Institutes of Health	Psychology	Pending	\$1,444,990	\$0
20020739	National Institutes of Health	Biology	Pending	\$143,000	\$0
20001214	National Science Foundation	Chemistry	Pending	\$25,690	\$0
20010536	National Science Foundation	Geography & Geology Physics & Astronomy	Pending	\$229,645	\$0
20010726	National Science Foundation	Chemistry Physics & Astronomy	Pending	\$130,250	\$0
20011132	National Science Foundation	English Language & Literature	Pending	\$6,000	\$0
20011213	National Science Foundation	Interdisciplinary Technology	Pending	\$23,070	\$0
20020308	National Science Foundation	CEITA	Pending	\$499,934	\$0
20020407	National Science Foundation	Industrial Technology Business & Technology Education	Pending	\$188,318	\$0
20020537	National Science Foundation	Geography & Geology Physics & Astronomy	Pending	\$163,206	\$0
20020707	National Science Foundation	Biology	Pending	\$378,691	\$0
20020627	National Science Foundation	Sociology, Anthropology and Criminology	Pending	\$49,509	\$0
20020743	National Science Foundation	CEITA	Pending	\$299,940	\$0
20021014	National Science Foundation	Teacher Education	Pending	\$499,436	\$0
20020724	National Writing Project	English Language & Literature	Pending	\$28,000	\$0
20021017	NFSMI	HECR	Pending	\$17,556	\$0
20001008	Oakland County Community Mental Hlth Auth	Associated Health Professions	Pending	\$9,420	\$0
20020206	Ohio State University	Business & Technology Education	Pending	\$54,275	\$0
20010426	PETROTRIN	Center for Organizational Risk Reduction	Pending	\$1,850,000	\$0
20010904	Pine Family Foundation, Inc.	Chemistry	Pending	\$9,513	\$0
20000713	Purdue University	Psychology	Pending	\$46,626	\$0
990601	Research Corporation	Chemistry	Pending	\$42,518	\$0
20011136	Research Corporation	Chemistry	Pending	\$33,148	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20001031	Retirement Research Foundation	Social Work	Pending	\$161,981	\$0
20021004	Sanilac County	Institute for Geospatial Research & Education (IGRE)	Pending	\$35,490	\$0
20020730	Society of Manufacturing Engineers	Coatings Research Institute	Pending	\$15,000	\$0
20010109	Spencer Foundation	African American Studies	Pending	\$30,615	\$0
20010934	State of Michigan Office of Drug Control Policy	Foreign Languages & Bilingual Studies	Pending	\$278,106	\$0
20010104	The American Foundation	History & Philosophy	Pending	\$39,105	\$0
20010216	The Aspen Institute	Accounting Associated Health Professions	Pending	\$24,830	\$0
20010217	The Aspen Institute	Social Work Associated Health Professions	Pending	\$25,612	\$0
20020307	The Consumer Protection Fund	National Institute for Consumer Education	Pending	\$55,999	\$0
20020512	Trinity Community Health Fund (TCHF)	Teacher Education Social Work	Pending	\$200,000	\$0
20020515	U.S. Department of Agriculture	HECR Chemistry	Pending	\$300,000	\$0
20020736	U.S. Department of Agriculture	Biology	Pending	\$299,928	\$0
20021005	U.S. Department of Commerce	Geography & Geology Institute for Geospatial Research & Education (IGRE)	Pending	\$241,185	\$0
20010705	U.S. Department of Education	Foreign Languages & Bilingual Studies	Pending	\$1,204,790	\$0
20020802	U.S. Department of Education	Foreign Languages & Bilingual Studies Learning Resources & Technologies	Pending	\$1,993,348	\$0
20020919	U.S. Department of Education	National Institute for Consumer Education	Pending	\$306,038	\$0
20021031	U.S. Department of Education	Leadership & Counseling	Pending	\$336,634	\$0
20011003	U. S. Department of Health and Human Services	Psychology	Pending	\$123,391	\$0
20021030	U.S. Department of Justice	Women's Studies Program Counseling Services	Pending	\$400,000	\$0
20020801	UAW-American Axle Manufacturing	Workforce Education	Pending	\$177,284	\$0
20020306	UAW-GM Center for Human Resources	Center for Management & Leadership Workforce Ed	Pending	\$240,894	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20011248	United Soybean Board	Coatings Research Institute	Pending	\$162,062	50
20021013	University Corporation for Atmospheric Research (Denver)	Teacher Education	Pending	\$414,724	50
20000814	University of Michigan	ISCFC	Pending	\$14,981	50
20000826	University of Michigan	Psychology	Pending	\$473,745	50
20011219	University of Michigan	Chemistry	Pending	\$51,870	50
20020610	University of Michigan	Graduate School	Pending	\$143,798	50
20020604	Van Buren Township, Michigan	CEITA	Pending	\$35,000	50
20020103	Washtenaw County Government	Geography & Geology CEITA	Pending	\$676,241	50
20020501	Washtenaw United Way	ICARD Teacher Education	Pending	\$15,733	50
20010512	Wayne County Airport	Interdisciplinary Technology	Pending	\$119,040	50
20020735	Wayne County Employment & Training Admin.	Campus Life	Pending	\$25,000	50
20010411	Wayne County, MI	CEITA	Pending	\$27,650	50
20020705	Wayne State University	Political Science	Pending	\$139,590	50
20020740	Wayne State University	Biology	Pending	\$167,397	50
20020809	Wayne State University	Biology	Pending	\$354,427	50
991217	Ypsilanti Public Housing Commission	ISCFC	Pending	\$203,582	50

Quantity of Awards: 30
Sum of Awards: \$463,562

Quantity of Pending: 115
Quantity of Denied: 3

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 4
DATE: June 25, 2002

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 June 10, 2002.

STAFF SUMMARY

Preparation and planning is underway for the upcoming parking expansion project. Bid documents and code review are in progress and soil investigation and borings have been completed. Planning for soil erosion and sedimentation control is underway and includes developing detention plans, grading plans and applying for soil erosion permits.

The program statement for the modernization of Pray-Harrold has been completed with the final draft submitted to the State for funding. A presentation to the Board at the June Board meeting is planned.

The McKenny Union program assessment is in progress, and will be completed in late summer for presentation to the Board in September 2002.

The University House wood framing is 90% complete with interior construction in progress. Roofing is 85% complete. Exterior window installation is in progress and will be completed by July. Exterior trim is 75% complete. Masonry installation is anticipated to be complete in July. Landscaping and sitework in progress and will continue through the summer. Mechanical and electrical trades will start construction in June.

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 that 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
 MAY 15, 2002

PROJECTS IN PROGRESS

BUDGET

CREW TRAINING ROOM RENOVATIONS

93,000

Account No: 7-77835

Source of Funds: Facility Reserves

Design Consultant:

Project Manager: Staff

Status: Project is 60% complete

Scheduled Completion: June 2002

HOUSING FIRE ALARM

408,000

Account No: 7-77799

Source of Funds: Housing Reserve

Design Consultant: Ghafari Associates

Project Manager: Staff

Status: New fire alarm system for Hill completed and approved. Planning/Design for Wise, Best and Goddard are in progress.

Scheduled Completion: September 2002

HOYT ELEVATOR MODERNIZATION

290,000

Account No: 7-77833

Source of Funds: Housing

Design Consultant: Staff

Project Manager: Staff

Status: Project awarded to Detroit Elevator Co.

Scheduled Completion: July 2002

HOYT EMPORIUM

600,000

Account No: 7-77824

Source of Funds: Housing and Dining Reserves

Design Consultant: Angelini & Associates

Project Manager: Staff

Status: Construction to start May 2002

Scheduled Completion: September 2002

MARK JEFFERSON ELEVATOR CONTROL REPAIR

60,000

Account No: 7-77817

Source of Funds: Asset Preservation

Design Consultant:

Project Manager: Staff

Status: Project has begun with circuit control repairs estimated to be 25% complete

Scheduled Completion: June 2002

MAIN PARKING STRUCTURE - 2002 REPAIRS

500,000

Account No: 7-77885

Source of Funds: Parking & Paving Reserves

Design Consultant: NTH Consultants

Project Manager: Staff/NTH Consultants

Status: Repairs began May 1, 2002

Scheduled Completion: September 2002

EASTERN MICHIGAN UNIVERSITY
 CONSTRUCTION PROJECTS PROGRESS REPORT
 MAY 15, 2002

PROJECTS IN PROGRESS

BUDGET

PARKING AND PAVING 2002

6,644,000

Account No: 777885

Source of Funds: Bond Proceeds

Design Consultant: Staff

Project Manager: Staff

Status: Planning underway; soil investigation and borings have been completed.

Bid packages are being prepared. Construction to begin in June

Scheduled Completion: Surface lots August 2002; Structure December 2002

PRAY-HARROLD MODERNIZATION PROGRAM STATEMENT

56,000

Account No: 777849

Source of Funds: Facility Plan

Design Consultant: Barton Malow

Project Manager: Staff

Status: Preliminary report complete. Final Program Statement underway

Scheduled Completion: April 2002

COMPUTER LAB RENOVATION - PHASE I, ROOSEVELT STAFF & COMMAND

50,000

Account No: 7-77834

Source of Funds: Department Funded

Design Consultant:

Project Manager: Staff

Project is complete

UNIVERSITY APARTMENT RENOVATION

275,000

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

UNIVERSITY HOUSE

3,500,000

Account No: 7-77778

Source of Funds: royalties, gifts, debt refinancing, equity from Forest Ave. house and Stonebridge residence.

Design Consultant: David Schaff

Project Manager: Walt Menard/Staff

Status: Wall framing is 90% complete. Masonry & roofing to start in June.

Landscaping/sitework in progress

Scheduled Completion: December 2002

TOTAL PROJECTS IN PROGRESS

\$12,476,000

EASTERN MICHIGAN UNIVERSITY
CONSTRUCTION PROJECTS PROGRESS REPORT
MAY 15, 2002

PROJECTS IN PROGRESS

DEVELOPING PROJECTS

- West Campus Master Planning
- Phase II Student Housing
- Rackham Fire Alarm System Replacement
- Energy Performance Contract
- Buell Substation/Switch Panels
- McKenny Union Expansion

BUDGET

PROJECTS ON HOLD

Jones-Goddard Electrical Upgrades

110,000

TOTAL PROJECTS ON HOLD

\$110,000

BOARD OF REGENTS

EASTERN MICHIGAN UNIVERSITY

SECTION: 5
DATE:

June 25, 2002

RECOMMENDATION

REPORT: ACCOUNTS RECEIVABLE

ACTION REQUESTED

It is recommended that the Student Accounts Receivable Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of May 31, 2002 be received and placed on file.

STAFF SUMMARY

The Student Accounts Receivable Ratio Analysis reflects that the May 31, 2002 net receivable balance is \$7,536,000 or 6.11 percent of revenue as compared to \$7,261,000 or 6.93 percent of revenue as of May 31, 2001, which is a .82 percent decrease. The report shows a decrease of .66 percent as compared to the five year average of 6.77 percent.

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

2000-01, 2001-02
(thousands of dollars)

	2000-01		2001-02		5 Year Average Percent
	Revenue	Net Receivable	Revenue	Net Receivable	
July	\$ 34,859	\$ 29,663	\$ 55,113	\$ 31,922	* 49.06%
August	49,850	23,682	58,088	22,627	57.92%
September	50,210	16,598	58,900	12,758	38.95%
October	51,397	10,924	59,130	10,911	21.66%
November	51,379	9,570	107,205	21,402	18.45%
December	90,906	12,524	111,791	15,583	19.96%
January	94,724	14,592	112,511	10,508	13.94%
February	95,492	9,677	113,171	7,706	9.34%
March	95,847	6,767	122,850	13,446	6.81%
April	103,982	11,701	123,352	7,536	10.94%
May	104,747	7,261			6.11%
June	104,822	4,571			

* No July bills due to planned delay in Fall assessment, pending final notification of the state appropriation and subsequent tuition and fee increases.

Eastern Michigan University
Student Accounts Receivable Reports
For Month Ended May 31, 2002

Aging Report

	Current	60-120 Days	121-180 Days	181-360 Days	Total
Gross Receivable	\$3,820,949	\$715,052	\$2,482,307	\$1,752,268	\$8,770,577
Allowance	123,427	185,141	308,568	617,135	1,234,270
Net Receivable	\$3,697,522	\$529,912	\$2,173,739	\$1,135,133	\$7,536,307
05/31/01 Balance	\$3,592,103	\$555,035	\$1,579,648	\$1,533,905	\$7,260,691

Revenue Summary

	Fiscal Year To Date	Prior Year To Date	Variance
<u>General Fund Revenue</u>			
Tuition & Required Fees	\$97,750,806	\$80,807,752	20.97%
Other Student Fees	3,412,673	3,363,238	1.47%
Total	101,163,479	84,170,990	20.19%
<u>Other Funds Revenue</u>			
Room & Board	20,243,468	18,628,329	8.67%
Miscellaneous	1,945,229	1,947,928	-0.14%
Total	22,188,698	20,576,257	7.84%
Total Revenue	\$123,352,176	\$104,747,248	17.76%

Eastern Michigan University
Student Accounts Receivable
Collection Agency Inventory
For Month Ended May 31, 2002

Agency	Cumulative Inventory @ May 2002	Cumulative Inventory @ May 2001
AssetCare	\$31,869	\$31,869
Credit Bureau of Ypsilanti	1,946,437	1,945,488
Enterprise Recovery	2,756,348	2,396,938
General Revenue Corporation	1,936,601	1,217,287
H. W. Ketchum Collection	988,096	1,158,476
Immediate Credit Recovery	(6,155)	89,312
National Enterprise Systems	981,127	342,677
World Credit, Inc.	144,479	144,479
TOTALS	\$8,778,803	\$7,326,526
Five Year Revenue	\$509,581,124	\$473,296,115
Five Year % of Revenue	1.72%	1.55%

Eastern Michigan University
Collection Agency Comparison

Net Assignments

Agency	Y-T-D May 2002	Y-T-D May 2001
AssetCare	-	(144,043)
Credit Bureau of Ypsilanti	106,550	271,786
Enterprise Recovery	658,137	439,504
General Revenue Corporation	966,265	153,702
H. W. Ketchum Collection	(83,917)	91,455
Immediate Credit Recovery	(82,990)	(307,651)
National Enterprise Systems	766,484	349,364
World Credit, Inc.	-	(6,790)
TOTALS	\$2,330,529	\$847,326

Recoveries

Agency	Y-T-D May 2002	Y-T-D May 2001
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	123,371	142,562
Enterprise Recovery	267,248	221,978
General Revenue Corporation	245,300	216,880
H. W. Ketchum Collection	78,247	81,904
Immediate Credit Recovery	10,735	40,101
National Enterprise Systems	260,484	6,688
World Credit, Inc.	-	(21)
TOTALS	\$985,385	\$710,092

Eastern Michigan University
Collection Agency Comparison

Collection Expense

Agency	Y-T-D May 2002	Y-T-D May 2001
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	56,934	65,586
Enterprise Recovery	84,499	70,701
General Revenue Corporation	69,557	71,064
H. W. Ketchum Collection	25,815	27,885
Immediate Credit Recovery	2,403	9,067
National Enterprise Systems	64,737	1,744
World Credit, Inc.	-	-
TOTALS	\$303,945	\$246,047

Eastern Michigan University
Collection Agency Inventory Rollforward
2001-02

Agency	Beginning Inventory April 2002	+May 2002 Assignments	-May 2002 Recoveries	=Ending Inventory May 2002
AssetCare	31,869	\$ -	\$ -	31,869
Credit Bureau of Ypsilanti	1,959,826	(150)	13,238	1,946,437
Enterprise Recovery	2,945,173	(151,295)	37,531	2,756,348
General Revenue Corporation	2,005,569	(27,499)	41,469	1,936,601
H. W. Ketchum Collection	991,700	(300)	3,303	988,096
Immediate Credit Recovery	(1,754)	(4,401)	-	(6,155)
National Enterprise Systems	1,071,224	(25,843)	64,254	981,127
World Credit, Inc.	144,479	-	-	144,479
TOTALS	\$9,148,087	(\$209,489)	\$159,795	\$8,778,803

2000-01 (Prior Year)

Agency	Beginning Inventory April 2001	+May 2001 Assignments	-May 2001 Recoveries	=Ending Inventory May 2001
AssetCare	\$36,996	(\$5,127)	\$ -	\$31,869
Credit Bureau of Ypsilanti	1,962,172	(1,558)	\$15,125	1,945,488
Enterprise Recovery	2,397,732	17,394	18,188	2,396,938
General Revenue Corporation	1,224,695	8,020	15,429	1,217,287
H. W. Ketchum Collection	1,195,867	(\$22,634)	14,757	1,158,476
Immediate Credit Recovery	92,413	(1,253)	1,847	89,312
National Enterprise System	346,891	2,473	6,688	342,677
World Credit, Inc.	151,392	(6,934)	(21)	144,479
TOTALS	\$7,408,157	(\$9,619)	\$72,013	\$7,326,526

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 6
DATE: June 25, 2002

RECOMMENDATION

2001-02 GENERAL FUND BUDGET STATUS REPORT

ACTION REQUESTED

It is recommended that the 2001-02 General Fund Budget Status Report as of May 31, 2002 be accepted and placed on file.

STAFF SUMMARY

Based upon Spring year-to-date enrollments, student credit hours of 558,128 are projected to exceed budget by 15,440 or 2.8 percent. Associated tuition and fee revenues exceed plan by \$2.5 million, and are projected to be \$3.1 million better than budget for the full year.

Appropriations from the State of Michigan continue to accumulate at planned levels. Other revenues exceed plan by \$477,000, and are projected to be \$600,000 better than budget for the full year.

The total spending authorization, including the carry-forward account balance of \$5.4 million, amounts to \$184.7 million. The May 31 2002 year-to-date spending level of \$164.6 million is slightly below the operating plan. Faculty and Staff base salary savings are exceeding plan, however, increased healthcare benefit costs are expected to offset these savings. The full year spending level is projected to be slightly below budget.

FISCAL IMPLICATIONS

It is anticipated that a balanced budget will be realized at year-end.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

General Fund Budget Status Report – May 31, 2002

The General fund budget status report compares budget to actual revenue and expenses to date as well as to the operating plan. The operating plan is based on expected performance, which for the most part, is reflective of past experience. The data contained within this report represents posted activity to the financial record system as of May 31, 2002. Enrollments for summer, fall and winter terms are official record, spring term is projected.

Summary

Through May, expenditures continue to accumulate at the planned rate. As a result of strategic enrollment growth initiatives, tuition and fee revenues are exceeding the original budget.

REVENUES

In June of 2001, the Board of Regents approved the General fund Revenue budget of \$179.3. The carry forward of prior year balances of \$5.39 million in September 2001 increased the total funding allocated to operations to \$184.7 million.

Through the end of this reporting period, \$158.21 million has been recorded versus planned revenue of \$155.19 million. Revenues received to date exceed the operating plan by \$3.02 million.

State Appropriation

The state appropriation is paid in eleven installments starting in October. The revenue received year-to-date represents the first nine installments. No variance from the original legislated appropriation is expected.

Enrollments/Tuition

The original enrollment plan forecast 542,688 student credit hours representing \$78.1 million in tuition and fee revenue net of uncollectables.

Enrollments to date for summer, fall, winter and spring terms total 558,128, 2.8% or 15,440 SCH above plan.

The combined tuition and fee revenues totaled \$87.2 million or 103.0% of the target. Tuition presently exceeds plan by \$2.55 million, subject to final spring term adjustments.

Other Revenues

Revenue from other income sources (non tuition & mandatory fee and state appropriation revenues) are exceeding budget by approximately \$477,000.

Investment income to date is consistent with plan and is targeted to meet budget.

Other student fees, which include installment and late fee income, are running ahead of plan by \$243,000 or 107% of plan.

Indirect cost recovery has exceeded budget with \$890,201 or 120.3% of the fiscal year target of \$740,000.

Application fee revenues are consistent with the year-ago pace. Fee revenue totals \$448,496 or 104% of the revised revenue plan versus \$444,911 a year-ago.

Other General Fund revenues are accumulating at or near planned rates.

EXPENDITURES

The total spending authority of \$184.7 includes the allowance for bad debt expense as well as carry forward authorizations of \$5.4 million.

General Fund expenditures and transfers total \$164.6 million or 89.1% of the spending authorization, contingent upon board approval of transfers in support non-base strategic initiatives.

Personal Services

Personal service budgets for faculty and staff are centrally controlled. Faculty expense to-date represents 91.8% of the \$54.8 million spending plan. This is slightly below the operating plan of 92.8%. Faculty salary budgets are expected to balance at year-end and include the reallocation of lapsed salaries.

Total expenditures for staff salary to date are \$33.8 million or 86.2% of budget. Expense to date is slightly below the planned level of \$34.3 million or 86.3%. This variance is due in part to normal variances in payroll accruals between years and increased position vacancies.

Gross staff salary savings from vacant positions are exceeding the revised plan expectations. At the end of the May reporting period, 74 general fund staff positions remained unfilled. These vacant positions represent \$3.2 million in salary savings on an annualized basis, exceeding plan by \$696,000 plus benefits. This will be adequate to cover the anticipated fringe benefit shortfall.

SS&M/Operating Expense

Controllable department account balances are subject to carry forward into the next fiscal year and do not represent an issue at this time. Central account balances, which include central operating costs such as utilities, insurance etc, are projected to provide a small year-end balance.

Non-personal service expenditures and transfers, operating supplies, support, travel and equipment approximate the planned level. Subject to Board of Regents recommendation and authorization, \$3.6 million will be designated for non-base enrollment enhancements, accreditation expenses, capital project planning, classroom improvements, and contingencies. The remaining variance is considered within the normal range. No problems are anticipated.

Extended Programs

Extended programs are self supporting activities. The activities are however consolidated within the overall general fund operations as reported within.

Continuing Education/Expended learning program expenditures total \$8.4 million versus \$6.5 million last year. Tuition and fee revenue to date totals \$10 million or 93% of the \$10.8 million revenue plan. The net of operations to date totals \$1.6 million. The department anticipates a balance at year-end of \$500,000.

Conclusion

Based upon the year-to-date performance versus the budget plan, it is anticipated that a balanced budget will be realized at year-end. This outcome of the general fund balance is subject to accruals and final auditor evaluation of liabilities.

4.

**EASTERN MICHIGAN UNIVERSITY
2001-2002 GENERAL FUND BUDGET STATUS REPORT
JULY-MAY**

	FY 2002			Historically Derived Plan		YTD Actual O/(U) Plan	Full Year Projected Variance
	Annual Budget	May 31, 2002 YTD Actual	YTD Actual % of Budget	Avg % of Budget	May 31, 2002 YTD Plan (1)		
Revenues							
Appropriation	\$87,637,200	\$63,736,146	72.73%	74.43%	\$63,736,146	\$0	\$0
Tuition and Fees	\$84,635,532	\$87,181,966	103.01%	99.92%	\$84,635,532	\$2,546,434	\$3,100,000
Investment Income	\$926,996	\$807,326	87.09%	87.52%	\$807,326	\$0	\$0
Other Revenue	\$5,489,714	\$5,822,346	106.06%	97.37%	\$5,345,602	\$476,744	\$600,000
Designated Fund Transfer	\$660,500	\$660,500	100.00%	100.00%	\$660,500	\$0	\$0
Total Revenue	\$179,349,942	\$158,208,284	88.21%	86.26%	\$155,185,106	\$3,023,178	\$3,700,000
Carry-Forward Funding	\$5,387,673	\$5,387,673	100.00%	100.00%	\$5,387,673	\$0	
Total Approved Funding	\$184,737,615	\$163,595,957	88.56%	86.71%	\$160,572,779	\$3,023,178	\$3,700,000
		\$6,143,292					
Expenditures							
Faculty Salaries(2)	\$54,831,259	\$50,341,602	91.81%	92.77%	\$50,865,411	(\$523,809)	(\$523,809)
Staff Salaries	\$39,218,186	\$33,813,956	86.22%	86.26%	\$34,509,525	(\$695,569)	(\$791,418)
Other Personal Services	\$1,696,097	\$2,056,331	121.24%	113.88%	\$1,931,549	\$124,782	\$360,000
Student Help	\$6,247,475	\$5,610,589	89.81%	92.87%	\$5,802,300	(\$191,711)	(\$235,000)
Benefits(2)	\$30,784,760	\$28,425,915	92.34%	90.09%	\$27,733,052	\$692,863	\$953,000
Sub-Total Compensation	\$132,777,777	\$120,248,393	90.56%	90.55%	\$120,841,837	(\$593,444)	(\$237,228)
SS&M/Travel/Equipment	\$30,883,449	\$20,871,631	67.58%	84.12%	\$25,978,028	(\$5,106,397)	(\$1,506,397)
Utilities	\$5,379,540	\$3,995,093	74.26%	76.96%	\$4,140,000	(\$144,907)	(\$450,000)
Financial Aid	\$11,439,757	\$11,244,293	98.29%	97.47%	\$11,150,000	\$94,293	\$0
Distribution to EMU Foundation	\$1,563,000	\$1,563,000	100.00%	100.00%	\$1,563,000	\$0	\$0
Recharges	(\$1,488,012)	(\$1,245,038)	83.67%	92.71%	(\$1,379,496)	\$134,458	\$50,000
General Fee Transfers	(\$1,317,375)	(\$1,280,575)	97.21%	102.60%	(\$1,351,648)	\$71,073	\$0
Other Transfers(3)	\$5,477,102	\$9,216,165	168.27%	100.00%	\$5,477,102	\$3,739,063	\$1,654,184
Sub-Total Operating Support	\$51,937,461	\$44,364,569	85.42%	87.75%	\$45,576,985	(\$1,212,416)	
Total Expenditures	\$184,715,238	\$164,612,962	89.12%	90.09%	\$166,418,822	(\$1,805,860)	(\$489,441)
Net Funding	\$22,377	(\$1,017,005)			(\$5,846,044)	\$4,829,039 (4)	\$4,189,441

- (1) The operating plan generally represents the expected rate of realized revenue and expenses based on the previous years experience. Noteworthy variances are analyzed and reported in the preceding written report.
- (2) Total YTD Faculty payroll expense has been adjusted to include accrued but unpaid faculty salaries and benefits.
- (3) Contingent upon Board approval of 2002-03 operating budget.
- (4) Net funding balance represents unexpended commitments and anticipated carry forward balances subject to Board review and authorization in September 2002 meeting.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 7
DATE: June 25, 2002

RECOMMENDATION

REPORT: INFORMATION AND COMMUNICATION TECHNOLOGY STATUS

ACTION REQUESTED

It is recommended that the Information and Communication Technology (ICT) status be received and placed on file.

STAFF SUMMARY

In June 2001, the Board of Regents approved an Information Technology fee of \$10 per Credit Hour. The ICT fee along with supplemental appropriation, gifts, and allocation of existing Learning Technology funds is intended to support implementation of campus-wide infrastructure upgrades, computer refreshment, Portal/Applications initiatives, as well as professional development and training.

In FY 2002, sources of funding are expected to exceed plan levels by \$600,000 primarily due to enrollment gains that positively affected fee revenue. Correspondingly, expenditures are expected to be \$1.9 million under plan (delayed hiring of staff \$163,000 and Portal/Applications related outlays of \$1,687,891) temporarily eliminating the need to procure planned loan funds of \$2,350,000 in FY 2002. Sources of funds are projected to exceed funding requirements in all forward years except FY 2003 where a \$3.0 million revenue shortfall may be funded internally or secured with a bridge loan as originally approved. Excess sources in future years will offset the shortfall.

The attached Executive Overview provides a progress report for each of the ICT Strategic Initiatives presently underway.

FISCAL IMPLICATIONS

All initiatives are meeting scheduled targets and budgets. The revised plan reflects a \$28,379,638 investment in technology through FY 2006.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

ICT STRATEGIC INITIATIVES PROGRESS REPORT

March 1, 2002, through May 15, 2002

ICT REORGANIZATION

- Implementation of recommended organization structure in progress.

ENTERPRISE NETWORKING INFRASTRUCTURE

- Request for Proposal issued for equipment to replace network core equipment in College of Business completed.
- Completed repair of Fiber Optic Cable link between main campus and College of Business to accommodate equipment to be installed there this year.

FACULTY, STAFF AND STUDENT LAB PC REFRESHMENT

- Campus managers notified of allocated systems for their areas of responsibility.
- Negotiated pricing for Intel and Apple systems distributed with ordering instructions. Orders placed for 265 Intel systems and 64 Apple systems by 47 of 74 departments as of 5/14/02.
- Provost's committee on student computing labs meeting to determine process for replacing lab units.
- Committee meeting to develop disposal plan for units being replaced.

APPLICATIONS LAYER REPLACEMENT/UPGRADE; PROCESS REINVENTION; and PORTAL, E-MAIL AND CALENDARING PLATFORM

SCT Business Process Review Events

- Finance –
 - March 19-21
Purchasing and Payables
General Accounting/Reporting
Budget
 - April 16-19
General Consulting

SCT Training Events

- Finance– April 9-11, 2002
 - Accounts Receivable
- Financial Aid – April 23-25, 2002
 - Navigation,
 - Overview/Process Flow,
 - Data Load/Record Creation,
 - Needs Analysis

- Human Resources/Payroll – April 23-25, 2002
 - Banner Navigation
 - Hiring Process
 - Electronic Approval
- Student Module – April 9-11, 2002
 - Admissions
 - General Person Conversion
 - Catalog Conversion
 - Class Levels
- Technical Training --
 - Initial training in INB Administration – April 22-24, 2002
 - Workflow Technical Administration -- April 30-5/2, 2002

Hardware/Software Events

- Installed Servers for Internet Native Banner and Workflow
- Internet Native Banner (INB) and “Web For” Software Installed
- Workflow Software Installed
- Installed E-Print Server and Software; training scheduled in May
- Acquired PL/SQL Developer to be used by Technical Staff
- CORE Acquisition approved and completed; development is proceeding

Other Events

- Demonstration of integration and products conducted by representatives of SCT, Campus Pipeline, and WebCT was attended by 250 members of the EMU community. A video tape of the presentation is available for those who could not attend.

E-mail, Calendaring, and Portal Implementation

- Campus Pipeline – Equipment and software installed.
- Technical testing of e-mail and calendaring completed.
- Beta test audiences being formed.

ASSESSMENT, TRAINING, AND PROFESSIONAL DEVELOPMENT IN ICT SKILLS AND USE

- Phase one of profile surveys for faculty, staff, and students completed. Student, Faculty and Staff profiles completed.
- Instructional Technologist/Trainer position defined, job spec developed, posted, advertised and preferred candidate identified.
- Instructional Technology team assigned to determine set of online training materials to purchase.

EASTERN MICHIGAN UNIVERSITY
ICT INITIATIVE
JUNE 2002 STATUS

	FY 2002		Forecast O/(U) Plan	FY 2003 - FY 2006 Projected			Total 2002 - 2006 Plan	Total 2002 - 2006 Projection	Total Projection O/(U) Plan
	Forecast Actual *			FY 2003	FY 2004	FY 2005			
Sources Of Funding									
FY 2000 Supplemental/Other Carryover	\$2,500,000	\$2,547,092	\$47,092	\$0	\$0	\$0	\$2,500,000	\$2,547,092	\$47,092
LRT Carry-over	550,000	659,032	109,032	0	0	0	550,000	659,032	109,032
Gift Revenue	190,000	190,000	0	0	0	0	190,000	190,000	0
Technology Fee (\$10 Per Credit Hour)	4,839,271	5,284,080	444,809	5,324,422	5,324,422	5,324,422	25,215,151	26,581,768	1,366,617
Total Sources Of Funding	\$8,079,271	\$8,680,204	\$600,933	\$5,324,422	\$5,324,422	\$5,324,422	\$28,455,151	\$29,977,892	\$1,522,741
Uses Of Funding									
Infrastructure	\$1,665,000	\$1,665,000	\$0	\$1,665,000	\$1,665,000	\$0	\$6,660,000	\$6,660,000	\$0
Computer Refreshment	1,000,000	1,000,000	0	1,000,000	1,000,000	0	5,000,000	5,000,000	0
Portal/Applications	5,884,983	4,197,092	(1,687,891)	701,815	512,466	(80,600)	8,678,540	8,681,757	3,217
Tech/Support Staff	0	0	0	166,400	173,056	179,978	0	679,434	679,434
Professional Development/Training	213,000	50,000	(163,000)	213,000	213,000	213,000	1,065,000	902,000	(163,000)
Extended Student Lab Hours	75,600	75,600	0	81,775	85,100	88,500	409,600	409,600	0
Sub-Total Non-LRT Uses	\$8,838,583	\$6,987,692	\$(1,850,891)	\$3,827,990	\$3,648,622	\$1,400,878	\$21,813,140	\$22,332,791	\$519,651
Learning Resource Tech. Operations	805,788	806,083	295	845,534	879,356	914,530	4,258,222	4,258,517	295
Learning Resource Technologies Debt	768,430	768,430	0	0	0	0	1,788,330	1,788,330	0
Interest	0	0	0	0	0	0	595,459	0	(595,459)
Total Uses Of Funding	\$10,412,801	\$8,562,205	\$(1,850,596)	\$4,673,524	\$4,527,978	\$2,315,408	\$28,455,151	\$28,379,638	\$(75,513)
Net Sources/Uses									
Net Sources/(Uses)	\$(2,333,530)	\$117,999	\$2,451,529	\$650,898	\$796,444	\$3,009,014	\$0	\$1,598,254	\$1,598,254
Cumulative Net Sources/(Uses)				(2,207,204)	(1,410,760)	1,598,254			
Approved Loan Plan									
Technology Loan	\$2,350,000			\$0	\$0	\$0	\$4,825,000		
Loan Principle Payment (Incl. \$100K)	0			(750,000)	(930,000)	(3,145,000)	(4,825,000)		
Memo:									
Net Loan Principle Outstanding	\$2,350,000			\$4,075,000	\$3,145,000	\$0	\$0		

* The present Forecast of FY2002 Actual includes actual spending through May, recognized encumbrances through May, and anticipated encumbrances to be recognized in June. The actual will be updated once year-end close is completed in July.

SECTION: 8

DATE:

June 25, 2002

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

REPORT:

**ACADEMIC AFFAIRS ADMINISTRATIVE/PROFESSIONAL
APPOINTMENTS/TRANSFERS**

ACTION REQUESTED

It is recommended that the Board of Regents approve six (6) Administrative/Professional appointments/transfers at the ranks, salaries, and effective dates shown on the attached listings.

FISCAL IMPLICATIONS

The salary will be absorbed in the 2002-2003 personnel budget.

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

ADMINISTRATIVE/PROFESSIONAL TRANSFERS

<u>Last Name</u>	<u>First Name</u>	<u>Race/Sex</u>	<u>Rank</u>	<u>Salary</u>	<u>Department</u>
Kattelus	Susan	W/F	AP13a	\$120,000	Accounting & Finance
Marz	Mary Sue	W/F	AP13a	\$100,000	Nursing
Warren	Bette	W/F	AP13a	\$ 91,229	Mathematics
Woike	David	W/M	AP13a	\$ 85,987	Music

ADMINISTRATIVE/PROFESSIONAL HIRING REPORT

<u>Last Name</u>	<u>First Name</u>	<u>Race/Sex</u>	<u>Rank</u>	<u>Salary</u>	<u>Department</u>
Haslam	Ian	W/M	AP13a	\$ 93,500	HPERD
Pritchard	Linda	W/F	AP14a	\$132,500	Arts & Sciences

NEW ADMINISTRATIVE PROFESSIONALS APPOINTMENTS

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Ian Haslam</u>	W	M

Department Head in Health, Physical Education, Recreation and Dance effective July 1, 2002 at an annual base salary of \$93,500.

Education

MBA	University of Birmingham (England), 1998
EdD	State University of New York, 1983
MA	University of Alberta, 1979
BEEd	University of Keele (England), 1974

Experience

2002-2002	California State University
1996-2001	Nanyang Technological University
1995-1996	University of Western Ontario
1992-1995	Nanyang Technological University
1987-1995	University of Western Ontario
1980-1987	Brock University
1979-1980	University of Regina
1978-1979	Alberta Recreation and Parks
1977-1978	University of Alberta
1976-1977	Titchfield High School
1974-1976	Heysham High School

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Susan Kattelus</u>	W	F

Department Head of Accounting and Finance effective July 1, 2002 at an annual base salary of \$120,000.

Education

PhD	Michigan State University, 1990
MSA	Eastern Michigan University, 1979
BA	Michigan State University, 1973

Experience

1990-present	Eastern Michigan University
1985-1990	Michigan State University
1982-1985	Eastern Michigan University
1980-1981	Iceman, Johnson & Hoffman
1979-1980	Eastern Michigan University
1977-1979	University of Michigan

<u>Name</u>	<u>Race</u>	<u>Sex</u>
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<u>Mary Sue Marz</u>	W	F
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Department Head in Nursing effective May 1, 2002 at an annual base salary of \$100,000.

Education

PhD	Wayne State University, 1988
MS	DePaul University, 1970
BS	Michigan State University, 1966

Experience

2001-present	Eastern Michigan University
1992-2001	Sparrow Hospital and Health System
1992-2001	Michigan State University
1989-1992	Eastern Michigan University
1987-1989	St. Joseph Mercy Hospital
1985-1987	Wayne State University
1983-present	Community Health Center
1976-1978	Kellogg Community College
1974-1983	Community Health Center of Branch County
1972-1974	DePaul University
1966-1972	Hines Veterans Hospital

<u>Name</u>	<u>Race</u>	<u>Sex</u>
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<u>Linda Pritchard</u>	W	F
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Dean of the College of Arts and Sciences effective July 1, 2002 at an annual base salary of \$132,500.

Education

PhD	University of Pittsburgh, 1980
MA	University of Pittsburgh, 1971
AB	University of Michigan, 1967

Experience

1998-present	Arkansas State University
1986-1998	University of Texas at San Antonio
1976-1977	Universitat Bremen
1975-1978	University of Pittsburgh
1971-1972	University of Pittsburgh
1967-1969	Kern County Union School District

<u>Name</u>	<u>Race</u>	<u>Sex</u>
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<u>Bette Warren</u>	W	F
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Department Head in Mathematics effective May 1 , 2002 at an annual base salary of \$91,229

Education

PhD	Indiana University, 1976
AB	Washington University, 1971

Experience

1984-present	Eastern Michigan University
1976-1984	State University of New York at Binghamton

<u>Name</u>	<u>Race</u>	<u>Sex</u>
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<u>David Woike</u>	W	M
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Department Head in Music effective May 10, 2002 at an annual base salary of \$85,987.

Education

PhD	Ohio State University, 1990
MA	Ohio State University, 1986
BME	Ohio State University, 1979

Experience

1990-present	Eastern Michigan University
1986-1990	Ohio State University
1979-1988	Fairfield City Schools

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 9

DATE:

June 25, 2002

RECOMMENDATION

STAFF APPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve 46 staff appointments for the reporting period February 24, 2002 through June 12, 2002.

STAFF SUMMARY

Of the 46 appointments, 26 (57 percent) are female, six (13 percent) are African American, three (7 percent) are Hispanic, one (2 percent) is Asian, and two (4 percent) are American Indian. There are no other minorities.

FISCAL IMPLICATIONS

The salaries are part of the University's 2001-2002 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

EASTERN MICHIGAN UNIVERSITY
STAFF APPOINTMENTS

DATE: June 25, 2002
BOARD REPORT FOR: 06/25/02
ALPHABETICAL LISTING WITHIN
CLASSIFICATION LEVEL WITHIN
EMPLOYEE GROUP

<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>
Wood, Donald	Employee Relations	AP-12	Director Employee Relations	05/08/02	\$75,000	100	W	M	New Hire
Winters, William	Continuing Education	AP-10	Director Distance Learning	05/06/02	\$58,000	100	W	M	New Hire
Anderson, Donald	Access Services Office	AP-09	Director Access Services	06/10/02	\$45,000	100	W	M	New Hire
Clay Jr., Donald	Custodial	AP-08	Zone Manager	02/24/02	\$49,540	100	W	M	New Hire
Bridge, James	Intercollegiate Athletics	AC-12	Assistant Coach Football	03/04/02	\$48,000	100	W	M	New Hire
Levan, Alton	Intercollegiate Athletics	AC-12	Assistant Coach Football	03/04/02	\$50,000	100	B	M	New Hire
Alexander, Katia	Information & Communication Technologies	PT-09*	Instructional Technologist II	06/03/02	\$53,158	100	W	F	New Hire
Daniels, Andrew	Information & Communication Technologies	PT-09*	Instructional Technologist II	06/10/02	\$53,158	100	W	M	New Hire
Robertson, Kathryn	Information & Communication Technologies	PT-09*	Instructional Technologist II	06/03/02	\$53,158	100	W	F	New Hire
Gunel, Esther	Foreign Student Affairs	PT-08	Student Services Associate	02/25/02	\$38,500	100	A	F	New Hire

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DATE: June 25, 2002
 BOARD REPORT FOR: 06/25/02
 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>
Isaacs, Carl	College of Education Academic Services Office	PT-08	Academic Advisor of Special Populations	05/16/02	\$40,000	100	W	M	New Hire
Lewis, Jeffrey	Continuing Education & Interdisciplinary Technology	PT-08	Project Coordinator	03/25/02	\$41,500	100	W	M	New Hire
Nicholas, Jill	College of Business-Dean's Office	PT-08	Academic Advisor II	06/03/02	\$39,000	100	W	F	New Hire
Ward, Eric	Employee Wellness & Health Services	PT-08	Coordinator Health Education	06/03/02	\$37,000	100	W	M	New Hire
Bales, Elizabeth	Health Services	PT-07	Medical Lab Technician	05/28/02	\$33,500	100	W	F	New Hire
Baron, Neva	Arts & Sciences Dean	PT-07	Academic Advisor	02/25/02	\$30,244	100	W	F	New Hire
Gohs, Amy	Academic Advising	PT-07	Academic Advisor	06/12/02	\$33,000	100	W	F	New Hire
Hadlock, Michelle	Director Academic Affairs Budget & Operations	PT-07	Budget Analysis I	04/08/02	\$30,244	100	W	F	New Hire
Merritt, Cynthia	Academic Advising	PT-07	Academic Advisor	03/18/02	\$34,000	100	B	F	New Hire
Milton, Mia	Comer Schools	PT-07	Administrative Associate I	03/27/02	\$33,000	100	B	F	New Hire

2.

<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>
Wilson, Laurie	Continuing Education	PT-07	Coordinator Marketing & Events	04/29/02	\$35,000	100	W	F	New Hire
Bodis, Dawn	Continuing Education	CS-05	Customer Service Representative II	05/20/02	\$25,113	100	W	F	New Hire
Browning, Gretchen	Records & Registration	CS-05	Senior Academic Evaluator/Recorder	02/25/02	\$12,557	50	W	F	New Hire
Clanton, Dana	Admissions	CS-05	Customer Service Representative II	03/04/02	\$25,113	100	B	F	New Hire
Miller, Ann	Academic Programs	CS-05	Senior Secretary	03/11/02	\$25,113	100	W	F	New Hire
Damon, Heather	College of Education Clinical Suite	CS-04	Secretary II	03/04/02	\$11,112	50	W	F	New Hire
Dargo, Amy	Leadership & Counseling	CS-04	Secretary II	05/02/02	\$22,224	100	W	F	New Hire
Dressel, Erica	History & Philosophy	CS-04	Secretary II	05/20/02	\$22,214	100	W	F	New Hire
Graves, Amanda	Records & Registration	CS-04	Senior Clerk	05/13/02	\$22,224	100	W	F	New Hire
Gunn, Mary	LR&T-Library	CS-04	Library Assistant II	06/03/02	\$22,224	100	W	F	New Hire

3.

DATE: June 25, 2002
 BOARD REPORT FOR: 06/25/02
 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>
Slough, Akosua	Continuing Certification	CS-04	Secretary II	04/08/02	\$22,224	100	W	F	New Hire
Blanshard, Matthew	Mailroom	CS-03	Postal Clerk	03/19/02	\$20,016	100	W	M	New Hire
Dion, Harry	Physical Plant	FM-24	Master Skilled Trades - Plumber	02/28/02	\$52,000	100	W	M	New Hire
Travers, Keith	Intercollegiate Athletics	FM-10	Laundry Operator	03/25/02	\$24,024	100	W	M	New Hire
Cloud, Gary	Custodial	FM-06	Custodian	05/15/02	\$17,389	100	I	M	New Hire
Hall, Leslie	Custodial	FM-06	Custodian	03/13/02	\$17,389	100	B	F	New Hire
Isenegger, Kyle	Custodial	FM-06	Custodian	05/19/02	\$17,389	100	W	M	New Hire
Kennedy, Bryan	Custodial	FM-06	Custodian	05/19/02	\$17,389	100	I	M	New Hire
Perez, Juan I	Custodial	FM-06	Custodian	05/12/02	\$17,389	100	H	M	New Hire
Perez, Juan N	Custodial	FM-06	Custodian	05/13/02	\$17,389	100	H	M	New Hire

A.

DATE: June 25, 2002
 BOARD REPORT FOR: 06/25/02
 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>% APPI</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Podell, Sean	Custodial	FM-06	Custodian	05/12/02	\$17,389	100	W	M	New Hire
Reyes, Xinia	Custodial	FM-06	Custodian	03/24/02	\$17,389	100	H	F	New Hire
Schuh, Cathy	Custodial	FM-06	Custodian	03/13/02	\$17,389	100	W	F	New Hire
Stratton, Nancy	Custodial	FM-06	Custodian	05/19/02	\$17,389	100	W	F	New Hire
Turner, Karen	Custodial	FM-06	Custodian	04/21/02	\$8,694	50	B	F	New Hire
Varney, David	Custodial	FM-06	Custodian	05/15/02	\$17,389	100	W	M	New Hire

5.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 10.
DATE: June 25, 2002

RECOMMENDATION

SEPARATIONS/RETIREMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve 34 separations and retirements for the reporting period January 28, 2002 through June 19, 2002.

STAFF SUMMARY

Of the 34 separations and retirements, 22 (65 percent) are female, and ten (29 percent) are African American. There are no other minorities.

The Board of Regents would like to extend its deepest sympathy to the family of Sherman Martin who recently passed away.

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer *X*

Date

DATE: June 25, 2002
 BOARD REPORT FOR: 06/25/02
 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>
Brown, Kaaren	Social Work	PROF	Professor	08/31/78	05/01/02	\$59,433	100	W	F	Retired
Henry, Oscar	Music	PROF	Professor	09/01/68	05/02/02	\$85,452	100	B	M	Retired
Kreger, Robert	Special Education	PROF	Professor	06/25/90	05/01/02	\$55,806	100	W	M	Retired
Ullman, Nelly	Mathematics	PROF	Professor	09/01/63	04/30/02	\$83,778	100	W	F	Retired
King, Elizabeth	Health & Human Services	AP-14A	Academic Dean	09/01/83	04/27/02	\$118,748	100	W	F	Retired
Bogle, Margaret	Payroll	AP-10	Payroll Manager	11/16/01	05/11/02	\$55,000	100	W	F	Resigned
Pignataro, James	Intercollegiate Athletics- Academic Advising	AP-09	Assistant Director Athletic Academic Services	06/12/00	06/01/02	\$49,169	100	W	M	Resigned
Conklin, Cary	Intercollegiate Athletics	AC-12	Assistant Coach Football	12/20/99	06/01/02	\$62,000	100	W	M	Resigned
Dignan, John	Intercollegiate Athletics	AC-12	Assistant Coach Football	12/20/99	04/09/02	\$48,500	100	W	M	Resigned
Stone, LaMonta	Intercollegiate Athletics	AC-12	Assistant Coach Basketball	05/08/00	06/01/02	\$46,160	100	B	M	Resigned
Martin, Sherman	Information & Communications Technology	PT-10	Mainframe Analyst/Programmer Sr	05/10/93	04/25/02	\$62,771	100	B	M	Deceased

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DATE: June 25, 2002
 BOARD REPORT FOR: 06/25/02
 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>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Weich, Bethann	Learning Technologies- Technical Services	PT-09	Instructional Technologist II	02/01/74	06/16/02	\$46,876	100	W	F	Retired
Scheffler, William	Developmental Math Program	PT-08	Teacher Placement Specialist	09/01/94	06/01/02	\$37,295	100	W	M	Retired
Smith-Dent, Carrie	UAW Ford Rouge 01-02	PT-08	Workplace Education Specialist	12/15/99	05/16/02	\$38,625	100	W	F	Resigned
Cummings, Donna	Health Service Laboratory	PT-07	Medical Lab Technician	08/22/01	06/01/02	\$35,000	100	W	F	Resigned
Harris, Nicole	University Services	PT-07	Program Coordinator, Leadership/Union Program	07/12/00	05/18/02	\$34,505	100	B	F	Resigned
McFaul, Holly	Michigan School Readiness Full	PT-07	Program Coordinator Children's Institute	01/02/01	04/13/02	\$31,363	100	W	F	Resigned
Saalbach, Louis	Academic Advising	PT-07	Academic Advisor	06/26/89	03/24/02	\$39,177	100	W	M	Resigned
Gillis, Mazy	Marital Functioning, Depression	PT-05	Research Assistant I	11/29/00	02/02/02	\$12,360	50	W	F	Resigned
Zureich, Daneen	University Marketing	CS-06	Administrative Secretary	05/25/83	06/01/02	\$29,952	100	W	F	Retired
Abbott, Diane	Cashier's Office	CS-05	Customer Service Representative II	04/03/78	03/15/02	\$30,717	100	W	F	Retired
Boucher, Eileen	Children's Center	CS-05	Senior Secretary	04/12/90	06/29/02	\$26,560	100	W	F	Retired

2.

DATE: June 25, 2002
 BOARD REPORT FOR: 06/25/02
 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>
Brown, Jacqueline	Accounting-Student Accounting	CS-05	Customer Service Representative II	02/19/01	04/20/02	\$25,113	100	B	F	Resigned
Carter, Jenny	Financial Aid Office	CS-05	Senior Secretary	07/09/01	03/04/02	\$25,113	100	W	F	Resigned
Dabaghian, Paula	Parking	CS-05	Account Specialist	06/04/01	05/17/02	\$25,113	100	W	F	Discharged
Lewis, Irene	Continuing Education Administration	CS-05	Customer Service Representative II	11/11/96	04/07/02	\$25,113	100	B	F	Did Not Return From Leave
Montgomery, Tracey	Accounting-Student Accounting	CS-05	Account Specialist	01/24/97	03/23/02	\$25,113	100	B	F	Resigned
Sojka, Donna	Continuing Education Regional Centers Jackson	CS-05	Customer Service Representative II	09/02/88	01/28/02	\$24,147	100	W	F	Retired
Fournier, Jacqueline	Social Work	CS-04	Secretary II	01/16/02	03/11/02	\$22,224	100	W	F	Resigned
Haynes, Denise	Political Science	CS-04	Secretary II	05/19/97	05/02/02	\$11,112	50	B	F	Resigned
Siegel, Michelle	Convocation Center Operations	CS-04	Secretary II	09/04/01	03/29/02	\$22,224	100	W	F	Resigned
Vaughn, Gerald	Custodial	FM-14	Facilities Maintenance Worker	09/27/78	03/30/02	\$31,408	100	B	M	Retired
Ward, Glen	Grounds, Walks & Roadways	FM-12	Groundsperson	11/21/88	05/05/02	\$27,726	100	W	M	Did Not Return From Leave

3.

DATE: June 25, 2002
 BOARD REPORT FOR: 06/25/02
 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>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Gates, Sheldon	Custodial	FM-06	Custodian	06/27/94	03/27/02	\$28,558	100	B	M	Resigned

4.

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 five (5) former faculty members listed in the attached report.

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

**EASTERN MICHIGAN UNIVERSITY
EMERITUS FACULTY STATUS RECOMMENDATION
June 25, 2002**

Jagdish T. Danak

Associate Professor, Department of Management from 1969-2002
(33 years)

Masters University of Oklahoma, 1970
Masters North Texas State University, 1962
Baccalaureate University of Bombay, 1958 and Lamar University, 1960

Annette Martin

Professor, Department of Communication and Theatre Arts from 1963-2002
(39 years)

Doctoral University of Michigan, 1972
Masters University of Wisconsin, 1963
Baccalaureate Eastern Michigan University, 1961

Kaaren Strauch Brown

Professor, Department of Social Work from 1978-2002
(24 years)

Masters University of Michigan, 1967
Baccalaureate University of Wisconsin, 1956

Nelly Ullman

Professor, Department of Mathematics from 1963-2002
(39)

Doctoral University of Michigan, 1969
Masters Columbia University, New York, 1948
Baccalaureate Hunter College, New York, 1945

Mary Yorke

Assistant Professor, Department of Mathematics from 1982-2002
(20)

Masters Kansas State University



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION

The Department of Management recommends the awarding of Emeritus Faculty Status for the following retiring/retired faculty member:

Name of Faculty Member: Jagdish T. Danak

Current Status/Rank at EMU: Associate Professor

Date of Hire at EMU: 9/1/69 Retirement Date: 6/30/02

Number of Years at EMU: 33 (Minimum of 15 years of service required)

Please complete the following information on the retiring faculty member for whom you are submitting this recommendation. This information is needed for inclusion in the EMU Faculty/Staff/Student Directory.

Home Address:

Home Telephone: E-Mail Address:

Name of Spouse: Kunud J. Danak, MA, MA

Degree(s)/Institutions/Year: Baccalaureate: Chemistry, University of Bombay (1958)
B.B.A. Management, Lamar University (1960)
Masters: Business Administration, North Texas State Univ. (1962)
Doctoral: Business Administration, University of Oklahoma (1970)

Please Attach a Brief Statement of Support to this Form

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.

Recommended by (please print) Date
Department Head U N Date Dean Date
Provost Date Date Submitted to Board of Regents

Please forward this completed form to: Lori H. Ristau
Academic Affairs, 106 Welch Hall

MEMORANDUM

TO: Fraya Wagner-Marsh
FROM: John Waltman, Chair of the Personnel Committee
SUBJECT: Promotion of Dr. Jagdish Danak to Emeritus Status
DATE: April 1, 2002

The Personnel Committee recommends that Dr. Jagdish Danak be promoted to Associate Professor Emeritus following his retirement at the end of Spring Semester, 2002. The Personnel Committee has polled the Management Department faculty members, and they unanimously endorse this promotion.

Dr. Danak came to EMU in September 1969 from The University of Oklahoma where he earned his Ph.D. in Management in the School of Business. He served as a graduate and teaching assistant at the Univ. of Oklahoma and was serving full time as the Associate Director of the Regional Rehabilitation Research Institute at that University when he left to come to EMU. During his teaching career at EMU, Dr. Danak brought to the classroom his experience in business in India and the United States.

At EMU Danak taught practically every course we offered. Most recently has been teaching the graduate and undergraduate courses in Strategic Management (MGT490 and 696), Organizational Behavior (MGT 386 and 605), as well as undergraduate sections of Introduction to Business (COB 200), Compensation (MGT 482) and Human Resource Management (MGT 384).

He has served the department on a variety of committees over the years. Among these are the Advisory Committee (including service as Chair), the Personnel Committee (including service as chair), MGT 490 course coordinator, United Way Committee (including service as chair for the whole college). Another activity at the college level was his service representing the department at the COB FAC. At the university level, he worked with colleagues from the COB and the wider university to help develop the Language and World Business Program as well as the Faculty Senate, the forerunner of the Faculty Council.

Dr. Danak has watched the department grow over the years. He participated in the selection or interview process of every one of the tenure and tenure-track faculty and has worked with us over the years. We will miss Jagdish here in our department and urge you to add your recommendation to ours.



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION

The Department of COMMUNICATION & THEATRE ARTS recommends the awarding of Emeritus Faculty Status for the following retiring/retired faculty member:

Name of Faculty Member: ANNETTE MARTIN

Current Status/Rank at EMU: PROFESSOR

Date of Hire at EMU: 9/1/63 Retirement Date: 9/1/02

Number of Years at EMU: 39 YRS, TEACHING
4 YRS, UG (Minimum of 15 years of service required)
1957-1961

Please complete the following information on the retiring faculty member for whom you are submitting this recommendation. This information is needed for inclusion in the EMU Faculty/Staff/Student Directory.

Home Address:

Home Telephone: E-Mail Address:

Name of Spouse:

Degree(s)/Institutions/Year: Baccalaureate: 1961 EASTERN MICHIGAN UNIVERSITY

Masters: 1963 UNIVERSITY OF WISCONSIN

Doctoral: 1972 THE UNIVERSITY OF MICHIGAN

Please Attach a Brief Statement of Support to this Form

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.

DENNIS M. BEAGEN 5/29/02
Recommended by (please print) Date

Department Head Date Dean Date

Provost Date Date Submitted to Board of Regents

Please forward this completed form to: Lori H. Ristau
Academic Affairs, 106 Welch Hall

DR. ANNETTE MARTIN
Department of Communication and Theatre Arts
Eastern Michigan University
1963-2002

It is with a great deal of pleasure that I recommend Dr. Annette Martin for emeritus faculty status at Eastern Michigan University. Dr. Martin has been a part of the EMU Community for nearly 44 years, first earning an undergraduate degree in 1961 and then returning in 1963 to teach in the Interpretation/Performance Studies arena. Dr. Martin has been an integral part of this department from 1963 to 2002.

Dr. Martin has earned numerous awards throughout her tenure in the department. Most recently she has been recognized as Distinguished Faculty in Research and Creative Activity (1999), Leslie Coger Award for Distinguished Performance (1998), and Graduate Faculty Research Award (1993). Her contributions to the department and university are many and she has been recognized nationally for her artistic excellence.

The University and the department are fortunate to have a faculty member as dedicated, gifted and creative as Annette Martin and I am most happy to recommend her for emeritus status.

Dennis M. Beagen, Head
Communication and Theatre Arts Department



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs . . .

EMERITUS FACULTY STATUS RECOMMENDATION

The Department of Social Work recommends the awarding of **Emeritus Faculty Status** for the following retiring/retired faculty member:

Name of Faculty Member: Kaaren Strauch Brown

Current Status/Rank at EMU: Professor-Department of Social Work

Date of Hire at EMU: August 1978 Retirement Date: April 2002

Number of Years at EMU: 24 (Minimum of 15 years of service required)

Please complete the following information on the retiring faculty member for whom you are submitting this recommendation. This information is needed for inclusion in the EMU Faculty/Staff/Student Directory.

Home Address: _____

Home Telephone: (____) _____ E-Mail Address: _____

Name of Spouse: _____

Degree(s)/Institutions/Year: Baccalaureate: Bachelor of Science, University of Wisconsin

Masters: Masters of Social Work, University of Michigan

Doctoral: _____

Please Attach a Brief Statement of Support to this Form

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.

Recommender	(Please print)	Date		
Department Head		Date	Dean	Date
Provost		Date	Date Submitted to Board of Regents	

Please forward this completed form to: Lori H. Ristau
Academic Affairs, 106 Welch Hall

Professor Kaaren Strauch-Brown
Statement of Support

Professor Kaaron Strauch-Brown of the Department of Social Work retires on April 30, 2002. Professor Strauch-Brown served the University for 24 years and had a distinguished record a Professor, Acting Department Head (1985-86) and Baccalaureate Program Coordinator (1991-96) during her tenure. She also played a pivotal role in the national accreditation of the graduate and undergraduate programs in Social Work. Professor Strauch-Brown received many honors during her career including the award for Advancement of Women (EMU-Women's Association –1989) and the Social Worker of the Year Award (Huron Valley-NASW). Nationally, she was noted as a Certified Site Team Leader for the Council of Social Work Education. She was the author of 14 different articles dealing with differing aspects of social functioning. Professor Strauch-Brown received her bachelor's degree from the University of Wisconsin and her master's degree from the University of Michigan. In a unanimous vote by the Department of Social Work faculty they moved to recommend to the Board of Regents that Professor Kaaren Strauch-Brown be granted emeritus status.

VITA

Kaaren Strauch Brown
Department of Social Work
Eastern Michigan University
Ypsilanti, Mi. 48197
(313) 487-4174
e-mail: Kaaren.Brown@emich.edu

Education:

MSW	August, 1967	University of Michigan, Ann Arbor, MI 48109
Bachelor of Science	January, 1956	University of Wisconsin, Madison, Wisconsin

Professional Credentials/Licensure

Academy of Certified Social Workers (ACSW); National Association of Social Workers
Certified Social Worker, State of Michigan

Professional Experience

1978 - present	Department of Social Work, Eastern Michigan University
1991- 1996	Baccalaureate Program Coordinator
1991- present	Professor
1985 - 1986	Acting Department Head
1972 - 1976	Lecturer, Human Services, Wayne County Community College, 1971 -
1976	Clinical Social Worker, Summit Medical Center,
1970 - 1971	Social Worker, Out-patient Child Guidance Clinic, Great Britain
1968 - 1970	Clinical Social Worker, Ypsilanti Regional Psychiatric Hospital,
1967 - 1968	Adoptions Worker, San Diego Department of Social Services,

Publications:

Supported Education and Psychiatric Rehabilitation: Models and Methods, Edited by Carol Mowbray, Kaaren Strauch Brown, Ann Sullivan Soydan, and Kathy Furlong Norman. International Association of Psychosocial Rehabilitation. 2002

Utilizing international clinical practice to build intercultural sensitivity in social work students 4(2). May, 1996 with Elivia Krajewski-Jaime, Marjorie Ziefert, and Elizabeth Kaufman. Journal of Multicultural Social Work.

Linking Research and Practice in Diverse Settings.(1995). with M. Ziefert and E.Krajewski-Jaime. Journal of Baccalaureate Social Work. 1(1).

A framework for initiating supported education programs. (1993) with C.T. Mowbray and D. Moxley. Psychosocial Rehabilitation Journal. 17(1) July. pp.129-150.

Supported education. 1993) with D.P. Moxley, C.T. Mowbray In: (Flexner, R. W. and Solomon, P (eds.) *Contemporary Practice in Rehabilitation and Mental Health Services*. Andover Press. 137-154.

Making connections with homeless families: Skill building for effective interventions. (1991) . with M. Ziefert. Families In Society . 72(4). 212-219.

A feminist approach to working with homeless women. (1990) . with M. Ziefert. Affilia: Journal of Women and Social Work. 5(1).6-20.

Application of homelessness to teaching social work foundation content . (1989). with P. Fellin. The Journal of Teaching in Social Work. 3:1. 17-33.

Practice models for serving the homeless mentally ill in community shelter programs (1988). with P. Fellin. Chapter five in: Bowker, J. ed. *Services for the Chronically Mentally Ill: New Approaches for Mental Health Professionals*, Vol. 1. Washington, D.C.Council on Social Work Education. 76-134.

Crisis resolution, competence, and empowerment: A service model for women (1988). with M. Ziefert
Journal of Primary Prevention (9)1&2. 92-103.

A model for teaching about interdisciplinary practice in health care settings. (1988). with Ivey, S.,
 Teske, Y. and Silverman, D. Journal of Allied Health. 17:3. August. 189-196.

I Never Thought It Would Be So Hard To Get Well Reflections of a Mental Health Consumer (1985).
 with P. Fellin, D. Loppnow, T. Powell. Two 30 minute educational videotapes with an
 accompanying instructor's manual. Council on Social Work Education, Washington, D.C.

Chippin' In (1985). In: Pfeifer, W. and Goodstein, L. eds. Developing Human Resources: The 1985
 Annual. San Diego, Ca.: University Associates.

The Human Side of Supervision (1984). with G. Mink. Ypsilanti, Mi.: Eastern Michigan University.

Follow the leader: an introduction to situational leadership (1984). with D. Loppnow. In:
 Pfeifer, W. and Goodstein, L. eds. Developing Human Resources: The 1984 Annual.
 San Diego, Ca.: University Associates.

Funded Grants

A Comparison of Three Approaches to Supported Education. Community Support Research
 Demonstration Projects -- EMU subcontract. National Institute for Mental Health. A three year project
 through the Michigan Department of Mental Health. 1993 -1996. \$75,806.

Presentations

A Psychosocial Empowerment Approach to Working with Mental Health Consumers.
 with Marilyn Wedenoja, Carol Mowbray (UM), and Lorraine Gutierrez (UM).
 NASW -- Michigan Chapter Annual Program Meeting, Traverse City, May 12-14, 1998.

Innovative Program Models, with Marjorie Ziefert, Panel Presentation, Girls and Women in
 Conversation Conference, EMU March 6, 1998.

Collaborative Implementation of Post Secondary Education for Mental Health Consumers. With
 Phyllis Levine. American Orthopsychiatric Association. April. 1995

Evaluation and Practice: Can We Practice What We Preach? Council on Social Work Education
 Annual Program Meeting. San Diego. March, 1995.

A Comparison of Three Approaches to Supported Education: A NIMH Community Support Research
 Demonstration Project:

- International Association for Psychosocial Rehabilitation
 Services, Michigan Chapter, Annual Program Meeting. Traverse City.
 September, 1993
- Michigan National Association of Social Workers. Annual Program
 Meeting. Detroit. May 12-14, 1994.

Supported Education: Using the Campus for Psychosocial Rehabilitation. International Association for
 Psychosocial Rehabilitation Services, Michigan Chapter, Annual Program
 Meeting. Detroit. September. 1992.

Mental Health Issues When Working With Women.
 Training for Safe House staff, Ann Arbor, Mi. June, 1990.
 Training for W.I.T. House staff, Ann Arbor, Mi. July 1989.

Making Connections With Homeless Families: Skill Building for Effective Interventions, (with M. Ziefert).
 October, 1989. National Association of Social Workers Annual Program Meeting. San Francisco.

Assessing Homeless Children and Families, August, 1989. (with M. Ziefert) 6th International Foster
 Care Organization Conference. Ypsilanti, Mi.

Working With Homeless Women. May, 1989. Veteran's Administration District 14 Workshop,
 Battlecreek, Mi.

A Feminist Approach to Working With Homeless Women. (with M. Ziefert). March, 1989. Council
 On Social Work Education, Annual Program Meeting. Chicago.

Services for the Chronically Mentally Ill: New Approaches for Mental Health Professionals .
 November, 1988. National Association of Social Workers, Annual Program Meeting.
 Philadelphia.

The Homeless as a Paradigm for Educating the Generalist Social Worker.(1987) with P. Fellin. March Council on Social Work Education Annual Program Meeting. St. Louis.

Practice Models for Serving the Homeless Mentally Ill in Community Shelter Programs (1987). with P. Fellin. March. Council on Social Work Education Annual Program Meeting. St. Louis.

Housing the Homeless: An Illustration of New Practice Tasks (1987). with M. Ziefert and C. Kiefer. Michigan Chapter, National Association of Social Workers 11th Annual Conference. Traverse City, Mi.

A Teaching Model for an Interdisciplinary Health Care Team Course (1986). with S. Ivey, Y. Teske, and D. Silverman. September. Eight Annual Conference on Interdisciplinary Health Care. Columbus, Ohio.

The Homeless as Our Neighbors in Crisis: Reframing the Stereotype (1985).with L. Watts and M. Smith) National Association of Social Workers Professional Symposium . Chicago.

A Strategy for Dealing with Organizational Complicity in Sexual Assault/Harassment (1985). National Coalition Against Sexual Assault Annual Program Meeting. Knoxville, Tenn.

Developing Curriculum Materials Dealing with the Chronically Mentally Ill (1985). with D. Loppnow. Council On Social Work Education Annual Program Meeting. Washington, D.C.

Utilizing Child Welfare Curricula to Meet Agency Training Needs (1984) with M. Ziefert). Council On Social Work Education Annual Program Meeting. Detroit.

Networking In Social Work Education (1984). Council On Social Work Education Annual Program Meeting. New York.

Utilizing Volunteers to Build Competence in the Chronically Mentally Ill (1984). Region V Community Support Program. Plymouth, Mich.

Training Techniques to Enhance Skills in Working with Families(1983). Michigan Chapter, National Association of Social Workers 7th Annual Conference. Traverse City, Mi.

Project Transition: A Bridge Between Hospital and Community with D. Neal. National Council of Community Mental Health Centers Annual Program Meeting. Detroit.

Acquisition of Professional Social Work Values in the Human Services Professions (1982). Council On Social Work Education Annual Program Meeting. New York.

Honors

Sabbatical Academic Year: 1996/97

Outstanding Faculty Award, College of Health and Human Services. EMU . 1993.

Award for the Advancement of Women (EMU Women's Association) 1989

Sabbatical Academic Year: 1987/88

Social Worker of the Year, Huron Valley Unit, National Association of Social Workers, March, 1984

Recipient of EMU Spring/Summer Research Award, Spring, 1981

Merit Bonus for Exemplary Performance, Social Work Program, EMU, 1980-1981

Professional and Community Activities

2001 – present Consultant, Hope Center, Ypsilanti, MI

1987 -2000 Certified Site Visitor, Council on Social Work Education

1996- 2000 Certified Site Team Chair, Council on Social Work Education

1991 -1994 President, Board of Directors, Shelter Association of Ann Arbor

1990 - 1992 Member, State Committee on Psychosocial Rehabilitation Curriculum,

1990 - 1992 Member, Washtenaw County Community Mental Health Advisory Board, Chair, Substance Abuse Subcommittee

Professional Memberships

National Association of Social Workers

American Association of University Professors



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION

The Department of Mathematics recommends the awarding of **Emeritus Faculty Status** for the following retiring/retired faculty member:

Name of Faculty Member: Nelly Ullman

Current Status/Rank at EMU: Professor

Date of Hire at EMU: 9/1/63 Retirement Date: 4/29/02

Number of Years at EMU: 39 (Minimum of 15 years of service required)

Please complete the following information on the retiring faculty member for whom you are submitting this recommendation. This information is needed for inclusion in the EMU Faculty/Staff/Student Directory.

Home Address: _____

Home Telephone: _____ E-Mail Address: _____

Name of Spouse: _____

Degree(s)/Institutions/Year: Baccalaureate: BA - Hunter College, N.Y. 1945

Masters: MA / Columbia Univ., N.Y. 1948

Doctoral: University of Michigan 1969

Please Attach a Brief Statement of Support to this Form

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.

Recommended by (please print) _____ Date _____

Department Head _____ Date _____

Dean _____ Date _____

Provost _____ Date _____

Date Submitted to Board of Regents _____

Please forward this completed form to: Lori H. Ristau
Academic Affairs, 106 Welch Hall

EASTERN MICHIGAN UNIVERSITY

DEPARTMENT OF MATHEMATICS

To: Ellene Tratras Contis, Dean
College of Arts and Sciences

From: Bette Warren, Department Head
Department of Mathematics

Date: May 8, 2002

Subject: Emeritus status for Dr. Nelly Ullman

I am requesting that Dr. Nelly Ullman be given emeritus status. Dr. Ullman has been a mainstay of the department for 39 years. In the early years, she was instrumental in raising the department curriculum and level of instruction. A caring teacher, she has a loyal following of students whom she has mentored, nurtured and inspired. She has been a role model for young women, especially those trying to complete degrees and establish careers while juggling family and other commitments; Dr Ullman earned her way in the profession when it was very difficult, when women were discouraged from advancing too far and numerous barriers were placed in their way.

Dr. Ullman consulted on several statistical studies, most notably a study on the risk factors, diagnosis and treatment of breast cancer. She brought her knowledge of the theory and applications of statistics to the classroom and the curriculum, developing and revising several statistics courses, and contributing to the development of major, minor and graduate degree concentrations in statistics. Dr. Ullman also guided several graduate students in research studies and theses.

Dr. Ullman served on numerous committees in the department including the Graduate Committee, Math Area Committee, Promotion Committee, Calculus Committee and the Statistics Area Committee, which she initiated and chaired. Dr. Ullman had a major impact on the statistics curriculum and was the driving force in creating and maintaining the joint program in Actuarial Science and Economics. She prepared students informally for actuarial examinations without compensation or time release for ten years before the program was established. She also wrote and self-published a preparation guide for the actuarial examination in probability and statistics that was used by students throughout the United States and Canada.

Dr. Ullman was active at the college and university level serving on the College Faculty Council, the Graduate Council, a provost search committee and various committees and taskforces. She was also instrumental in supporting the Women's Studies Program in its early days.

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MAY 08 2002
COLLEGE OF ARTS & SCIENCES
OFFICE OF THE DEAN



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION

The Department of Mathematics recommends the awarding of **Emeritus Faculty Status** for the following retiring/retired faculty member:

Name of Faculty Member: Mary Yorke

Current Status/Rank at EMU: Assistant Professor

Date of Hire at EMU: 9/1/82 Retirement Date: 8/31/02

Number of Years at EMU: 20 (Minimum of 15 years of service required)

Please complete the following information on the retiring faculty member for whom you are submitting this recommendation. This information is needed for inclusion in the EMU Faculty/Staff/Student Directory.

Home Address: _____

Home Telephone: _____ E-Mail Address _____

Name of Spouse: _____

Degree(s)/Institutions/Year: Baccalaureate: _____

Masters: Kansas State University

Doctoral: _____

Please Attach a Brief Statement of Support to this Form

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.

Recommended by (please print) _____ Date _____

Department Head _____ Date _____ Dean _____ Date _____

Provost _____ Date _____ Date Submitted to Board of Regents _____

Please forward this completed form to: **Lori H. Ristau**
Academic Affairs, 106 Welch Hall

EASTERN MICHIGAN UNIVERSITY

DEPARTMENT OF MATHEMATICS

To: Ellene Tratras Contis, Dean
College of Arts and Sciences

From: Bette Warren, Department Head
Department of Mathematics

Date: May 8, 2002

Subject: Emeritus status for Mary Yorke

I am requesting that Mary Yorke be given emeritus status. A clear and seasoned teacher, she maintained high standards and her students learned a lot. She has served the Department of Mathematics and its students for twenty years. She has published two articles in prestigious journals and given presentations at regional meetings. She was instrumental in collecting, summarizing and analyzing our most recent alumni survey.

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OFFICE OF THE DEAN

SECTION: 12
DATE: June 25, 2002

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

FACULTY APPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve thirty (30) new tenure-track faculty appointments for the 2002-2003 academic year at the ranks, salaries, and effective dates shown on the attached listing.

STAFF SUMMARY

Of the thirty (30) new tenure-track faculty appointments, fifteen (15) are female (50%) and fifteen (15) are male (50%). Of the thirty, (33%) or ten (10) of these individuals are minorities.

FISCAL IMPLICATIONS

The salaries will be absorbed in the 2002-2003 faculty salary budget.

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

FACULTY HIRING REPORT

College	Name	Race/Sex	Rank	Salary	Department	Specialization	
CAS	Benninghoff, Steven	W/M	Asst	\$43,000	English	Technical Writing	
	Blummer, Jacob	W/M	Asst	\$47,000	English	Writing Across Curriculum	
	Calin, Ovidiu	W/M	Asst	\$46,000	Mathematics	Mathematics	
	Clark-McCracken, Christine	W/F	Asst	\$46,200	Geography & Geology	Mineralogy	
	Corsianos, Marilyn	W/F	Asst	\$49,000	SAC	Criminology	
	Coykendall, Abigail	W/F	Asst	\$43,000	English	18 th Century British Lit.	
	EGGE, James	W/M	Asst	\$44,000	History & Philosophy	History of Religions	
	Keller, Benjamin	W/M	Asst	\$66,000	Computer Science	Computer Science	
	Kolopajlo, Lawrence	W/M	Asst	\$44,200	Chemistry	Chemistry Education	
	Lucy, Robin	W/F	Asst	\$43,500	English	African American Lit.	
	Maniotes, Andrew	W/M	Asst	\$45,150	Art	Graphic Design	
	Mason, Matthew	W/M	Asst	\$44,300	History & Philosophy	African Amer. Hist/19 th Cent.	
	Narayanan, Krishnakumari	A/F	Asst	\$68,500	Computer Science	Computer Science	
	Petrescu, Claudia	W/F	Asst	\$46,000	Political Science	Public Administration	
	Semple, Hugh	B/M	Asst	\$44,000	Geography & Geology	Geographic Information	
	Tanner, Christine	W/F	Asst	\$42,000	CTA	Drama/Theatre for the Young	
	Wang, Bingwu	A/M	Asst	\$45,000	Mathematics	Mathematics	
	CHHS	Ghosh, Subhas	A/M	Prof	\$80,000	HECR	Textiles
	COB	Chung, Sock	A/M	Asst	\$85,000	CIS	Computer Info. Systems
Hwang, Angela		A/F	Asst	\$89,000	Accounting	Managerial Accounting	
Pearcy, Dawn		B/F	Asst	\$75,000	Marketing	Supply Chain	
Sonmez, Elif		W/F	Asst	\$75,000	Marketing	International Marketing	
Wong, Diana		A/F	Asst	\$75,000	Management	Policy/Entrepreneurship	
COE	Bishop, Joseph	W/M	Asst	\$47,000	Teacher Education	Social Foundations	
	Carney, Karen	W/F	Asst	\$46,000*	Special Education	Emotional Impairment	
	Copeland, Nancy	B/F	Asst	\$44,000	Teacher Education	Educational Technology	
	Ginsberg, Sarah	W/F	Asst	\$46,000*	Special Education	Speech/Lang. Impairment	
	Lowenstein, Ethan	W/M	Asst	\$44,000	Teacher Education	Curriculum & Instruction	
	McGinnis, Jacquelyn	W/F	Asst	\$46,000	Special Education	Mental Impairment	

COT Wang, Jianhua A/M Asst \$58,000 Industrial Technology CAD/CAM

* Salary with PhD

Current Hiring Statistics:

Total: 30
 Female: 15 (50%)
 Male: 15 (50%)
 Black: 3 (10%)
 Hispanic: 0 (0%)
 Asian: 7 (23%)
 Native-American: 0 (0%)
 Multi-Racial: 0 (0%)
 White: 20 (67%)
 Total Minorities (Race): 10 (33%)

Cumulative Hiring Statistics:

Total: 33
 Female: 17 (52%)
 Male: 16 (48%)
 Black: 3 (9%)
 Hispanic: 0 (0%)
 Asian: 8 (24%)
 Native-American: 0 (0%)
 Multi-Racial: 0 (0%)
 White: 22 (67%)
 Total Minorities (Race): 11 (33%)

NEW FACULTY APPOINTMENTS

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Steven Benninghoff</u>	W	M

Assistant Professor in the Department of English Language and Literature effective August 28, 2002 at an academic year base salary of \$43,000.

Education

PhD	Purdue University (anticipated 2002)
MA	University of Akron, 1995
BA	Princeton University, 1987

Experience

2001-present	Case Western Reserve University
1995-2000	Purdue University
1990-1995	University of Akron

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Joe Bishop</u>	W	M

Assistant Professor in the Department of Teacher Education effective August 28, 2002 at an academic year base salary of \$47,000.

Education

PhD	University of Iowa, 1999
MA	University of Iowa, 1995
MA	University of Iowa, 1989
BA	Winona State University, 1987
AA	Rainy River Community College, 1984

Experience

1999-present	Dakota State University
1996-1999	Civic Education Projects (Czech Republic)
1996-1999	University of Iowa
1990-2000	Kirkwood Community College
1990-1993	University of Iowa
1989-1990	University of Oregon
1987-1989	University of Iowa
1986-1987	Winona State University

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Jacob Blumner</u>	W	M

Assistant Professor in the Department of English Language and Literature effective August 28, 2002 at an academic year base salary of \$47,000.

Education

PhD	University of Nevada, 1996
MA	California State University, 1992
BA	California State University, 1990

Experience

1998-present	University of Michigan-Flint
1996-1998	Kent State University
1992-1996	University of Nevada
1990-1992	California State University

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Ovidiu Calin</u>	W	M

Assistant Professor in the Department of Mathematics effective August 28, 2002 at an academic year base salary of \$46,000.

Education

PhD	University of Toronto, 2000
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Experience

2000-2002	University of Notre Dame
1995-2000	University of Toronto

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Karen Carney</u>	W	F

Assistant Professor in the Department of Special Education effective August 28, 2002 at an academic year base salary of \$46,000 (with PhD).

Education

PhD Arizona State University (anticipated 2002)
 MA University of Connecticut, 1974
 BS University of Michigan, 1971

Experience

1999-present Arizona State University
 1991-1999 Uinta County School District #4
 1986-1986 Western Wyoming Community College
 1983-1984 Western Wyoming Community College
 1981-1991 Uinta County School District #6
 1971-1981 Resource Teacher (USA and Australia)

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Sock Chung</u>	A	M

Assistant Professor in the Department of Computer Information Systems effective August 28, 2002 at an academic year base salary of \$85,000.

Education

PhD Auburn University, 2002
 MBA Auburn University, 1997
 BS Seoul National University, 1969

Experience

1999-present Auburn University
 1997-1998 American Express Canada
 1977-1996 Ontario Blue Cross
 1972-1975 Korea Institute of Science Technology
 1969-1971 Korea Ministry of Defense

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Christine Clark-McCracken</u>	W	F

Assistant Professor in the Department of Geography and Geology effective August 28, 2002 at an academic year base salary of \$46,200.

Education

PhD	University of Manitoba (anticipated 2002)
MS	University of Illinois, 1997
BS	Miami University, 1993

Experience

1997-present	University of Manitoba
1996-1997	Illinois State Geological Survey
1996-1996	Crater Lake National Park
1992-1993	Miami University

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Nancy Copeland</u>	B	F

Assistant Professor in the Department of Teacher Education effective August 28, 2002 at an academic year base salary of \$44,000.

Education

EdD	Wayne State University (anticipated 2002)
MBE	Eastern Michigan University, 1991
BA	Wayne State University, 1977

Experience

1999-present	Merit Network, Inc.
1999-2001	Eastern Michigan University
1998-1999	Wayne State University
1995-1998	Focus Hope
1994-1995	Bowling Green State University
1990-1994	Eastern Michigan University

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Marilyn Corsianos</u>	W	F

Assistant Professor in the Department of Sociology, Anthropology and Criminology effective August 28, 2002 an academic year base salary of \$49,000.

Education

PhD York University, 1999
 MA York University, 1995
 BA University of Toronto, 1992

Experience

1999-present Central Michigan University
 1998-1998 Atkinson College
 1994-1999 York University

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Abigail Coykendall</u>	W	F

Assistant Professor in the Department of English Language and Literature effective August 28, 2002 at an academic year base salary of \$43,000.

Education

PhD State University of New York at Buffalo (anticipated 2002)
 MA State University of New York at Buffalo, 1997
 BA University of Arizona, 1992

Experience

2000-2000 Daemen College
 1998-2001 State University of New York at Buffalo

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>James Egge</u>	W	M

Assistant Professor in the Department of History and Philosophy effective August 28, 2002 at an academic year base salary of \$44,000.

Education

PhD	University of Chicago, 1998
MA	University of Chicago, 1990
BA	University of Virginia, 1987

Experience

1998-present	Concordia College
1998-1998	Dension University
1997-1997	St. Xavier University
1996-1996	The College of the University of Chicago
1995-1995	University of Chicago Center for Continuing Studies
1995-1995	St. Xavier University

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Subhas Ghosh</u>	A	M

Professor in the Department of Human, Environmental and Consumer Resources effective August 28, 2002 at an academic year base salary of \$80,000.

Education

PhD	University of Manchester (England), 1994
MS	University of Manchester, 1969
BS	Calcutta University (India), 1966

Experience

1979-1980	Garware Nylon, Ltd.
1975-present	Institute of Textile Technology
1970-1975	National Spinning Company
1969-1970	Royd Mills Courtaulds, Ltd.

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Sarah Ginsberg</u>	W	F

Assistant Professor in the Department of Special Education effective August 28, 2002 at an academic year base salary of \$46,000 (with PhD).

Education

PhD	Eastern Michigan University (anticipated 2002)
MA	Case Western Reserve University, 1989
BA	Case Western Reserve University, 1989

Experience

1999-present	Eastern Michigan University
1997-1998	Eisenhower Center
1996-present	Jusko More Communication Associates, Inc.
1994-2000	Rehabilitation Institute of Michigan
1994-1997	Chelsea Community Hospital
1993-1996	Comprehensive Home Health
1992-2001	Michigan Visiting Nurse
1992-1995	Veteran's Affairs Medical Center
1991-2000	Washtenaw County Community Mental Health
1990-1992	Saline Community Hospital
1989-1989	University of Michigan Disorders Clinic

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Angela Hwang</u>	A	F

Assistant Professor in the Department of Accounting and Finance effective August 28, 2002 at an academic year base salary of \$89,000.

Education

PhD	University of Houston, 1997
MA	University of Alabama at Birmingham , 1992
BS	Chinese Culture University, 1985

Experience

1997-present	Wayne State University
1996-1997	WJ Murray and Associates
1992-1997	University of Houston

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Benjamin Keller</u>	W	M

Assistant Professor in the Department of Computer Science effective August 28, 2002 at an academic year base salary of \$66,000.

Education

PhD	Virginia Polytechnic Institute and State University, 1997
MS	Virginia Polytechnic Institute and State University, 1990
BS	Western Kentucky University, 1986

Experience

1999-present	Virginia Tech
1997-1999	Montana Tech of the University of Montana
1991-1995	Virginia Polytechnic Institute and State University
1991-1991	University of Maryland
1990-1990	University of Iowa
1988-1990	Virginia Polytechnic Institute and State University
1986-1987	Lindsey-Wilson College

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Larry Kolopajlo</u>	W	M

Assistant Professor in the Department of Chemistry effective August 28, 2002 at an academic year base salary of \$44,200.

Education

PhD	Western Michigan University, 1982
MS	Pennsylvania State University, 1978
BS	Muskingum College, 1969

Experience

1997-present	Alex and Marie Manoogian High School
1990-1997	Monroe Community College
1990-1996	St.Mary's College
1988-1990	O.H.M. Corporation
1986-1988	Marietta College
1985-1986	Clafin College
1985-1986	University of South Carolina
1983-1985	State University of New York at Buffalo

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Ethan Lowenstein</u>	W	M

Assistant Professor in the Department of Teacher Education effective August 28, 2002 at an academic year base salary of \$44,000.

Education

PhD	New York University (anticipated 2002)
MA	New York University, 1994
BA	Carleton College, 1992

Experience

2000-present	University of Michigan
1997-2000	New York University
1994-1997	Park East High School
1993-1993	New York University

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Robin Lucy</u>	W	F

Assistant Professor in the Department of English Language and Literature effective August 28, 2002 an academic year base salary of \$43,500.

Education

PhD	McMaster University, 1999
MA	University of the West Indies, 1994
BA	University of Waterloo, 1985

Experience

2001-present	Hamilton Wentworth District School Board
2000-2001	McMaster University
2000-2001	Southern Ontario College
1999-2000	Columbia International College
1994-1998	McMaster University

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Andrew Maniotes</u>	W	M

Assistant Professor in the Department of Art effective August 28, 2002 at an academic year base salary of \$45,150.

Education

MFA Minneapolis College of Art & Design, 2000
 BFA Indiana University/Purdue University, 1994

Experience

2001-2001 Electronic Easel
 1999-2000 The Creative Group
 1999-1999 Minneapolis College of Art & Design
 1996-1997 Bates, USA
 1995-1997 Indiana University East
 1995-1995 MAC Staffing
 1994-1995 McMillan Publishing
 1993-1993 Hickman & Associates

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Matthew Mason</u>	W	M

Assistant Professor in the Department of History and Philosophy effective August 28, 2002 at an academic year base salary of \$44,300.

Education

PhD University of Maryland (anticipated 2002)
 MA University of Maryland, 1997
 BA University of Utah, 1995

Experience

2000-2000 Brigham Young University
 1997-2001 University of Maryland

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Jacqueline McGinnis</u>	W	F

Assistant Professor in the Department of Special Education effective August 28, 2002 at an academic year base salary of \$46,000.

Education

PhD	University of Nebraska-Lincoln, 1991
MEd	University of Nebraska-Lincoln, 1986
BS	University of Nebraska, 1982

Experience

1997-present	Washtenaw County Community Mental Health
1996-present	Livingston County Community Mental Health
1992-1995	University of Toronto
1990-1996	The Hugh MacMillan Rehabilitation Centre
1989-1990	Ralston Public Schools
1986-1989	University of Nebraska-Lincoln
1982-1987	Lincoln Public Schools
1979-1982	Meyer Children's Rehabilitation Institute

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Krishnakumari Narayanan</u>	A	F

Assistant Professor in the Department of Computer Science effective August 28, 2002 at an academic year base salary of \$68,500.

Education

PhD	Oakland University, 2000
MS	Anna University (India), 1992
BS	Government College of Technology (India), 1990

Experience

2001-present	Ford Motor Company
1996-1999	Oakland University
1994-2000	Ford Motor Company
1994-1994	Varner Computer Lab
1994-1994	Oakland University
1991-1991	Indian Institute of Technology
1989-1991	Leather Tone (India)

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Dawn Pearcy</u>	B	F

Assistant Professor in the Department of Marketing effective August 28, 2002 at an academic year base salary of \$75,000.

Education

PhD	Florida State University (anticipated 2002)
MBA	Wayne State University, 1992
BS	Michigan State University, 1988

Experience

1999-2001	Florida State University
1989-1998	Ford Motor Credit Corporation
1988-1989	Mervyn's

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Claudia Petrescu</u>	W	F

Assistant Professor in the Department of Political Science effective August 28, 2002 at an academic year base salary of \$46,000.

Education

PhD	University of Pittsburgh (anticipated 2002)
MA	Duquesne University, 2000
MA	Babes-Bolyai University (Romania), 1993

Experience

2001-2001	University of Pittsburgh
1998-1999	University of Pittsburgh
1996-1996	Duquesne University

<u>Name</u>	<u>Race</u>	<u>Sex</u>
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<u>Hugh Semple</u>	B	M
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Assistant Professor in the Department of Geography and Geology effective August 28, 2002 at an academic year base salary of \$44,000.

Education

PhD University of Manitoba, 1996

MA University of Alberta, 1991

BA University of Guyana, 1985

Experience

1998-2001 University of West Indies

1992-1997 University of Manitoba

1986-1989 State Planning Secretariat, Guyana

<u>Name</u>	<u>Race</u>	<u>Sex</u>
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<u>Elif Sonmez</u>	W	F
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Assistant Professor in the Department of Marketing effective August 28, 2002 at an academic year base salary of \$75,000.

Education

PhD Michigan State University (anticipated 2002)

MA Michigan State University, 1998

MS Middle East Technical University (Turkey), 1996

BS Middle East Technical University, 1992

Experience

1997-present Michigan State University

1993-1996 Middle East Technical University

1992-1993 Turk Eximbank (Export-Import Bank of Turkey)

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Christine Tanner</u>	W	F

Assistant Professor in the Department of Communication and Theater Arts effective August 28, 2002 at an academic year base salary of \$42,000.

Education

PhD	Brigham Young University, 1985
BA	Brigham Young University, 1972

Experience

2000-2000	Seattle Children's Theatre
1997-1997	Brigham Young University
1996-1996	Denver Center for the Performing Arts
1996-present	Centennial Middle School
1993-1993	Olympia College
1988-1998	Seattle Children's Theatre
1987-1988	California Theatre Center
1985-1987	The Louisville Children's Theatre
1982-1982	Navajoland Festival of the Arts
1980-1985	Brigham Young University
1977-1977	Madison Community Theatre
1976-1978	Madison Junior High School

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Binghu Wang</u>	A	M

Assistant Professor in the Department of Mathematics effective August 28, 2002 at an academic year base salary of \$45,000.

Education

PhD	Wayne State University (anticipated 2002)
MA	Wayne State University, 1999
BS	Nankai University, 1994

Experience

1997-present	Wayne State University
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<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Jianhua Wang</u>	A	M

Assistant Professor in the Department of Industrial Technology effective August 28, 2002 at an academic year base salary of \$58,000.

Education

PhD	University of Iowa, 1994
MS	Nanjing University of Aeronautics and Astronautics, 1985
BS	Nanjing University of Aeronautics and Astronautics, 1982

Experience

1996-present	EDS
1994-1996	Computervision
1990-1995	University of Iowa
1985-1990	Nanjing University of Aeronautics and Astronautics

<u>Name</u>	<u>Race</u>	<u>Sex</u>
<u>Diana Wong</u>	A	F

Assistant Professor in the Department Management effective August 28, 2002 at an academic year base salary of \$75,000.

Education

PhD	University of Massachusetts, 1999
MBA	Dalhousie University, 1989
BA	University of British Columbia, 1981

Experience

1998-present	Bowling Green State University
1997-1998	Marquette University
1992-1992	Dalhousie University
1990-1997	University of Massachusetts
1989-1990	Dalhousie University
1985-1987	Xit'olawc Community School
1982-1984	Daru High School (New Guinea)

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

REPORT

FACULTY REAPPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents accept the report from the Division of Academic Affairs pertaining to the reappointment of 131 probationary faculty members for the 2002-2003 academic year.

STAFF SUMMARY

The 129 probationary faculty members listed in Attachment A have been reappointed for the 2002-2003 academic year.

Newly-hired tenure-track faculty are "on probation" for a period of time that varies according to rank. Instructors are eligible for reappointment for five (5) or six (6) years, Assistant Professors for four (4) or five (5) years, Associate Professors for three (3) or four (4) years, and Professors for two (2) or three (3) years, depending upon whether they were hired prior to or after January 1, 1997. During this time, probationary faculty must be evaluated annually, undergoing either interim (partial) evaluations or full evaluations in accordance with the Eastern Michigan University/ Eastern Michigan University-American Association of University Professors' contract. An interim evaluation reviews the applicant's instructional effectiveness and service. A full evaluation also reviews those two performance areas and the applicant's scholarly and/or creative activity. A favorable pre-tenure evaluation leads to a recommendation for reappointment.

In addition, the two (2) probationary faculty members listed in Attachment B who have been on leave of absence during the current academic year will be reappointed for academic year 2002-2003 in accordance with the provisions of the Collective Bargaining Agreement. Further, Martha Tanicala (Nursing), who returned from Leave of Absence to a partial teaching assignment as a result of events surrounding September 11, 2001, will be reappointed and returned to Leave of Absence in September.

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

2002-03 Faculty Reappointments

ATTACHMENT A

College of Arts and Sciences

Name	Rank	Department
1. Adler-Kassner, Linda	Assistant Professor	English
2. Ajrouch, Kristine	Assistant Professor	Sociology, Anthropology & Criminology
3. Alexander, Jessica	Assistant Professor	Communication & Theatre Arts
4. Armitage, Ruth Ann	Assistant Professor	Chemistry
5. Atzmon, Leslie	Assistant Professor	Art
6. Babcock, Donald	Assistant Professor	Music
7. Baker, William Douglas	Assistant Professor	English
8. Bilge, Barbara	Assistant Professor	Sociology, Anthropology & Criminology
9. Blake, Kevin	Assistant Professor	Geography & Geology
10. Blakely, Colin	Assistant Professor	Art
11. Brewer, Timothy	Assistant Professor	Chemistry
12. Butch, Elizabeth	Assistant Professor	Chemistry
13. Carroll, James	Assistant Professor	Physics & Astronomy
14. Chamberlain, Kathleen	Assistant Professor	History & Philosophy
15. Clemans, Daniel	Assistant Professor	Biology
16. Coffman, Margaret	Assistant Professor	Biology
17. Csicsila, Joe	Assistant Professor	English
18. Damiano, Carla	Assistant Professor	Foreign Languages & Bilingual Studies
19. DeHoog, John	Assistant Professor	Art
20. Dorsey, John F.	Assistant Professor	Music
21. Downey, Karen K.	Associate Professor	Psychology
22. Engen, David	Assistant Professor	Communication & Theatre Arts
23. Estrem, Heidi	Assistant Professor	English
24. Friebe, Timothy	Associate Professor	Chemistry
25. Green, TeResa	Assistant Professor	Political Science
26. Grondona, Veronica	Assistant Professor	English
27. Holmes, Heather	Assistant Professor	Chemistry
28. Hoodin, Flora	Assistant Professor	Psychology
29. Hume, Christine	Assistant Professor	English
30. Hyndman, Chris	Assistant Professor	Art
31. Kaston, Andrea	Assistant Professor	English
32. Kern, Roger	Assistant Professor	Sociology, Anthropology & Criminology
33. Knapp, Jim	Assistant Professor	English
34. Kuehn, Kevin	Assistant Professor	Biology
35. Laporte, Marianne	Assistant Professor	Biology
36. Lauterbach, Dean	Associate Professor	Psychology
37. Leopard, Barbara	Assistant Professor	Mathematics
38. Liggitt, Peggy	Assistant Professor	Biology
39. Maniccam, Suchindran	Assistant Professor	Computer Science
40. Mayda, Chris	Assistant Professor	Geography & Geology
41. Milletti, Christina	Assistant Professor	English
42. Moore, Adam	Assistant Professor	History & Philosophy
43. Nabors, Nina	Assistant Professor	Psychology
44. Nation, Richard	Assistant Professor	History & Philosophy

2002-03 Faculty Reappointments

ATTACHMENT A

College of Arts and Sciences - continued

Name	Rank	Department
45. Nelson, Brian	Assistant Professor	Art
46. Nelson, Michelle	Assistant Professor	Art
47. Olwell, Russell	Assistant Professor	History & Philosophy
48. Orrange, Robert	Assistant Professor	Sociology, Anthropology & Criminology
49. Poh, Elsa	Assistant Professor	Computer Science
50. Poli, Maria Serena	Assistant Professor	Geography & Geology
51. Quiel, Raymond	Instructor	Communication & Theatre Arts
52. Reiling, Denise	Assistant Professor	Sociology, Anthropology & Criminology
53. Reinhardt, Ulrich	Assistant Professor	Biology
54. Richard, David	Associate Professor	Psychology
55. Ruggiero, Maria	Assistant Professor	Art
56. Schoenhals, Joel	Assistant Professor	Music
57. Shillington, Cara	Assistant Professor	Biology
58. Sickels-Tores, Lauren	Assistant Professor	Geography & Geology
59. Stille, Lee	Assistant Professor	Communication & Theatre Arts
60. Tomaszewski, Andreas	Assistant Professor	Sociology, Anthropology & Criminology
61. Wang, Wendy	Assistant Professor	Foreign Languages & Bilingual Studies
62. Zinggeler, Margrit V.	Assistant Professor	Foreign Languages & Bilingual Studies

College of Business

Name	Rank	Department
63. Brickner, Daniel	Assistant Professor	Accounting & Finance
64. Chowdhury, Sanjib	Assistant Professor	Management
65. Frye, Crissie	Assistant Professor	Management
66. Lee, Huei	Assistant Professor	Computer Information Systems
67. Schulz, Eric	Assistant Professor	Management

College of Education

Name	Rank	Department
68. Armstrong, William Jeffrey	Assistant Professor	Health, Physical Education, Recreation & Dance
69. Baiyee, Martha	Assistant Professor	Teacher Education
70. Balowski, Janet	Instructor	Health, Physical Education, Recreation & Dance
71. Burke, Wendy	Assistant Professor	Teacher Education
72. Burns, Carolyn	Assistant Professor	Teacher Education
73. Burton, Ella	Assistant Professor	Leadership & Counseling
74. Carter, Carolyn	Assistant Professor	Teacher Education
75. Choudhuri, Devika	Assistant Professor	Leadership & Counseling
76. Colon, Geffrey	Assistant Professor	Health, Physical Education, Recreation & Dance
77. Dichtelmiller, Margo	Assistant Professor	Teacher Education
78. Dokes-Brown, Marion	Assistant Professor	Teacher Education
79. Faust, Roberta E.	Assistant Professor	Health, Physical Education, Recreation & Dance

2002-03 Faculty Reappointments

ATTACHMENT A

College of Education - continued

Name	Rank	Department
80. Harmon, Deborah	Assistant Professor	Teacher Education
81. Hasan, Hamman Adib	Assistant Professor	Special Education
82. Hoffman, Ellen	Assistant Professor	Teacher Education
83. Jerome, Sherry	Assistant Professor	Health, Physical Education, Recreation & Dance
84. Johnson, Jodi	Instructor	Health, Physical Education, Recreation & Dance
85. Jones, Toni	Assistant Professor	Teacher Education
86. Karshin, Christine	Assistant Professor	Health, Physical Education, Recreation & Dance
87. Levine, Shel	Assistant Professor	Health, Physical Education, Recreation & Dance
88. Margerum-Leys, Jon	Assistant Professor	Teacher Education
89. Maylone, Nelson	Assistant Professor	Teacher Education
90. McCarthy, Susan	Assistant Professor	Health, Physical Education, Recreation & Dance
91. McGregor, Steve	Assistant Professor	Health, Physical Education, Recreation & Dance
92. Nair, Murali	Assistant Professor	Health, Physical Education, Recreation & Dance
93. Parker, Kathlyn	Assistant Professor	Special Education
94. Pedersen, Julianne	Assistant Professor	Health, Physical Education, Recreation & Dance
95. Rearick, Mary	Assistant Professor	Teacher Education
96. Schulz, Jeffrey	Associate Professor	Health, Physical Education, Recreation & Dance
97. Tonkovich, John D.	Associate Professor	Special Education
98. Williamson, Ronald	Associate Professor	Leadership & Counseling
99. Woodiel, Donna Kay	Assistant Professor	Health, Physical Education, Recreation & Dance
100. Zamani, Eboni	Assistant Professor	Leadership & Counseling

College of Health & Human Services

Name	Rank	Department
101. Alford, Peggy	Assistant Professor	Nursing
102. Brooks, Judi	Assistant Professor	Human, Environment & Consumer Resources
103. Croxall, Colleen L.	Instructor	Associated Health Professions
104. Howells, Valerie	Assistant Professor	Associated Health Professions
105. Nunn, Patricia E	Assistant Professor	Nursing
106. Rankin, Larry	Assistant Professor	Nursing
107. Reeves, Gretchen	Associate Professor	Associated Health Professions
108. Tanicala, Martha	Assistant Professor	Nursing
109. Welker, Kelly	Assistant Professor	Human, Environment & Consumer Resources
110. Williams, Michael	Assistant Professor	Nursing
111. Wu, Tsu-Yin	Assistant Professor	Nursing

College of Technology

Name	Rank	Department
112. Al-bayyari, Jihad	Associate Professor	Industrial Technology
113. Bari, Mohammad	Assistant Professor	Industrial Technology

2002-03 Faculty Reappointments

ATTACHMENT A

College of Technology - continued

<u>Name</u>	<u>Rank</u>	<u>Department</u>
114. Cardon, Phillip	Assistant Professor	Business & Technology Education
115. Ferber, Miklos	Instructor	Industrial Technology
116. Fulkert, Ronald	Assistant Professor	Business & Technology Education
117. Kinczkowski, Linda	Assistant Professor	Business & Technology Education
118. Lyman, Steven	Assistant Professor	Interdisciplinary Technology
119. Majeske, Paul	Assistant Professor	Interdisciplinary Technology
120. Mitchell, Greg	Assistant Professor	Industrial Technology
121. Nordstrom, J. David	Professor	Interdisciplinary Technology
122. Pilato, Denise	Assistant Professor	Interdisciplinary Technology
123. Ray, Daniel	Assistant Professor	Business & Technology Education

Learning Resources & Technologies

<u>Name</u>	<u>Rank</u>	<u>Department</u>
124. Baier, Randal	Assistant Professor	University Library
125. Bruenger, John	Instructor	University Library
126. Klopfer, Lisa	Assistant Professor	University Library
127. Nims, Julia	Assistant Professor	University Library
128. Owen, Eric	Instructor	University Library
129. Shirato, Linda	Assistant Professor	University Library

**2002-03 Reappointments for
Faculty Returning from LOA**

ATTACHMENT B

College of Arts and Sciences

Name	Rank	Department
1. Bernstein, Jeffrey	Assistant Professor	Political Science

College of Health and Human Services

Name	Rank	Department
2. Fineberg, Keith	Assistant Professor	Human, Environmental & Consumer Resources

SECTION: 14
DATE: June 25, 2002

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

FACULTY TENURE

ACTION REQUESTED

It is recommended that the Board of Regents approve the granting of tenure, effective beginning with the 2002 fall semester, for twenty-three (23) faculty members.

STAFF SUMMARY

Twenty-three (23) probationary faculty members listed on the attachment are recommended for tenure, effective at the beginning of the 2002 fall semester.

Newly-hired tenure-track faculty are “on probation” for a period of time that varies according to rank. Instructors are not eligible to apply for tenure for five (5) or six (6) years, Assistant Professors for four (4) or five (5) years, Associate Professors for three (3) or four (4) years, and Professors for two (2) or three (3) years, depending upon whether they were hired prior to or after January 1, 1997. During this time, probationary faculty must be evaluated annually, undergoing either interim (partial) evaluations or full evaluations in accordance with the Eastern Michigan University/ Eastern Michigan University-American Association of University Professors’ contract. An interim evaluation reviews the applicant’s instructional effectiveness and service. A full evaluation also reviews those two performance areas and the applicant’s scholarly and/or creative activity. A series of favorable probationary evaluations and a favorable final full evaluation leads to a recommendation for tenure.

Each faculty member listed on the attached pages meets the general contractual requirements for tenure, as well as the specific performance standards, which have been defined in his/her respective department evaluation document.

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

2002-03 Tenure Appointments

Revised 5/31/02

College of Arts and Sciences

Name	Rank	Department
1. Bednekoff, Peter	Assistant Professor	Biology
2. Britton, Barbara	Assistant Professor	Mathematics
3. Burlingame, Lori	Assistant Professor	English Language & Literature
4. Dieterle, Jill	Assistant Professor	History & Philosophy
5. Evett, Matthew	Assistant Professor	Computer Science
6. Fields, Doris	Assistant Professor	Communication & Theatre Arts
7. Graves, Kerry	Assistant Professor	Communication & Theatre Arts
8. Krause, Steven D.	Assistant Professor	English Language & Literature
9. Leighton, Paul	Assistant Professor	Sociology, Anthropology & Criminology
10. Pyle, Barry	Assistant Professor	Political Science
11. Sipe, Rebecca	Assistant Professor	English Language & Literature
12. Sverdlik, William	Assistant Professor	Computer Science
13. Zot, Henry G.	Associate Professor	Biology

College of Business

Name	Rank	Department
14. Bunsis, Howard	Associate Professor	Accounting & Finance

College of Education

Name	Rank	Department
15. Anderson, David	Assistant Professor	Leadership & Counseling
16. Barott, James E.	Associate Professor	Leadership & Counseling
17. Broughton, Elizabeth	Assistant Professor	Leadership & Counseling
18. Frankes, Lisa	Assistant Professor	Teacher Education
19. Gould, Caroline A.	Assistant Professor	Teacher Education
20. Hobson, Suzanne	Assistant Professor	Leadership & Counseling
21. Skaggs, Kaia	Assistant Professor	Teacher Education

College of Technology

Name	Rank	Department
22. Adamski, Anthony	Assistant Professor	Interdisciplinary Technology
23. Lyons, Harvey	Associate Professor	Industrial Technology

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

REPORT

FACULTY PROMOTIONS

ACTION REQUESTED

It is recommended that the Board of Regents accept and place on file the report entitled Promotion of Faculty Members for 2002-2003.

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 faculty are eligible to apply for promotion in accordance with the following schedule of years of service in rank: Instructor – two (2) years, Assistant Professor – four (4) or five (5) years, depending on whether they were hired prior to or after January 1, 1997, and Associate Professor – five (5) years. Faculty having served at least the requisite years in rank who apply for promotion are evaluated by standards provided in the EMU/EMU-AAUP Master Agreement and individual evaluation documents that have been established for each academic department. Evaluations and standards address three areas of review: (1) Instructional Effectiveness, (2) Scholarly and/or Creative Activity, and (3) Service. A favorable promotion review results in a recommendation for promotion.

Each of the thirty-nine (39) faculty members listed on the attached pages meets the general contractual requirements for promotion as well as the specific performance standards, which have been defined in his/her respective department evaluation document.

FISCAL IMPLICATIONS

The salary increases will be absorbed in the 2002-2003 faculty salary budget.

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

PROMOTION OF FACULTY MEMBERS FOR 2002-2003

Name	Department	College	Promoted To
Allen, Nancy	English	CAS	Full Professor
Bellamy, Al	Interdisciplinary Technolog	COT	Full Professor
Cao, Liqun	Sociology	CAS	Full Professor
Conley, Kathleen	HPERD	COE	Full Professor
Cullen, Thom	Foreign Languages	CAS	Full Professor
Ettington, Deborah	Management	COB	Full Professor
Hortin, David	Political Science	CAS	Full Professor
Jones, Sylvia	Teacher Education	COE	Full Professor
Liu, Jiuqiang	Mathematics	CAS	Full Professor
LoDuca, Steve	Geography	CAS	Full Professor
Neff, Heather	English	CAS	Full Professor
Rahman, Mahmud	Accounting/Finance	COB	Full Professor
Saker, Marilyn	Music	CAS	Full Professor
Scheffer, Barbara	Nursing	CHHS	Full Professor
Seely, Dan	English	CAS	Full Professor
Simmons, Charles	English	CAS	Full Professor
Snyder, Donald	Chemistry	CAS	Full Professor
Tucker, Bill	English	CAS	Full Professor
Wedenoja, Marilyn	Social Work	CHHS	Full Professor
Adamski, Anthony J.	Interdisciplinary Technolog	COT	Associate Professor
Anderson, David	Leadership & Council	COE	Associate Professor
Britton, Barbara	Mathematics	CAS	Associate Professor
Broughton, Elizabeth	Leadership & Council	COE	Associate Professor
Burlingame, Lori	English	CAS	Associate Professor
Dieterle, Jill	History & Philosophy	CAS	Associate Professor
Evet, Matthew	Computer Science	CAS	Associate Professor
Fields, Doris	CTA	CAS	Associate Professor
Frankes, Lisa	Teacher Education	COE	Associate Professor
Graves, Kerry	CTA	CAS	Associate Professor
Hobson, Suzanne	Leadership & Council	COE	Associate Professor
Krause, Steve	English	CAS	Associate Professor
Leighton, Paul	Sociology	CAS	Associate Professor
Lottie, Adrian	Political Science	CAS	Associate Professor
Pyle, Barry	Political Science	CAS	Associate Professor
Schroeder, Michael	History & Philosophy	CAS	Associate Professor
Sipe, Rebecca	English	CAS	Associate Professor
Sverdlik, William	Computer Science	CAS	Associate Professor
Welber, Joel	Marketing	COB	Associate Professor
Johnson, Jodi	HPERD	COE	Assistant Professor

Total Promotions = 39

CAS = 25

COB = 3

COE = 7

CHHS = 2

COT = 2

LRT = 0

Assistant = 1

Associate = 19

Full Professor = 19

PROMOTION OF FACULTY MEMBERS FOR 2002-2003

Name	Department	College	Promoted To
Allen, Nancy	English	CAS	Full Professor
Bellamy, Al	Interdisciplinary Technology	COT	Full Professor
Cao, Liqun	Sociology	CAS	Full Professor
Conley, Kathleen	HPERD	COE	Full Professor
Cullen, Thom	Foreign Languages	CAS	Full Professor
Ettington, Deborah	Management	COB	Full Professor
Hortin, David	Political Science	CAS	Full Professor
Jones, Sylvia	Teacher Education	COE	Full Professor
Liu, Jiuqiang	Mathematics	CAS	Full Professor
LoDuca, Steve	Geography	CAS	Full Professor
Neff, Heather	English	CAS	Full Professor
Rahman, Mahmud	Accounting/Finance	COB	Full Professor
Saker, Marilyn	Music	CAS	Full Professor
Scheffer, Barbara	Nursing	CHHS	Full Professor
Seely, Dan	English	CAS	Full Professor
Simmons, Charles	English	CAS	Full Professor
Snyder, Donald	Chemistry	CAS	Full Professor
Tucker, Bill	English	CAS	Full Professor
Wedenoja, Marilyn	Social Work	CHHS	Full Professor
Adamski, Anthony J.	Interdisciplinary Technology	COT	Associate Professor
Anderson, David	Leadership & Council	COE	Associate Professor
Britton, Barbara	Mathematics	CAS	Associate Professor
Broughton, Elizabeth	Leadership & Council	COE	Associate Professor
Burlingame, Lori	English	CAS	Associate Professor
Dieterle, Jill	History & Philosophy	CAS	Associate Professor
Evelt, Matthew	Computer Science	CAS	Associate Professor
Fields, Doris	CTA	CAS	Associate Professor
Frankes, Lisa	Teacher Education	COE	Associate Professor
Graves, Kerry	CTA	CAS	Associate Professor
Hobson, Suzanne	Leadership & Council	COE	Associate Professor
Krause, Steve	English	CAS	Associate Professor
Leighton, Paul	Sociology	CAS	Associate Professor
Lottie, Adrian	Political Science	CAS	Associate Professor
Pyle, Barry	Political Science	CAS	Associate Professor
Sipe, Rebecca	English	CAS	Associate Professor
Sverdlik, William	Computer Science	CAS	Associate Professor
Welber, Joel	Marketing	COB	Associate Professor
Johnson, Jodi	HPERD	COE	Assistant Professor

Total Promotions = 38

CAS = 24

COB = 3

COE = 7

CHHS = 2

COT = 2

LRT = 0

Assistant = 1

Associate = 18

Full Professor = 19

SECTION: 16
DATE: June 25, 2002

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

REPORT:
ACADEMIC AFFAIRS ADMINISTRATIVE PROMOTIONS

ACTION REQUESTED

It is recommended that the Board of Regents approve the promotion in faculty rank of two (2) current Administrative/Professional employees.

STAFF SUMMARY

Two (2) Administrative/Professional employees listed on the attachment are recommended for promotion in their faculty rank. The effective dates of the promotions are shown on the attached listing.

The Provost solicited the input of the Faculty in the respective departments, and based on that input and a review of the individuals' credentials, determined that these individuals met the qualifications to hold the rank of Professor in their respective academic departments.

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

Administrative Promotions

<u>Name</u>	<u>Department</u>	<u>Promoted To</u>	<u>Effective Date</u>
Berry, James	Leadership & Counseling	Professor	6/25/02
Harris, Michael	Political Science	Professor	1/25/02

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 17

DATE:

June 25, 2002

RECOMMENDATION

MONTHLY REPORT
STUDENT AFFAIRS COMMITTEE

ACTION REQUESTED

It is recommended that the Student Affairs Committee Agenda for June 25, 2002 and the Minutes of March 19, 2002 be received and placed on file.

STAFF SUMMARY

The March 19, 2002 agenda included discussion of the new Greek Social Policy and updates on GoalQuest, General Fund Scholarships, Recreation Fields, McKenny Expansion and Celebration of Excellence Week. Alternative Spring Break student reports were heard and CIRP Survey Data was presented.

The June 25 agenda includes the 2003 Tuition and Fees Proposal, 2003 Room and Board Rates Proposal, and the 2004 Scholarships, Awards and Grants-in-Aid proposal as well as discussion of proposed changes in Oakwood Parking, SAC membership and an update on the McKenny Expansion Project.

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, June 25, 2002
8:00 a.m.

Agenda

Room 205
Welch Hall

- | | |
|--|---------------------|
| 1. Approval of March 19, 2002 Meeting Minutes | Regent Griffin |
| 2. Introduction of New Members | Jim Vick |
| 3. Tuition and Fees - FY 2003 | Patrick Doyle |
| 4. Room and Board Rates - FY 2003 | Jim Vick |
| 5. Scholarships, Awards, and Grants-in-Aid - FY 2004 | Cynthia VanPelt |
| 6. McKenny Union Expansion Update | Glenna Frank Miller |
| 7. SAC Membership | LaTina Jackson |
| 8. Oakwood Parking | Matthew Meyer |
| 9. Announcements | |
| 10. Other | |

September Agenda Items

- Residency Status for Tuition

EASTERN MICHIGAN UNIVERSITY
Board of Regents
STUDENT AFFAIRS COMMITTEE
Minutes of March 19, 2002

MEMBERS PRESENT

Regents: Dr. Rosalind E. Griffin

Administration: Glenna Frank Miller, Greg Peoples, Jim Vick

Students: Denise Beauvais, Gloria Gallegos, Emily Hamman, Ron Honse, LaTina Jackson, Jackie Jones, Prabha Natarajan, Adam Nekula, Neil Ripley, Michael Selby, Allison Treppa

GUESTS

Administration: Dawn Adams, Lisa Barley, Elizabeth Broughton, Matt Calfin, David Carroll, Victor Chiasson, Andre Clanton, Tamara Craig, Deb deLaski-Smith, Kevin Devine, Paula Dykstra, Bob England, Mike Erwin, Lynette Findley, Tom Fleming, Larry Gates, Ellen Gold, Cindy Hall, Marcus Jackson, Samuel Kirkpatrick, Ann Klaes, Jennifer Klimkiewicz, Bernice Lindke, Matt Lucas, Thom Madden, John McAuliffe, Paul Moniodis, Bethany Moore, Kathy Orscheln, Ron Podell, Lee Reed, Lewis Savage, Jeremiah Shinn, Karen Simpkins, Michael Stark, Renee Suryan, Jennifer Tremewan, Cynthia VanPelt, Paul Dean Webb, Pat Williams, Sandra Williams, Pamela Young

Students: Kathleen Davis, Kelly McSween, Christine Schaefer

Press (Echo): Joe Novak, Kristina Smith

Regent Griffin convened the meeting at 8:03 a.m. The minutes of the January 15, 2002 meeting were approved as presented.

Introduction of New Members

Vice President Vick introduced Mr. Prabha Natarajan, newly elected International Student Association president.

Greek Social Policy

Jackie Jones, Panhellenic Council president and Adam Nekula, Inter-fraternity Council president reported on the Greek Social Policy being developed by the presidents of EMU's Greek organizations in response to events that have taken place on other Michigan campuses. The policy, currently under review by the Dean of Students Office, will govern social events sponsored by Greek organizations. Regent Griffin commended the Greek leadership for taking a proactive approach in developing the policy.

GoalQuest Update

Vice President McAnuff provided an update on the University's recent implementation of GoalQuest, an interactive software package that provides weekly e-mails to prospective students informing them about EMU and encouraging their affiliation and participation. Topics range from financial aid to housing to Fast Track. Participation at present is 33% of the admitted FTIACs and the parent e-mail portion of the system will begin shortly.

General Fund Scholarships Update

Mr. McAnuff reported on two new financial aid initiatives proposed, in part, in response to concerns expressed by the Student Leader Group about the disproportionate amount of athletic scholarship dollars. The Michigan Merit Plus Award will range from \$500-\$1250 based on a student's GPA. The Great Lakes Scholarship will be available to freshmen from Canada and states contiguous to the Great Lakes who meet the GPA and credit hour requirements. Michael Selby moved, seconded by Gloria Gallegos, that the Student Affairs Committee endorse the financial aid proposal. The motion carried unanimously.

Recreation Fields Follow-Up

Adam Nekula provided a follow-up report on the Recreation fields being built on west campus. While initial plans look promising, Adam encouraged the Board of Regents to adequately fund the project in order to address continuing concerns with: the lack of tennis courts, the absence of a safe and well-lit path from campus and the lack of shuttle service for students returning to campus late in the evening. Victor Chiasson, interim head of the Health, Physical Education, Recreation and Dance department echoed the students' concern over the lack of adequate tennis courts on campus.

Alternative Spring Break Student Reports

The Committee heard a report from Campus Life Council representative Allison Treppa and fellow students Kelly McSween and Kathleen Davis, as well as Dr. Lisa Barley of the Management Department – participants in the February 2002 Alternative Spring Break, a volunteer program housed in the VISION office. Nine groups were sent across the country to address issues such as rural poverty, inner-city education, HIV/AIDS and the environment. This year, for the first time, VISION and the College of Business collaborated to put together an alternative break tailored to the needs and skills of students in the business school.

McKenny Expansion Update

Glenna Frank Miller, director of McKenny Union and Campus Life, provided a brief update on the McKenny Union Expansion Project and announced that the Philadelphia firm of Burt Hill Kosar Rittlemann Associates, in partnership with the Ann Arbor firm of Hobbs and Black, has been selected for the Program Statement phase of the project. This first phase includes establishing an advisory committee, which will include

members of the Student Leader Group and other primary campus users of McKenny Union.

CIRP Survey Data

Sandra Williams, director of Financial Operations for Auxiliaries and Student Affairs, provided the Committee with a brief report on the Cooperative Institutional Research Program – or CIRP – survey data collected from freshmen during the first two weeks of September. The CIRP survey is used to report national normative data on the characteristics of first-time, full-time freshmen. The data provides a comparison of EMU with 4-year public colleges with medium selectivity and with all 4-year public colleges.

Celebration of Excellence Week Update

Glenna Frank Miller provided an overview of the many events being held during Celebration of Excellence week. Regent Griffin encouraged everyone's attendance at the Student Gold Medallion Award ceremony, March 19, 3:30 in the Ballroom.

Other

This meeting was the last for several Student Leader Group members who will be graduating or whose terms of office will be expiring: Neil Ripley, Michael Selby, Jackie Jones, Adam Nekula and Allison Treppa. Both Regent Griffin and Vice President Vick extended thanks for the students' hard work on behalf of Eastern Michigan University and especially the students we serve.

Regent Griffin adjourned the meeting at 8:55 a.m.

Respectfully submitted,

Teri L. Papp

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

MONTHLY REPORT
EDUCATIONAL POLICIES COMMITTEE

ACTION REQUESTED

It is requested that the Educational Policies Committee Agenda for June 25, 2002, and the Minutes of the March 19, 2002, meeting be received and placed on file.

SUMMARY

The primary items for the June 25, 2002, Educational Policies Committee meeting included: (1) Academic Affairs Administrative/Professional Appointments/Transfers, (2) Staff Appointments, (3) Separations/Retirements, (4) Emeritus Faculty Status, (5) Faculty Appointments, (6) Faculty Reappointments, (7) Faculty Tenure, (8) Faculty Promotions, (9) 2002-2003 Sabbatical Leaves, (10) 2002-2003 Faculty Research and Creative Activity Fellowships, (11) 2002 Spring-Summer Awards for Research and Creative Activity, (12) Appointment of Charter School Board Members, and (13) Proposal to Change Current Probation/Dismissal/Readmission Policy. A status report on Work Force Analysis was presented.

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

Date

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Educational Policies Committee

June 25, 2002
9:00 – 10:30 a.m.
205 Welch Hall

AGENDA

Consent Agenda

- Section 8 Academic Affairs Administrative/Professional
Appointments/Transfers (C. Gerdes/Paul Schollaert)
- Section 9 Staff Appointments (J. Pollock)
- Section 10 Separations/Retirements (J. Pollock)
- Section 11 Emeritus Faculty Status (C. Gerdes/P. Schollaert)
- Section 12 Faculty Appointments (C. Gerdes/P. Schollaert)
- Section 13 Faculty Reappointments (C. Gerdes/P. Schollaert)
- Section 14 Faculty Tenure (C. Gerdes/P. Schollaert)
- Section 15 Faculty Promotions (C. Gerdes/P. Schollaert)
- Section 16 Academic Affairs Administrative Promotions (C. Gerdes/P. Schollaert)

Regular Agenda

- Section 18 Monthly Report and Minutes (J. Antonini)
- Section 19 2002-2003 Sabbatical Leaves (P. Schollaert)
- Section 20 2002-2003 Faculty Research and Creative Activity Fellowships
(P. Schollaert)
- Section 21 2002 Spring-Summer Awards for Research and Creative Activity
(P. Schollaert)
- Section 22 Appointment of Charter School Board Members (J. Pollack)
- Section 23 Proposal to Change Current Probation/Dismissal/Readmission
Policy (Michael Harris)
- Section 24 Affirmative Action Plan for Women & Minorities and the
Affirmative Action Plan for Veterans and Individuals with
Disabilities (Whitney Harris)

Status Report

- Work Force Analysis (J. Pollock)

EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

EDUCATIONAL POLICIES COMMITTEE MINUTES

March 19, 2002
205 Welch Hall

Attendees (seated at tables): Regent Antonini (Chair), Regent Brandon, Regent Gordon, Regent Griffin, Regent Morris, Regent Valvo, Provost Schollaert, David Tammany, and Jill Pollock

Guests: (per sign in roster) R. Abent, T. Cianciolo, D. Clifford, D. deLaski-Smith, D. Diles, J. Dugger, L. Findley, T. Fleming, R. Hanna, P. Hill, G. Liepa, R. Kinney, S. McCracken, P. Melia, B. Morgan, G. Nelson, M. O'Connell, S. Patalan, E. Potter, J. Rankin, M Reifel, L. Ristau, K. Rusiniak, C. Swanson, K. Tinney, J. Todd, W. Tornquist, E. Tratras Contis, B. Warren, P. Williams, D. Woike, and P. Young

Regent Antonini convened the meeting at 9:02 a.m. in 205 Welch Hall.

Academic Affairs Administrative/Professional Appointments/Transfers (Section 8)

Interim Assistant Vice President for Academic Affairs, *David Tammany*, recommended that the Board approve 2 administrative/professional transfers.

Kirk Carmen, AP09, Continuing Education, from Coordinator of Marketing and Events to Manager of Publicity and Promotions.

Rhonda Kinney, AP13a, Political Science, from interim department head to department head

Regent Antonini accepted the report.

Staff Appointments (Section 9)

Executive Director of Human Resources, *Jill Pollock*, recommended that the Board approve 23 staff appointments. Of the 23 appointments, 14 (61%) are female and seven (30%) are African American, one (4%) is Hispanic, and one (4%) is Asian. There were no other minorities.

Regent Antonini accepted the report.

Separations/Retirements (Section 10)

Jill Pollock recommended that the Board approve 25 separations and retirements. Of the 25 separations and retirements, 13 (52%) are female, three (12%) are African American and two (8%) are Hispanic. There were no other minorities.

Regent Antonini accepted the report.

Emeritus Staff Status (Section 11)

Provost Paul Schollaert recommended that the Board accept the report to grant Emeritus Faculty Status to two former faculty members:

- **Mary Clare Beck** (Professor Emeritus, University Library 1970-1998) 3/19/02
- **Ronald W. Collins** (Emeritus Provost and Vice President for Academic Affairs 1965-2001 posthumously) 3/19/02 and **Sharon Apollo (Collins)** (Associate Member) 3/19/02
- **James Sandall** (Professor Emeritus, Art 1975-2001) 3/19/02
- **Warren S. Williams** (Professor Emeritus, Teacher Education 1969-1994) 3/19/02

Regent Antonini accepted the report.

Faculty Appointments (Section 12)

David Tammany recommended approval of five (5) new tenure track faculty appointments for the 2002-2003 academic year. Of the five (5) new tenure-track faculty appointments, 3 (60%) are female, and one (1) (20%) is a minority.

The recommendation was accepted.

Monthly Report and Minutes (Section 14)

Regent Antonini recommended approval of the Educational Policies Committee Agenda for March 19, 2002, and the Minutes of the January 15, 2002, meeting be received and placed on file.

The recommendation was accepted.

Opening of Term and Official Record Dates for the 2002-2003 fiscal year (Section 15)

Provost Schollaert recommended that the Eastern Michigan University Board of Regents formally accept the following Opening of Term and Official Record dates for the 2002-2003 fiscal year as determined by University Policy

	<u>Opening of Term</u>	<u>Official Record</u>
Summer 2002	July 1, 2002	September 13, 2002
Fall 2002	September 13, 2002	January 24, 2003
Winter 2003	January 15, 2003	May 23, 2003
Spring 2003	May 8, 2003	July 18, 2003

The recommendation was accepted.

Report: Charter Schools (Section 16)

Joseph Pollack, University Relations - Charter Schools, outlined three studies.

A National Study from the U.S. Department of Education, Eastern Michigan University selected and Ann Arbor Charter Academy has already undergone this survey. Overall report will be published later in the fall of 2002.

Commission on Charter Schools: The Michigan legislature has created a commission to review all aspects of public school academies in Michigan. The commission, chaired by Michigan State University President Peter McPherson, is also comprised of the Superintendent of Public Instruction and representatives of the Governor and Michigan legislative leadership. The Commission has begun its review of public school academies in Michigan, and will report its findings and recommendations to the Michigan legislature, the Governor and the public.

Michigan Council of Charter School Authorizers has published a document of *Oversight Standards*. Specifically the section of

Academic Performance and Student Testing

- Believing competitive comparisons and benchmarking information are necessary for raising standards and driving continuous improvement, authorizers shall issue public school academy contracts containing clear, measurable academic and operational performance standards and shall file the contracts with the Michigan Department of Education or the State Superintendent for Public Instruction as required by law.
- To effectively monitor the progress public school academies are making toward the fulfillment of their goals, authorizers shall collect and review each academy's Annual Education Report and School Improvement Plan and provide feedback to the academy.
- To assess the academic performance of public school academies, authorizers shall institute an educational monitoring system that, among other things, requires public school academics to annually administer:
 - The Michigan Educational Assessment Programs (MEAP); and
 - A nationally recognizes standardized achievement test (Terra Nova).

Financial Stewardship

- To assess the organizational viability of public school academies, authorizers shall develop and implement financial monitoring systems that, among other things, require public school academics to:
 - Comply with the Michigan School Accounting Manual
 - Comply with the Uniform Budget and Accounting Act
 - Submit an annual budget and any amendments adopted by the academy board;
 - Submit quarterly financial statements;
 - Submit an annual independent financial audit, including management letter; and
 - Comply with competitive bidding requirements.
- Should a public school academy end a fiscal year with a negative fund balance, the academy, its authorizer, and the Michigan Department of Education shall coordinate the establishment of a deficit elimination plan for the academy as requires by law.

Contract Reauthorization

- Striving to make the reauthorization process for public school academies straightforward, authorizers shall establish and implement a consistent and

comprehensive charter reauthorization process, guided by the following core questions:

- Is the public school academy's academic program successful according to the measure of success stated in the charter contract?
- Is the public school academy organizationally, educationally, and financially viable?
- Is the public school academy demonstrating good faith compliance in the following the terms of it's charter contract and applicable law?
- Should an authorizer choose not to reauthorize a public school academy's contract, it shall follow the charter contracts due process procedures and provide reasonable notification to the academy, the local and intermediate school district, and the Superintendent of public Instruction so adequate transition and/or dissolution plans can be addressed.

Regent Antonini asked (Dr. Pollack) how would you make decision to add or delete a charter school?

Dr. Pollack responded that a great deal of influence in the schools is parent satisfactions. The parents demonstrate a great amount of satisfaction. Additionally is choice, having more choice for the student is important.

Regent Antonini asked is there any concrete data on how these schools are doing?

Dr. Pollack responded that Michigan Department of Education is gathering data to make these conclusions. Currently data is being compiled and forwarded to assist this effort to measure if the "school" is progressing, although individual student progress is harder to measure.

Regent Morris asked is there any statistics on how the students do when they return to the public school system?

Dr. Pollack responded that K-8 grade students that graduate go on to attend the best high schools in Detroit, Renaissance High School etc.

Regent Morris asked if there is a contractual commitment for parental involvement?

Dr. Pollack responded that all charter schools encourage parental involvement.

Regent Antonini accepted the report.

CORR (Committee on Risk Reduction) (Section 17)

Pamela Hill, Director of the Centers for Corporate Training recommended that the Board of Regents approve the submittal of an application to the Occupational Safety and Health Administration (OSHA) to continue as an OSHA Training Institute Education Center.

EMU's Center for Organizational Risk Reduction (CORR) is preparing to reapply for a competitive grant to continue as an OSHA Training Institute Education Center. The federal funding agency (The Department of Labor) requires, as a condition of eligibility, that the

University must provide a copy of a resolution by the Board of Regents approving the submittal of an application to OSHA to become an OSHA Training Institute Education Center. EMU has been approved as an OSHA Training Institute in two previous competitions (i.e. The OSHA Motor City Education Center). Currently OSHA is conducting a nationwide competition with universities and other nonprofit agencies to provide short-term technical training in occupational safety and health for private sector personnel and federal personnel from agencies other than OSHA. The next approval will extend for five (5) years, ending in 2007. The proposal will include a plan for collaboration with three other universities in Federal Region V to expand outreach and efficient in delivery of programs.

The recommendation was accepted.

Commencement Speaker and Honorary Degree Recipient (Section 12)

Executive Director of University Marketing and Communications, *Rita Abent* recommended approval of 1974 EMU Graduate Loren D. Estleman as Keynote speaker for both the AM and PM, April 27, 2002, Commencement Ceremonies. Mr. Estleman is a recipient of the Michigan Authors Award, and writer of many westerns and private detective books. He is most famous for his "Amos Walker" private detective series.

The recommendation was accepted.

Work Force Analysis

Jill Pollock stated that the overall workforce has decreased -5 for a total of 2063 personnel. 361 are minorities and 1093 women.

Regent Antonini accepted the report.

Regent Antonini adjourned the meeting at 9:42 a.m.

Respectfully submitted,

~~John Longshore, Senior Secretary~~
Academic Affairs

(E:/Ristau/BoardReg/Minutes/EPC_0302)

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

REPORT

REPORT: 2002-2003 SABBATICAL LEAVE AWARDS

ACTION REQUESTED

It is recommended that the Board of Regents accept and place on file the Report on 2002-2003 Sabbatical Leaves.

STAFF SUMMARY

Sabbatical leaves (one semester at full pay or two semesters at half pay) are granted for special study, research, and/or writing or other projects which enrich the teaching of individual faculty members; bring prestige to the individual and the University; or provide service of significant nature for local, state, national, or international organizations. The University Research and Sabbatical Leave Committee reviews the sabbatical leave proposals and makes recommendations to the Provost and Vice President for Academic Affairs. Brief summaries of the approved projects are provided on the following pages.

In 2002-2003, eighteen (17 one-semester and 1 two-semester) leaves will be awarded.

FISCAL IMPLICATIONS

None. The cost of sabbatical leaves will be absorbed in the regular faculty salary budget for 2002-2003.

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
DIVISION OF ACADEMIC AFFAIRS

2002-2003 SABBATICAL LEAVE AWARDS

Two Semesters

Monroe P. Friedman, Psychology

“Commercial Influences in Popular American Plays and Songs of the Post-World War II Era”

One Semester

David B. Crary, Economics

“An Econometric Model of the U.S. Economy”

Craig Dionne, English Language and Literature

“Shakespeare’s Common Place: The Bard and American Middle-Brow Culture”

Ruth Ann Hansen, Associated Health Professions

“A Comprehensive Assessment Process for the Revised Occupational Therapy Curriculum”

Arthur S. Howard, Chemistry

“The Use of Microwave Irradiation in the Exploration of a Novel Route to Benzodiazepines and Analogous Compounds”

David Kass, Biology

“The Regulation of SINEs and LINEs: A Window to Evolution and Disease”

Konnie Kustron, Business and Technology Education

“Gender Bias in the Michigan Attorney Grievance and Disciplinary Processes”

Kemper W. Moreland, Economics

“The Optimal Piecewise Linear Income Tax”

Susan K. Pfoutz, Nursing

“The Cost of Being a Patient”

Natthi L. Sharma, Physics and Astronomy

“Hands-On Learning in Photonics”

Fathi F. Sokkar, Computer Information Systems

“Supply Chain Management and E-Business”

Denise M. Tanguay, Management

“Characteristics of Merit Pay Plans in Higher Education: A Survey”

William D. Tucker, English Language and Literature

“When Teachers Write Reflectively: Goals, Constraints, Benefits”

James L. VandenBosch, Biology

“Mariner-Based PhoA Gene Fusions in *Campylobacter Jejuni*”

Gary M. Victor, Marketing and Law

“The Michigan Consumer Protection Act Twenty-Five Years After—What is Left and Where are we Going?”

Judith C. Williston, Teacher Education

“Writing a Book: Developing the Teacher Leader”

Robert S. Winning, Biology

“Investigation into the Role of Rho GTPases in Embryonic Cellular Communication”

Willard D. Zirk, Music

“Personal Private Music Teacher: A Digital Versatile Disc”

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

REPORT

REPORT: 2002-2003 FACULTY RESEARCH AND CREATIVE ACTIVITY FELLOWSHIPS

ACTION REQUESTED

It is recommended that the Board of Regents accept and place on file the Report on 2002-2003 Faculty Research and Creative Activity Fellowships.

STAFF SUMMARY

Faculty Research and Creative Activity Fellowships are competitive awards given to faculty who submit meritorious research or special study proposals. The fellowships award up to 50 percent release time from teaching to help provide a foundation for a faculty member to develop a research base for future additional funding from other sources. Unlike a sabbatical leave, the fellowship recipients are still expected to fulfill other contractual responsibilities, such as service to the University during this released time. The University Research and Sabbatical Leave Committee reviews the Faculty Research and Creative Activity Fellowship proposals and makes recommendations to the Provost and Vice President for Academic Affairs. Brief summaries of the approved projects are contained on the following pages. Eighteen faculty will be supported.

FISCAL IMPLICATIONS

None. The cost of the fellowships will be absorbed in the regular faculty salary budget for 2002-2003.

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
DIVISION OF ACADEMIC AFFAIRS

**2002-2003 FACULTY RESEARCH AND CREATIVE ACTIVITY
FELLOWSHIPS**

Catherine E. Bach, Biology

“Effects of Forest Fragmentation on the Reproductive Success of a New Zealand Mistletoe”

E. Liza Cerroni-Long, Sociology, Anthropology and Criminology

“Multicultural Education and Religion in Japan”

Sanjib Chowdhury, Management

“Measuring Customer Induced Uncertainty and Examining Contingent Management Techniques”

Robert Citino, History and Philosophy

“In the Wake of the Blitzkrieg: Mobile Warfare, 1940-1991”

Clayton Eshleman, English Language and Literature

“Completion of a Manuscript of Original Poetry”

Flora Hoodin, Psychology

“Posttraumatic Stress Disorder after Bone Marrow and Blood Stem Cell Transplantation”

Valerie Howells, Associated Health Professions

"The Effectiveness of a Community Arts Studio: Assessing Change in the Lives of Participants with and without Mental Illness"

Kevin A. Kuehn, Biology

“Nutrient Cycling Processes in Freshwater Wetlands: The Role of Microorganisms During Plant Litter Decomposition”

Roger D. Long, History and Philosophy

“Jinnah’s Right Hand: Selected Correspondence and Speeches of Liaquat Ali Khan, 1937-1947”

Mansoor Moaddel, Sociology, Anthropology and Criminology

“A Post-Crisis Analysis of the Attitudes and Value Orientations of the Islamic Publics in Egypt, Iran and Morocco”

Walter R. Parry, Mathematics

“Geometry of Rational Functions”

David D. Reid, Physics and Astronomy

“The Manifold Dimension of Causal Sets”

Krishnaswamy Rengan, Chemistry

“Gamma-Ray Spectra of Fission—Product Nuclides”

Clovis E. Semmes, African American Studies

“Chicago’s Regal Theater: A Social History”

Weidian Shen, Physics and Astronomy

“Fundamental Study of Mar/Scratch Resistance—Investigating the Correlation of Mar/Scratch Resistance with Material Physical Parameters and Indentation Behavior”

Heather L. Smith-Holmes, Chemistry

“Understanding Chromatography at the Molecular Level”

Patricia J. Williams, Art

“Developing and Managing Constructed Color in Jacquard Tapestry Weaves”

Tsu-Yin Wu, Nursing

“Community-Based Program to Promote Breast Cancer Screening Among Minority Women”

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

REPORT

**REPORT: 2002 SPRING-SUMMER AWARDS FOR RESEARCH AND
CREATIVE ACTIVITY**

ACTION REQUESTED

It is recommended that the Board of Regents accept and place on file the Report on 2002 Spring-Summer Awards for Research and Creative Activity.

STAFF SUMMARY

Spring-Summer Awards for Research and Creative Activity are competitive grants given annually to faculty who submit meritorious research or special study proposals. These individual awards equal 20 percent of the recipient's base salary and are disbursed to twelve (12) faculty members as additional pay over the course of the four-month spring/summer period. Faculty work continuously over this period of time on their research projects.

The University Research and Sabbatical Leave Committee reviews the Spring-Summer Award proposals and makes recommendations to the Provost and Vice President for Academic Affairs. Information about the award recipients and the titles of their research projects are included on the following pages.

FISCAL IMPLICATIONS

None. The cost of the awards will be absorbed in the regular faculty salary budget.

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
DIVISION OF ACADEMIC AFFAIRS

**SPRING-SUMMER AWARDS FOR RESEARCH
AND CREATIVE ACTIVITY FOR 2002**

Ruth Ann Armitage, Chemistry

“Identification of Binders in Ancient Rock Paintings: Applications of Analytical Chemistry to Archeological Materials”

Betty J. Beard, Nursing

“Caring for AIDS Orphans in Africa”

Kathleen P. Chamberlain, History and Philosophy

“Victorio, Apache Leader and Warrior: Proposal to Fund Historical Research”

Margaret E. Coffman, Biology

“Isolation of Novel Promoters from Rainbow Trout, *Oncorhynchus mykiss*”

Judy Foster Davis, Marketing

“An Exception to the Rules: Caroline Robinson Jones, Pioneering Advertising Executive and Entrepreneur”

Marianne M. Laporte, Biology

“Genetic Engineering for Drought Avoidance in Plants”

Dean Lauterbach, Psychology

“Pay Administration Practices and Firm Performance”

Erik Lokensgard, Industrial Technology

“Feasibility Study Concerning the Quantification of Formaldehyde Emissions in the Injection Molding of Polyacetal”

Julia R. Myers, Art

“It Takes a Village: Robert Wylie and the American Search for Community in Pont Aven, Brittany”

David C. S. Richard, Psychology

“Reliability, Validity, and Diagnostic Efficiency of the Computerized PTSD Scale, Multimedia Version (CPS-M)”

Pamela Ruitter-Feenstra, Music

“Bach and Improvisation: Learning the Language”

Eric R. Schulz, Management

“Pay Administration Practices and Firm Performance”

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 22

DATE:
June 25, 2002

RECOMMENDATION

APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS

ACTION REQUESTED

It is recommended that the Board of Regents appoint Steven Zarnowitz to a three-year term on the Board of Directors of Ann Arbor Learning Community; Jeanette Hale, Misha Helvey and Kathryn Yanez to three-year terms and Stephanie Shepherd and Edward Veeck to two-year terms on the Board of Directors of Commonwealth Academy; Erin Reese Burks, Timothy Hawkins, Jessica Lafata and Janice Bynum-Simpson to three-year terms on the Board of Directors of Edison Oakland Academy; Christine Harris to a three-year term on the Board of Directors of Gaudior Academy; Daniel Ross, Peter Sinclair and Curtis Wood to three-year terms on the Board of Directors of Grand Blanc Academy; Freddie Simmons to a three-year term on the Board of Directors of Great Lakes Academy; and Randy McNeil to a three-year term on the Board of Directors of Hope Academy.

STAFF SUMMARY

According to the Resolutions which establish these public school academies (charter schools), vacancies on the Board of Directors shall be filled by the Eastern Michigan University Board of Regents.

Ann Arbor Learning Community

Steven Zarnowitz received a law degree from the University of Michigan in 1974 and a Bachelor of Science in history from the University of Wisconsin. He practices real estate law for Dahlmann Apartments in Ann Arbor. He is a member of the State Bar of Michigan and the Saline Township Planning Commission.

Commonwealth Academy

Jeanette Hale teaches French at the Foreign Language Immersion and Cultural Studies School in Detroit. She earned a Bachelor of Arts degree in French/Human Ecology from Marygrove College in 1984 and studied French/International Relations at American University in 1984-85. She has been teaching French since 1991 at various schools in the Detroit area. Hale also has trained at the Université de Montreal, High Scope and the French Institute. She is certified in elementary education, French and Spanish.

Misha Helvey is employed at JDA Enterprises, Inc., in Detroit as director of client services. In this capacity, she is responsible for developing marketing strategies for the ethnic consumer.

Helvey earned a Bachelor of Science in nursing from Michigan State University in 1985. She is a member of the NAACP, the Founders Society of the Detroit Institute of Arts and Patron of the Museum of African-American History. She received the Minority Business Award in 1991 sponsored by WDIV-TV and the YMCA; and in 1993 was honored as "Outstanding Woman in Advertising Middle Management" by the Detroit Chapter of American Women in Radio and Television, Inc.

Stephanie Shepherd is a claims specialist for State Farm Insurance in Lansing. She earned a Bachelor of Science in communications in 1990 from Michigan State University and a Master of Science in administration from Central Michigan University in 2000. She was the school board president for Commonwealth Academy from 1996 to 2000.

Edward Veeck has been employed as the controller for Edward C. Levy Co., Inc., for the past 30 years. He received a Master of Science in management from Walsh College in 1996. He is the treasurer for Southwest Counseling and Development, a non-profit Detroit mental health agency, and is a member of Beta Gamma Sigma, an honorary business fraternity. Veeck is also licensed as a Certified Fraud Examiner.

Kathryn Yanez has been employed at the National City Bank since 1977 and is currently an assistant vice president. Yanez has participated in courses and seminars at the American Institute of Banking. She serves on the Board of Directors of the Highland Park Lions Club and the Business United with Officers and Youth Club. Yanez resides in Harrison Township with her husband and two children.

Edison Oakland Academy

Erin Reese Burks is director of ambulatory services at Sinai-Grace Hospital-Detroit Medical Center. She also has been employed at Hutzel Hospital-Detroit Medical Center as the manager of women's ambulatory services. Burks earned a Bachelor of Arts degree in psychology and a Master of Health Services Administration from the University of Michigan. She is co-chair of the DMC Ambulatory Coordinating Committee and a member of the JCAHO Steering Committee, Sinai-Grace Hospital.

Timothy Hawkins is employed as a clinical scientist at Pfizer, Inc. He has worked for Parke-Davis Pharmaceuticals in Atlanta, GA, and the Dana-Farber Cancer Institute at Harvard University's Medical School. He holds a Ph.D. in physiology from Wayne State University.

Jessica Lafata has more than 15 years of experience in information technology and currently works as a project manager for Decision Consultants, Inc., in Southfield. Lafata earned an Associate of Science degree in computer technology from Madonna University. She has performed volunteer work for the Edison Oakland Academy in Ferndale and Our Lady of Fatima Church in Oak Park.

Janice Bynum-Simpson is manager of accounting policy at General Motors Corporation. She has been employed at GM since 1977 in various positions. Bynum-Simpson received a Master of Science in professional accountancy from Walsh College in 1990 and a Master of Business

Administration from the University of Detroit-Mercy in 1980. She earned CPA certification in 1993 and is an associate member of the Michigan Certified Public Accountants.

Gaudior Academy

Christine Harris is a project manager for HarleyEllis-Architect in Southfield. Prior to this, she worked as an intern architect for Albert Kahn Associates, Inc. Harris earned a Bachelor of Architecture with distinction from Lawrence Technological University in 1996. In addition, she earned Bachelor of Music and Master of Education degrees from Marygrove College in 1969 and 1975, respectively. Harris is currently a school board member for Gaudior Academy.

Grand Blanc Academy

Daniel Ross retired from Swartz Creek Community Schools as assistant superintendent for personnel services. He received a master's degree in 1968 and an educational specialist certificate in 1975, both from Eastern Michigan University.

Peter Sinclair is employed at Georgetown Logistics-Flint Recycling in Saginaw. He received a Bachelor of Science degree from Arizona State University in 1969. He has served on the Linden Public School Board for two terms and resides in Saginaw with his wife JoAnn.

Curtis Wood is currently employed as a commodity manager for Behr America. Prior to this assignment, he was employed for six years with the Dana Corporation in Rochester Hills. He received a Bachelor of Science degree in operations management from Pennsylvania State University in 1983.

Great Lakes Academy

Freddie Simmons is pastor at Good Shepherd Church in Detroit. He attended theological seminary in Trinidad, West Indies. Simmons is retired from General Motors where he was a division buyer for 28 years. He resides in Pontiac with his wife Clarice.

Hope Academy

Randy McNeil is executive director of the non-profit Youth Sports and Recreation Commission in Detroit where he has been employed since 1995. McNeil earned a Master of Business Administration degree in 1998 from the University of Phoenix. In 1991, he earned a Bachelor of Arts degree in computer science from Wayne State University. He is currently a member of the New Detroit, Inc. Board of Trustees, the Project Hope Steering Committee and serves as president of Inner-City Games of Detroit.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Office

~~_____/_____/_____~~ / _____
Date

Steven Zarnowitz

EDUCATION

UNIVERSITY OF CHICAGO HIGH SCHOOL, 1963

UNIVERSITY OF WISCONSIN, B. S., 1967

National History Honor Society

Dean's List

UNIVERSITY OF MICHIGAN LAW SCHOOL, J. D., 1974

Barristers' Honor Society

PROFESSIONAL EXPERIENCE

DAHLMANN APARTMENTS LTD.,

Ann Arbor, Michigan, 1976 - Present

Vice-President and Corporate Counsel

- Property acquisition and financing (approximately \$150 million in transactions)-primarily commercial transactions)
- Litigation (real estate and construction contracts; landlord/tenant matters; property tax appeals)
- Contract and lease drafting and preparation
- Subdivision development
- Preparation of operating budgets for hotels, apartments, and office buildings
- Preparation of articles of incorporation and partnership, limited partnership, and limited liability company agreements

MEMBERSHIPS

STATE BAR OF MICHIGAN, REAL PROPERTY SECTION

SALINE TOWNSHIP PLANNING COMMISSION

Jeannette Dickens-Hale

Formal Education...

American University
Washington, DC 1984-1985
French/International Relations

Marygrove College
Detroit, Michigan 1984
Bachelor of Arts, French/Human Ecology

University of Detroit Mercy
Detroit, Michigan
Elementary Certification
French Certification
Spanish Certification

Professional Training And Seminars...

French Institute/Alliance Francaise
Université de Montreal - Intensive French Language/Culture Courses
Hi Scope, Cooperative Learning, Waldorf Training, Time Management, Assertive Discipline, Houghton
Mifflin Invitation to Literacy, Addison Wesley Math Seminars, Multiple Intelligence's
Courses Taken - Harvard Graphics, Word Perfect, Lotus, DOS,
French Courses, Certificate of French Translation

Professional Organizations...

Advocates For Language Learning (ALL), Modern Foreign Language Assoc. (MFLA), Alliance Francaise,

Professional Experience...

The Foreign Language Immersion & Cultural Studies School, Detroit, Michigan. Immersion French Teacher, 1998 - Present.

- Homeroom teacher in first grade immersion French class.
- Responsible for writing, implementing daily lesson plans in Handwriting, French Language Arts, Math, Science, Phonics, Reading, Social Studies, administer MAT test, participates in weekly grade level cluster meeting, attends weekly staff meeting.
- Songs, short stories, presentations in French, seasonal topical bulletin boards, hands-on projects.
- Collaborates with Resource Recovery Team to provide services for students "at-risk."
- Interactive presentations regarding gun safety, drug abuse, stranger safety.

The Foreign Language Immersion & Cultural Studies School, Detroit, Michigan. Immersion French Teacher, 1997 - 1998.

- Taught fourth grade French homeroom.
- Responsible for writing, implementing daily lesson plans in Math, French reading, writing, spelling, grammar, conversation, English language arts, social studies, geography.
- Collaborated with school counselor, reading recovery teacher, school psychologist for students "at-risk", administered MEAP and MAT tests.
- Organized and executed class field trips to Police Stables, 911 Emergency Center, Police Archives, Architectural firm, coordinated guest speakers and presentations to students.
- Arranged class sponsor and mentoring relationship with fourth grade students and Commander Curry of the Detroit Police Department.
- Attended weekly staff meetings, participated in weekly grade level cluster meetings.

Vandenberg Elementary School, Detroit, Michigan. French Teacher/Special Events Coordinator, 1997.

- Created Bilingual French Program.
- Taught French to Kindergarten, first through sixth grades.
- Created French Alphabet Books, taught French songs, finger games, hands-on activities.
- Taught French conversation, taught writing in French.
- Created French skit performed by Sixth grade students, coordinated Career Day.
- Scheduled guest speakers for Kindergarten through Sixth grade.
- Organized interactive discussion with Officers from the Detroit Police Department.
- Organized hands-on-tour of Detroit Police Armored Personnel Carrier.
- Organized hands-on tour of squad car and motorcycles from Detroit Police Traffic Enforcement Unit.
- Arranged interactive discussion with Detroit Police Pilots and demonstration of Helicopter.

The Foreign Language Immersion & Cultural Studies School, Detroit, Michigan.

The organization is a very specialized elementary school.

Immersion French Teacher, 1996.

- Student Teacher in Second Grade Immersion French Class.
- Observed by Cooperating Teacher and College Supervisor.
- Responsible for writing, implementing daily lesson plans in Math, French reading, Writing, Spelling, Language Arts, English Reading and Writing, Spelling, Language Arts, Science, Social Studies, Handwriting, created class Family History books for each student.
- Collaborated with Reading recovery teacher, school counselor, school Psychiatrist for students "at-risk", participated in weekly grade level cluster meetings, attended weekly staff meetings.
- Organized "Community Workers: A day with the Detroit Police Department", a school wide interactive discussion and visit with Executive Deputy Chief Benny N. Napoleon, J.D., Special Response Units. Students and staff toured a Police Helicopter and Armored Personnel Carrier, visited with, petted horses and dogs.
- Hosted and facilitated the 1996 Advocates For Language Learning National Conference, Detroit, Michigan, City Tour and Restaurant Crawl.

Substitute Immersion Foreign Language Teacher, 1994 - 1995.

- Responsible for fifth and sixth grade Japanese class, 1994.
- Taught immersion French, Spanish, 1995.

Arts in Academics Academy Waldorf Inspired, Detroit, Michigan.

Classroom Teacher, 1993 - 1994.

- Responsible for third and fourth grade class.
- Taught in integrated thematic units.
- MEAP coordinator: successfully coordinated the preparation, scheduling and administration of the MEAP, wrote monthly block lesson plans.
- Student Council Sponsor, duties included organizing Earth Day planting activities, weekly meetings, participated in area wide Student Council Convention, helped create a Student council Sponsor's Guide.
- Black History Month Activities Coordinator, organized African-American Read-In Chain school wide activities including silent reading, peer reading, questionnaires, games, and puzzles related to African-American books.
- Area D Writing Contest Representative.
- French and Spanish teacher, taught both languages to the third, fourth and fifth grades.
- Shared teaching strategies and educational materials while visiting The Urban Waldorf School and The Multicultural Multilingual School in Milwaukee, WI.
- Conferenced with parents, held monthly class meetings with parents to discuss themes.
- Led morning circle activities including singing, poetry, played the recorder with students.

Immersion French Teacher, 1991 - 1993.

Very effective in all aspects of classroom management in addition to rotating administrative duties.

- Lesson planning, field trips, paperwork, discipline, seminars, in-service training programs, and parent conferences.
- Taught immersion French and Spanish.

JJ International Corporation, Livonia, Michigan.

The organization was previously ARCAD, but due to the break up with Renault, it is now a Chrysler subsidiary. Unfortunately, within six months after Renault left, the company closed.

Bilingual Executive Assistant, 1989 - 1990.

Successfully Served As A Bilingual Secretary, But Was Promoted To Executive Assistant Based On Professional Performance...

- Executed executive international travel and hotel arrangements, planned executive business luncheons and dinners, scheduled executive meetings, and reserved meeting facilities.
- Effectively communicated on a daily basis with headquarters in France.
- Performed, by computer, all translations with European suppliers, organized internal procedures.
- Effectively interfaced with Engineering Departments, and worked with various types of buyers.
- Visited assembly plants, maintained price changes for parts, and used Database II to record price changes by creating charts to record those changes. The charts served as a valuable reference for tracking product cost.

MISHA L. HELVEY

EXPERIENCE:

JDA ENTERPRISES, INC. Detroit, MI

11/94 - Present **Director of Client Services**

Target Marketing to the Ethnic Consumer. Incorporate agency sales mechanisms into creative programs and package the programs into a sales bundle for the clients' Field Sales to sell against it.

05/94 - 11/94 **Manager of Accounts**

Responsible for expanding business opportunities within the agency client base. Develop market strategies and sales approach issue management projects to assist the agency and clients with achieving their business goals. Integrate the following marketing disciplines to facilitate business growth: New Business Development, Sales & Database Marketing, Market Analysis/Core Market Targeting, Strategic Planning, Promotions Planning, Media Relations, Project Management, and maintain an extensive professional network with field sales, retail trade, consumer and public partnering.

11/93 - 5/94 **Account Supervisor**

Identified, assigned and tracked all agency obs. Coordinated the activities of several large, integrated marketing campaigns simultaneously. Forecasted in and instant, to determine if the agency required additional resources. Daily updating using highly accurate Employee Time by Job Reports. Maintained the agency's Accountability Policies with Weekly and Quarterly Reports, as well as Program Wrap-up Reports.

VAUGHN MARKETING CONSULTANTS, INC. Detroit, MI

07/93 - 11/93 **Independent Consultant**

Developed, organized and managed special events and public relations for the City of Detroit and the Detroit "Meals On Wheels" Program, a public and private venture supported by community volunteers under the Detroit Area Agency on Aging. Utilized marketing vehicles, i.e. print and radio... to support successful programs. Compiled detailed program results. Also utilized the rapport established with business and media professionals in the greater Detroit marketplace to support and benefit the clients.

ROSS ROY COMMUNICATIONS Bloomfield Hills, MI

11/92 - 7/93 **Account Executive**

Responsible for establishing and maintaining the following Chrysler business: Co-op Fleet/Lease Advertising, Military, Retiree/Employee Purchase and Arbitration claim payments. Also responsible for coordinating and managing an internal training and continuing education program, designed to increase staff knowledge of the group, the agency and the industry through regularly held meetings.

06/89 - 11/92 **Assistant Account Executive**

Responsible for establishing and maintaining new and existing accounts. Managed and coordinated clients with Public Relations, Advertising, Target Direct Mail, Database Marketing, Telemarketing and Fulfillment Systems. Wrote policy and assisted in the development of system support and related administration for Chrysler Corporation Domestic, International and Overseas Military Sales Corporation (OMSC) Retail Incentives. Administrative responsibilities for Chrysler Corporation Arbitration Cases. Also responsible for meeting planning for Cunard Cruise Lines and Chrysler Corporation, and acting as the liaison between client and travel company.

02/86 - 06/89 **Program Coordinator**

Managed section of twenty-five people to perform the following functions: Give recommendations on the administration of new business. Create internal rebate-payment policy. Identify and advise client of payment system errors and recommend resolutions. Advise Management Information Systems on system-user enhancements and improvements. Also responsible for forecasting and coordinating Chrysler Corporation monthly rebate-payment schedule. The monthly forecast ranged from \$0.5 million to \$2 million.

12/85 - 02/86 **Problem Solver/Senior Clerk**

General administrative functions on Chrysler Corporation rebate programs.

MISHA L. HELVEY

EXPERIENCE CONTINUED:

06/80	06/82	Assistant Publicist	Michigan State University Performing Arts Company
09/82	06/83	Supervisor	Learning Resource Center
09/82	06/83	Patient Volunteer	Lansing General Osteopathic Hospital
06/82	09/84	Electrical Engineering Assistant	American Yazaki

DISCIPLINES: Leadership ability, working with others, motivating people, knowledge of computers, reliable and dependable.

COMPUTER SKILLS:

Systems: ADMAN software that details, tracks and controls the flow of a job from the first work order through to the final billing.

Hardware Utilization: Novell 3.12 Local Area Network (LAN), Laser et and Color Printers, CD ROM Drive, Color Plotter

IBM: Windows, DOS, WordPerfect

Software: WordPerfect 6.1, Fast Track 3.0, ADMAN 3.05, cc: Mail, Organizer, Maximizer 2.1, SNAP 5.1, ManagePro 2.0

PROFESSIONAL TRAINING:

Total Quality Management (TQM), Successful Presentations, "How To Deal With Difficult People," Basic Supervision

INTERESTS:

Theater, Live Jazz, Singing, Tennis, Skiing, Contemporary Abstract Art, and Reading.

CIVIC MEMBERSHIPS:

NAACP, Founders Society of The Detroit Institute of Arts, Corporation For Artistic Development (CAD), Board Member, Blacks In Advertising, Radio and Television (B.A.R.T.), 1993 President, Imagery, Advertising Director, Patron of The Museum of African American History, and Southfield Police Department Mobile Watch Program Volunteer.

HONORS:

1991 Minority Business Award, sponsored by WDIV-TV4 and the YMCA, 1993 "Outstanding Woman in Advertising Middle Management," Detroit Chapter of American Women in Radio and Television, Inc., 1995 B.A.R.T. "Salute To Excellence" in Media, Best Print Campaign Nominee.

EDUCATION:

09/80	06/82	Pre-Nursing	Michigan State University East Lansing, Michigan
09/82	06/85	B.S. Nursing	Michigan State University East Lansing, Michigan

REFERENCES:

Available upon request.

Stephanie Shepherd

Objective Position in which my organizational abilities, human relation's skills, graduate education and past work experience will be utilized to best benefit the institution.

Qualifications Summary Offering comprehensive experience and expertise in the following areas of responsibility:

- Extensive experience with planning, organizing, evaluating, and following up varied responsibilities in a timely manner. A decision-maker who is strongly motivated and resourceful.
- Proficient in developing excellent relationships with clients and consultants. Equally effective in self-directed projects or as a member of a team.
- Experienced in knowledge of and in analyzing provisions and exclusions of contracts in order to decide eligible benefits.
- Skilled in conflict resolution and negotiation. Efficient in workflow management and supervision of other employees.

Education Master of Science in Administration, 2000
Emphasis: International Management
Central Michigan University, Mt Pleasant, MI

Bachelor of Arts in Communications, 1990
Major: Audiology and Speech Sciences
Michigan State University, East Lansing, MI

Experience Highlights Claims Specialist 1991 to present State Farm Insurance, Lansing, MI 48917 Responsible for meeting with policyholders, claimants, and attorneys to examine, evaluate, and decide upon claims for property damage and personal injury.

- Planning, organizing, evaluating and approving up to 400 claims in process.
- Taking statements of witnesses and performing on-site inspections. Analyzing reports and statements of policyholders, witnesses and claimants.
- Receiving and evaluating medical reports. Performing analytical reports of bodily injury claims.
- Negotiating claims settlements with individuals and attorneys.

- Training, creating and presenting material for new employees, agency staff and summer interns. Currently in the management mentoring program.

School Board President 1996 to 2000 Commonwealth Academy, Detroit, 48223

Responsible for conducting meetings with six other board members, parents, school administrators and staff to examine, monitor, draft and establish policies and budget allocations.

- Formulating, evaluating and approving school activities for over 500 students and 50 employees for grades K-8. Overseeing and amending \$1.4 million annual budget.
- Coordinating comprehensive guidelines and procedures to maintain a conducive atmosphere for learning.
- Developing and/or modifying salary ranges. Establishing and administering salary increase forecasts as well as merit and promotional budgets. Initializing programs and criteria for employee performance evaluations.

**Other
Qualifications**

Proficient in MS Word, PowerPoint, Excel and Outlook.

CARL EDWARD VEECK

Employment

Controller (for 30 years)
Edward C. Levy Co., Inc.
9300 Dix Avenue
Dearborn, MI 48120

Education

Bachelor of Science in Business
Indiana University, 1972

Master of Science in Management
Walsh College, 1996

Board Affiliations

Southwest Counseling and Development
Treasurer - 1995 to present
(Non-profit Detroit mental health agency)

Commonwealth Community Development Academy
Detroit, MI
Treasurer – 1998 to present

Honors and Awards

Beta Gamma Sigma - Honorary Business Fraternity
Honors Accounting graduate from Indiana University, 1972

Professional Designations

CFE – Certified Fraud Examiner

KATHRYN YANEZ

- Work Experience** National City Bank – Manager and Assistant Vice President
Employed from December 1977 to present
Positions from Teller to Branch Manager
- Warren Bank – Positions from Teller to Head Teller from
October 1975 to December 1977
- Madison National Bank – Position as a Teller from July 1975
to September 1975
- Education** Lamphere High School in Madison Heights, Michigan
American Institute of Banking, various courses and seminars
- Extra-Curricular
Activities** Highland Park Lions Club, Member on Board of Directors
Business United with Officers & Youth (B.U.O.Y.), Member
on Board of Directors
NorthEast Manufacturers Association, Member on Board of
Directors
Commonwealth Community Development Academy, Vice
President on Board of Directors
- Personal** Married for 22 years to Henry J. Yanez who is currently employed
by the City of Sterling Heights as a fire fighter. We have two
children, Ryan, age 18, and Alison, age 14. We have resided in
Harrison Township for five years.

ERIN REESE BURKS

EXECUTIVE SUMMARY

Change agent with customer service expertise, strong physician relationships, excellent analytical and communication skills, over eight years of operations/management experience in the outpatient arena including team building, regulatory requirements, and medical office real estate. Access to organizational and ambulatory resources in order to comply with healthcare industry standards.

PROFESSIONAL EXPERIENCE

The Detroit Medical Center is a \$1.6 billion, vertically integrated health care system with extensive ambulatory and primary care networks. The DMC is also the teaching site for Wayne State University (WSU).

1998-present Sinai-Grace Hospital-Detroit Medical Center Detroit, MI
Director, Ambulatory Services

Responsible for the operations of various clinical practices with approximately 50 employees and budgets totaling more than 7 million dollars. These operations include the Ophthalmology (full spectrum) Business Unit. Oversee lease and timeshare agreements for practice sites in the Northwest Region of the DMC. Coordinate services, facilities and regulatory compliance across northwest ambulatory.

- Successfully prepared 10 physician practices for JCAHO accreditation.
- Developed and implemented Ambulatory Services Customer Service Plan; improved patient satisfaction mean score and percentile rankings.
- Instituted DMC Medical Record Review process at all Sinai-Grace practice sites, improving quality indicators and patient care.
- Exceeded budgets (2001) for teaching clinics.
- Moved and/or consolidated physician practices in aggressive timeframes.
- Facilitated privatization activities for physician (groups). Provided direction through the use of a tool developed to address all areas of private practice. Developed turn-key Physician Timeshare practices.
- Implemented/ing new programming and systems such as Clinical Information Systems, Scheduling Management programs, and OPSS which all have an operational and financial impact to services and budgets.

1994-1998 Hurzel Hospital - Detroit Medical Center Detroit, MI
Manager, Women's Ambulatory Services - UHC Clinic

Planned, budgeted, implemented programs, maintained/improved quality, and insured revenue of multi-million dollar ambulatory operation, providing approximately 30,000 patient visits annually. Oversaw and coordinated the daily activity of a 38 member, interdisciplinary staff and multiple service offerings. Worked collaboratively with Medical Director, faculty and resident physicians. Worked collaboratively with MDCH in meeting statewide objectives and delivering publicly funded services. Identified and resolved multiple patient, provider, staff and system issues. Facilitated team-building, growth opportunities for clinic and related staff.

- **Quality Management/Improvement.** Improved patient satisfaction rate in key areas during first eight months; led department through successful JCAHO accreditation process; improved patient visit turnaround time by more than 40 minutes; organized two clinic retreats and implemented recommendations; re-engineered patient flow process.
- **Financial Administration.** Decreased patient billing complaints; improved on-site billing procedures; increased managed care enrollment; maintained expenses within targeted goals; identified cost saving measures.
- **Program Implementation.** Implemented Title X program, Depo Clinic, other specialty services and research studies, staff cross-training, insurance pre-verification process, new nursing management structure.

1993-1994 Hutzel Hospital - Detroit Medical Center Detroit, MI

Administrative Fellow

Received concurrent exposure and experience in both hospital operations and corporate administration as a member of Senior Administration.

- **Developed/coordinated Major Capital Group Purchasing process,** achieving system savings of more than \$400,000 during 1994.
- **Developed assessment tool to identify unfavorable managed care system contracts.**
- **Served as hospital liaison in the planning, coordination, and implementation of a school-based prenatal clinic.**
- **Analyzed hospital's operational and department-specific productivity; advised management in key staffing decisions.**
- **Served as instructor for Continuous Improvement (CI) Awareness sessions.**

EDUCATION

1991-1993 University of Michigan Ann Arbor, MI

- ***MHSA, Health Services Administration, Department of Health Services, Management & Policy, School of Public Health***

1987-1991 University of Michigan Ann Arbor, MI

- ***BA, Psychology, College of Literature, Sciences & the Arts***

AFFILIATIONS/ACTIVITIES

- Co-Chair, DMC Ambulatory Coordinating Committee
- Member, JCAHO Steering Committee, Sinai-Grace Hospital
- Member, JCAHO Steering Committee, Hutzel Hospital, 1994-5
- Graduate, Quest 21 Diversity Mentoring Program, 1998-1999
- Member, Board of Directors, Wayne County Task Force on Infant Mortality, 1995-6
- Associate, American College of Healthcare Executives (ACHE) -p
- Member, National Association of Health Services Executives (NAHSE) -p

HONORS

- Recipient, NAHSE National Scholarship
- Recipient, "Distinguished Service Award" Wayne County

TIMOTHY A. HAWKINS

AREAS OF EFFECTIVENESS

- Presentation and Writing Skills
- Project Management and Administrative Skills
- Knowledge and understanding of drug development process
- Biomedical Research

PROFESSIONAL EXPERIENCE

PFIZER INC., Metabolic Clinical Development, Ann Arbor, Michigan

2000 – 2001

Clinical Scientist

- Duties entailed planning, budgeting and initiating clinical trials at the phase III/IV level for *femhrt*, a hormone replacement therapy (HRT) compound.
- Communicated clinical trial objectives to investigators.
- Managed Clinical Research Associate's and data collection.
- Conducted and reported results of clinical trials.
- Areas of therapy included hormone replacement therapy (HRT), selective estrogen receptor modulators (SERM), diabetes and lipid metabolism.
- Performed due diligence for potential in-license compounds.

PARKE-DAVIS PHARMACEUTICALS

1997 – 2000

(Southeast Customer Business Unit, Atlanta, GA(Region, GA, MS, AL, TN and FL)

Medical Liaison

- Identified and developed key thought leaders as speakers and consultants and carried out creative platforms for the purpose of educating healthcare providers about Parke-Davis products.
- Therapy areas included diabetes (Rezulin), cardiovascular (cholesterol lowering-Lipitor and anti-hypertensive-Accupril), Central nervous system-pain and depression (Neurontin and Celexa) and anti-infectives (Cefdinir).
- Activities as sales support contributed to national sales of Lipitor and Rezulin totaling over a billion dollars each.
- Reviewed and facilitated funding, ranging from \$5k to \$75k, for medical research proposals from external investigators that correlated with research strategies of Parke-Davis.

HARVARD MEDICAL SCHOOL,

1995 – 1997

Dana-Farber Cancer Institute, Tumor Immunology Division, Boston, Massachusetts

Postdoctoral Research Fellow

- Research involved investigating the programmed cell death of T-cells associated with nuclear RNA binding proteins.
- Novel therapy was intended to target tumors and autoimmune diseases.
- Managed supplemental budget of \$15k.

HARVARD MEDICAL SCHOOL,
Brigham and Women's Hospital, Renal Division, Boston, Massachusetts

1994 - 1995

Postdoctoral Research Fellow

- Research involved investigating the effects of an immunosuppressive molecule on the onset of Type I diabetes mellitus in mice.
- Investigated gene therapy in developing a kidney transplantation procedure in a mouse model of systemic lupus erythematosus.

EDUCATION & TRAINING

Postdoctoral Fellowship, Dana-Farber Cancer Institute,
Harvard Medical School, Tumor Immunology Division

Postdoctoral Fellowship, Brigham and Women's Hospital,
Harvard Medical School, Molecular Autoimmunity, Renal Division

Ph.D., (Physiology) Wayne State University, School of Medicine, Detroit, Michigan

BS, (Biology/Chemistry) South Carolina State University, Orangeburg, South Carolina

ADDENDUM

PUBLICATIONS

1. Hawkins, TA, Gala, RR and Dunbar, JC. The effect of neonatal sex hormone manipulation on the incidence of diabetes in non-obese diabetic mice. *Proceedings for the Society of Experimental Biology and Medicine*. 1993; 202:201-205.
2. Hawkins, TA, Gala, RR and Dunbar, JC. Prolactin modulates the incidence of diabetes in male and female NOD mice. *Autoimmunity*. 1994; 18:158-162.
3. Hawkins, TA, Gala, RR and Dunbar, JC. The lymphocyte and macrophage profile in the pancreas and spleen of NOD mice: The quantitation of IL-2 and prolactin receptors on the immunocompetent cell subsets. *Journal of Reproductive Immunology*. 1996; 32(1):55-71

PRESENTATIONS

Focus on Insulin Resistance in the African American Community Research Advisory Board Meeting, Washington, DC "Clinical Development of Troglitazone-Current status.....Future directions." 1998.

American Physiological Society-NIDDK-NIH Travel Fellowship Award Recipient, Experimental Biology Meeting, Atlanta, GA (oral presentation). "The lymphocyte and macrophage profile in the pancreas and spleen of NOD mice: The quantitation of IL-2 and prolactin receptors on the immunocompetent cell subsets." 1995

Detroit Physiological Society Poster Competition (First Place) "Prolactin Modulates the incidence of diabetes in male and female NOD mice." 1993

Experimental Biology Meeting, New Orleans, LA (poster presentation) "Prolactin modulates the incidence of diabetes in male and female NOD mice." 1993

Jessica Lafata

EXPERIENCE SUMMARY:

- Over 15 years experience in Information Technology.
- Exceptional performance in various team roles – from developer to leadership positions.

EXPERIENCE:

Decision Consultants Inc. Southfield, MI

9/00 – 5/01 Project/Program Manager – Visteon – Project Management Office
Oversaw multiple projects of varied technological platforms through all phases of development. Managed both internal and external (3rd party vendor/outsourced) resources. Identified and managed project risks and issues. Established system support procedures. Reviewed and developed Statement of Work and other project documents. Coordinated all communication between customers, developers, infrastructure, and management teams.

Edison Oakland Public School Academy Ferndale, MI

1/00 – 4/00 Student Recruiting Coordinator
Led the student recruiting effort for a first year Charter School. Led weekly status meetings. Reported to Principal as well as School Board. Supervised volunteer work force.

Decision Consultants Inc. Southfield, MI

2/98 – 5/99 Programmer/Analyst – Ford Motor Company – Part Control Systems
Involved in all aspects of the maintenance of Part control tracking system. Responsible for the development of new DB2 tables; writing specifications and programming for batch and on-line IMS programs. Worked with business customer to develop specifications, and user acceptance testing. On-call for support of nightly batch cycle.

5/96 – 1/98 Programmer/Analyst – Ford Motor Company – Marketing Systems
Created data extracts and reports for Ford vendors. Provided timely support and feedback to vendors for support of various sales and marketing programs. Designed, coded and maintained batch COBOL programs. On-call for support of nightly batch cycle.

Compuware Farmington Hills, MI

2/96 – 5/96 Programmer/Analyst - Blue Cross Blue Shield of Michigan
Designed, coded and maintained batch and CICS on-line programs using DB2 and IMS databases. Coordinated and led the fine-tuning of DB2 tables to support on-line response requirements for a pre-authorization prescription system.

6/93 – 1/96 Lead Analyst - Ford Motor Company – Supplier Warranty Recovery Systems
Led data modeling and system analysis effort for an on-line and batch system to determine supplier responsibility for warranty costs, and then bill suppliers for warranty costs. Facilitated data modeling and technical review meetings. Worked with DBA to design, implement, and maintain DB2 tables. Coded and maintained IMS on-line and batch COBOL programs using DB2. Led system test team, created system test plan, reviewed results with management and business customers, created reports to track test results and resolution of problems. Wrote Audit Control Report, and system documentation.

EDS Troy, MI

2/90 – 6/93 Project Leader/Systems Engineer – Saturn – Sales Systems
Led data modeling, analysis, project definition, design, construction, testing, implementation, documentation and production support of a large on-line and batch sales analysis system to support marketing. Worked with DBA to design, implement, and maintain DB2 tables. Designed, coded and maintained IMS on-line and batch COBOL programs using DB2. Responsible for Sales Analysis and reporting system, including delivery processing and 10-day sales report.

Syntel Troy, MI

9/88 – 1/90 Programmer – Chrysler Corporation
Coordinated the communication between Chrysler and material suppliers for the Electronic Data Interchange process. Converted VSAM files to DB2 tables to create management reports using QMF. Designed, coded and maintained IMS on-line and batch COBOL programs using IMS DB, for material control system. Rewrote existing IMS programs to use checkpoint-restart.

Alexander Hamilton Life Insurance Farmington Hills, MI

5/85 – 9/88 Programmer/Analyst
Designed, coded and maintained CICS on-line and batch COBOL, and Assembler programs. Set up and maintained VSAM files. Installed new release of Life Comm Valuation system. Worked business customer for analysis and definition of projects as well as problem resolution. Set up and installed separate Life Comm system for New York company. On call for support of multiple production, and test systems.

Comerica Bank, Inc. Auburn Hills, MI

7/84 – 5/85 Programmer/Analyst
Coded, maintained and tested on-line and batch programs for the Hogan savings conversion and the Hogan loans project. Responsible for analysis, programming and testing for all system interfaces.

Software Resources Farmington Hills, MI

10/83 – 4/84 Programmer – Sperry Vickers
Coded and tested on-line and COBOL batch programs.

VOLUNTEER EXPERIENCE:

Edison Oakland Public School Academy – Ferndale, MI
8/99 – present Committee chairperson, newsletter editor, classroom activities.
Our Lady of Fatima Church – Oak Park, MI
5/88 – present Pre-Marriage counselor
9/99 – present Religious Education instructor/Teen Retreat facilitator and organizer.
William Beaumont Hospital – Royal Oak, MI
2/94 – 4/95 Parenting support volunteer

EDUCATION:

Oakland Community College Royal Oak, MI
Working to obtain certificate in Photography
Madonna University Livonia, MI
Associate of Science – Computer Technology
Control Data Institute Southfield, MI
Computer programming certificate

Janice F. Bynum-Simpson

Professional Experience:

GENERAL MOTORS CORPORATION - Corporate Financial Policy and Reporting

Manager, Accounting Policy (1999 – Present)

Responsible for Corporate policies and procedures (Chart of Accounts, Accounting Policy Manual and Corporate Policy Manual). Oversight responsibilities for Management Evaluation and Representation Statement (MERS) and D&T Annual Audit Fees reported to Audit Committee. Additional oversight responsibilities include the analysis and reporting of CO Staffs financial performance (budget and forecast).

GENERAL MOTORS CORPORATION - Corporate Audit Services (1997-1999)

Regional Manager, NA Business Audits

Manage audit engagements for the North American Operations including Mexico and Canada. Oversight responsibilities for risk assessment and training/counseling senior and junior corporate auditors.

GENERAL MOTORS CORPORATION - Vehicle Development & Technical Operations (1993-1997)

Finance Manager

Responsible for the coordination of financial activities in the Manufacturing Engineering Centers. Oversight responsibilities for the consolidation of budgets and forecast. Presentation of performance data to Manufacturing Center Executive Staff. Responsible for training of financial staff employees.

GENERAL MOTORS CORPORATION - Midsize Car Division/Chevrolet, Pontiac & Canada (CPC) Headquarters (1986-1993)

Administrator, Budgets and Forecast

Analyzed and consolidated budgets for the assembly plants in the Midsize Car Division. Developed CPC Headquarters' staffs budgets and forecast. Consolidated and analyzed Budget Schedule 8 for the CPC organization including Mexico.

GENERAL MOTORS CORPORATION - Chevrolet Motor Division (1981-1986)

Administrator, (1) Financial Controls & Systems and (2) Dealer Accounting

Worked in conjunction with the Sales and Marketing staffs to ensure adequate controls were included in sales promotion programs, trip campaigns, etc. Developed guidelines for dealers and field staff for programs such as model close-out and price protection. Performed special studies as required, i.e., Cost of Quality, Company Vehicle Program (Lease vs. No-Cost)

Responsible for the administration of dealer incentive campaigns and collection of Dealer Open Accounts

GENERAL MOTORS CORPORATION - Chevrolet Motor Division (1977-1981)

Senior Staff Assistant – Chevrolet Pricing and Traveling Audit Staff

Performed allied / affiliated component transfer pricing. Also billed engines to OEM (Marine engine business). Performed audits at manufacturing plants, Zone and Regional Sales and Marketing offices, and advertising agencies.

GENERAL MOTORS CORPORATION -Chevrolet Motor Division -Gear & Axle (1974-1977)

Supervisor, Factory Accounting

Responsible for monthly development of material and labor costs for the entire complex - Forging operations, Gear and Axle manufacturing and Detroit Assembly. Also responsible for annual physical inventories and LIFO development.

Also worked in plant operations, hourly payroll and accounts payable while at this location.

Education:

Walsh College (1990)

Troy, Michigan

Masters of Science in Professional Accountancy

University of Detroit-Mercy (1980)

Detroit, Michigan

Masters of Business Administration

Kettering University (General Motors Institute) (1974)

Flint, Michigan

Financial Management Certification

Western Kentucky University (1971)

Bowling Green, Kentucky

Bachelors of Science – Business Education

Certifications:

CIA, (January 1999)

CPA certificate, (September 1993)

Organizations/Activities:

Institute of Internal Auditors

Michigan Certified Public Accountants, Associate Member

Zeta Phi Beta Sorority, Inc. (Past President, Vice President, and Treasurer)

Christine M. Harris

Qualifications

A highly motivated, quality minded individual with a distinguished, varied background and many years experience practicing and teaching in accounting, architecture, education, and engineering. Excellent organizational and problem solving skills, writing ability, statistical knowledge and a desire to make sense of obscure situations.

Experience

Project Management, Document Coordination & Production

HarleyEllis – Architect

2000-Present

Albert Kahn Associates, Inc. – Intern Architect

1997-2000

- Design and detailing of building components
- Code compliance research
- Project management and coordination with electrical/mechanical/structural/civil engineering
- Construction document production
- Development of as-built drawings
- On-site assessment of existing facility conditions

Projects

Industrial

Michigan Automotive Compressor, Inc.
Budd Company
GMC Metal Fabrication
Toyota Motor Manufacturing
GM World Wide Facility Group
Daimler Chrysler Corporation

Corporate/University

General Motors Acceptance
MSU Animal Health Diagnostics
Lab
SVSU College of Education

Andrews U. Performing Arts Center

Health Care

Sparrow Hospital
Aurora Medical Centers
Johns Hopkins Hospital

System Analysis and Process Reengineering

HarleyEllis – Architect

2000-Present

Albert Kahn Associates, Inc. – Intern Architect

1997-2000

ISO Auditor

- Audit of quality & effectiveness of corporate procedures and policies
- Evaluation of policies and procedures for clarity and adherence to ISO standards and intent

Albert Kahn Associates, Inc. – Intern Architect

1997-2000

Quality Resource Team Statistical Group Leader

- Coordination of seven-member team
- Statistical analysis of internal & external customer satisfaction measurements
- Generation of reports with recommendations for future improvements

Training & Professional Development Process Improvement Team

- Assessment of corporate training conditions
- Development of plan for tracking employee skills & determining training needs
- Development and implementation of Excel based Intern Development Program tracking system

GM Truck & Bus Group – Senior Engineering Specifications Analyst

1984-1990

System Support Analyst

- Assess current specifications system
 - Establish and document procedures for inter-divisional specifications system
 - Assess quality and completeness of engineering design direction
 - Convert engineering drawings into on-line production-ready documentation
 - Received 5 Suggestion Awards for process improvements
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Detroit Diesel Allison – Engineering Specifications Writer 1977-1983
CADAM System Manager

- Oversight of computer aided drafting system
- Assessment of security procedures for data protection

Assembly Instructions Analyst

- Acted as liaison between manufacturing and engineering to resolve assembly conflicts
- Update assembly instruction drawings

Additional Experience

Lawrence Technological University – Adjunct Professor 1999-2000

- Taught graduate level Research Methods and Architectural Theory classes

River Rouge Public Schools – Teacher 1975-1977

- Administered music program for 250+ students
- Designed and implemented music education assessment and data recording instrument
- Developed individualized education program for diverse group of special needs students

Gaudior Academy – Board of Directors 1999-Present

Various Prior Positions 1965-1974

- Auditor, Bookkeeper, Public Speaker, Teaching Assistant

Education

Lawrence Technological University

- Bachelor of Architecture 1996 Distinction
- Bachelor of Science 1995 Magna Cum Laude

Marygrove College

- Master of Education 1975 Magna Cum Laude
- Bachelor of Music 1969 Cum Laude

Henry Ford Community College

- Calculus, Business Law, Fortran, Architectural Drafting 1978-1990

Wayne State University

- Basic Drawing I & II 1970-1971

Additional Training

- Access
- Excel
- Statistical Thinking
- ISO Auditing
- Total Quality Service
- Construction Document Technician
- Microstation
- Investment in Excellence
- Phillip Crosby Quality Training
- Detroit Diesel Engine Service Training
- CADAM Computer Graphics

References

Available upon request

DANIEL L. ROSS

ACADEMIC BACKGROUND

Educational Specialist	Eastern Michigan University – 1975 Educational Administration
Master's Degree	Eastern Michigan University – 1968 Community School Leadership
Bachelor of Science	Indiana State University – 1963 Physical Education/Business Administration

PROFESSIONAL EXPERIENCE

1987 – 1997	Assistant Superintendent for Personnel Services Swartz Creek Community Schools Swartz Creek, Michigan
1981 – 1987	Assistant Superintendent and Director of Labor Relations and Negotiations Allen Park Public Schools Allen Park, Michigan
1979 – 1981	Superintendent of Schools Capac Community Schools Capac, Michigan
1977 – 1979	Director of Instruction Mt. Morris Consolidated Schools Mt. Morris, Michigan
1975 – 1977	Principal Beecher Summit Junior High School Flint, Michigan
1972 – 1975	Assistant Principal E. A. Johnson High School Mt. Morris, Michigan
1964 – 1972	Teacher/Community School Director Flint Community Schools Flint, Michigan

PETER T. SINCLAIR

Employment

Georgetown Logistics – Flint Recycling
Saginaw, Michigan

Education

B. S. degree from Arizona State University
Graduated 1969

Memberships

Linden Public School Board for two terms
Treasurer for Linden Public School Board for two terms

Married for 26 years to JoAnn Sinclair with two children, Peter and Haley.

CURTIS H. WOOD

EMPLOYMENT

Behr America

Commodity Manager
7/01 – Present

Dana Corporation

Coupled Products Group
Rochester Hills, MI
10/95 – 7/01
Group Purchasing Manager (9/98 – 7/01)
Senior Commodity Manager (12/97 – 8/98)
Commodity Manager (10/95 – 11/97)

General Motors Corporation

DELPHI Automotive Systems
Flint, MI
1983 – 1995
Buyer (7/93 – 9/95)
Supplier Development Engineer (1/90 – 6/93)

AC Rochester

Rochester, New York
Quality/Reliability Engineer (12/88 – 12/89)

Rochester Products Division

Rochester, New York
Quality Engineer (6/85 – 11/88)
Supplier Quality Engineer (5/83 – 5/88)

EDUCATION

Pennsylvania State University 1981-1983
Bachelor of Science in Operations Management

Jamestown Community College 1978-1981
Jamestown, New York
Associate degree in engineering science

FREDDIE SIMMONS

EDUCATION

Graduate of Cass Technical High School
Attended Seminary in Trinidad, West Indies
Classes in Business Administration

EXPERIENCE

Served in military for 9 years
Division Buyer for General Motors for 28 years
Pastor of Good Shepherd Church, Detroit, MI

PERSONAL

Married for 35 years with five children

RANDY C. MCNEIL

Professional Objectives: To utilize my skills and experiences in the areas of financial management, training, and staff development in a professional position with an organization with opportunities for growth and advancement.

Employment Experience:

1995 - Present **Executive Director**
Youth Sports and Recreation Commission

Major Responsibilities

Organize a new not for profit organization to implement a Youth Sports and Recreation initiative for the cities of Detroit, Highland Park and Hamtramck for the Skillman Foundation. Create the necessary infrastructure for this organization including establishing office space, organizing a board of Commissioners and conducting a variety of projects. Set up personnel and office procedures, hire staff and all other aspects needed to operate the company. Conduct and implement projects and activities that will lead to successful implementation of recommendations outlined in the needs assessment report "Re-Creating Recreation".

Key Accomplishments

- Secured \$3.5 million to fund Commission programs over six year period
- Secured \$5.5 million for youth employment program over six year period
- Provided support to organizations that served more than 44,000 children
- Established initial Board of Commissioners
- Conducted various citywide events that served 8,000 people
- Implemented technical assistance and training activities for community based agencies
- Conducted summer youth employment program that served more than 5000 youth
- Established sports coalitions for baseball and soccer
- Coordinated renovation project for public recreation centers - secured \$18 million of funding
- Coordinated development of community advisory groups for 25 neighborhood parks
- Secured approval of policy for community use of Detroit Public Schools
- Established all employee procedures including fringe benefits package

1991 -1995 **District Vice President and Executive Director, Highland Park YMCA**
YMCA of Metropolitan Detroit

Major Responsibilities

Supervise branch directors and coordinate program services at four (4) branches of the YMCA of Metropolitan Detroit. Supervise the Director of Housing and coordinate services related to conducting a transitional housing, emergency shelter, and residential housing programs with 700 rooms. Provide direct leadership for the Highland Park branch. This position has a total budget responsibility of \$4.2 million, 22 professional staff, 125 full and part time employees, and more than 200 volunteers.

Key Accomplishments

- Secured \$450,000 in funding for the transitional housing program from the city of Detroit.
- All operating units in the district met or exceeded budget expectations.
- Increased program and fund raising income by 93.5% over 1992 levels at the Highland Park branch.
- Developed pre-school and school age child care programs at two new sites.
- Increased program enrollments at the Highland Park branch by 80% over 1991 levels.
- Developed collaborative programs with three (3) community groups that provided tutoring, values development and recreational services for 1700 youth.
- Implemented staff training program and designed department procedures that increased staff productivity and morale.

1987 - 1991 **Vice President, Program Services**
YMCA of Metropolitan Detroit

Major Responsibilities

Develop, implement, and coordinate procedures for annual program planning and evaluation process; statistical collection and reporting; and conduct training for program staff for sixteen (16) branch operations. Through the various branch operations - develop and implement new program activities. Supervise the organization's transitional housing program which included a staff of seven (7) professionals, four (4) full time employees and 25 volunteers and student interns.

Key Accomplishments

- Redesigned the procedures and forms for the organizations annual program planning process.
- Program participation grew by 18.6% and program revenue increased from \$3.3 million to \$5.2 million in a 4 year period.
- Conducted staff training events for the organization that improved quality, increased certification, and trained over 350 employees annually.
- Refined and implemented program guidelines for key program areas including aquatics, health enhancement, and child care.
- Coordinated activities for our homeless and transitional housing programs that served 1356 individuals and generated over \$500,000 annually in supplemental funding.

1980 - 1987 **Executive Director, Eastside Branch YMCA**
YMCA of Metropolitan Detroit

Major Responsibilities

Bachelor of Science - Mathematics	1974	Wayne State University - Detroit, MI
National YMCA Faculty Core Competency	1995	
Financial Development Certification	1991	
National YMCA Trainer Career Development Program	1990	
YMCA Senior Director Certification	1978	

Community Involvement:

- President, Inner-City Games Detroit 2000- Present
- Member, New Detroit Inc. – Board of Trustees 1999- Present
- Secretary, New Hope Charter School Board 1999 - Present
- Member, Communitles in Schools Board of Directors 1995 - Present
- Member, Project Hope Steering Committee 1995 - Present
- Member, Grass Roots Leadership round Table 1995 - Present
- Member, New Detroit Inc. - Youth And Young Adult Task Force 1993 - 1997
- Member, WTVS - TV56 Advisory Committee 1993 - 1996
- Volunteer Coach/Official RosdalePark - Grandmont Youth Sports 1992 - Present
- Member, Highland Park Men's Forum 1992 - 1995
- Member, United Community Services - Planning and Research Committee 1991 - 1994
- Secretary/Treasurer, National Association of YMCA Professional Directors 1991 - 1993
- President, New Gratiot Lions Club 1986 - 1987
- Board Member, Warren Conner Development Coalition 1984 - 1987
- President, Business United with Officers and Youth - 9th Precinct 1983 – 1987



New Undergraduate Probation/ Dismissal Policy

Michael Harris, Ph.D.

Associate Provost

Charles Fulford

Assistant Director for Academic Advising

Presented to the Board of Regents

Eastern Michigan University

June 25, 2002

Current Probation/Dismissal Policy

- Probation is initiated when **overall GPA falls below 2.0.**
- Student faces dismissal if **overall grade point deficit is 13 or more points:**
 - Accumulated deficit below 2.0
 - A = +2, B = +1, C = 0, D = -1, E = -2 per credit hour).
- If Term GPA is 2.0 or higher, **student on probation is retained** regardless of overall GPA.



Probation/Dismissal Statistics

- **Between 450-550 students are dismissed** each fall and winter semester.
- Approximately **one third** were **not on probation** (new to EMU or in good academic standing).
- On the average, **1300 students are on probation** at the end of each fall and winter term.

Problems with Current Probation/Dismissal Policy

- **Students can continue indefinitely on probation** provided they earn a Term GPA of 2.0.
- Students can be dismissed **without first being placed on academic probation** (avg. 150-200 each term).
- Current system does not promote success:
 - Focuses on earning a *Term GPA* of 2.0.
 - Does not focus on improving *Overall GPA* (problem for graduation).
- Current system is **confusing**.
- Current system does not provide means for **tracking student performance**.



New Policy Recommendations for Fall 2002

- At the end of any term of enrollment, a student whose cumulative GPA falls below 2.0 will be placed on academic probation (Probation 1).
- A student will have three terms of probation to raise the overall GPA to 2.0 or higher (Probation 1 to Probation 2 to Probation 3).
- If, at the end of the third term, the student has not reached 2.0 overall, the student will be dismissed.
- All students will get a second try but must remain out of EMU for one calendar year before applying for re-admission.



Benefits of New Policy

- No student will face academic dismissal **without first being warned through academic probation.**
- No new student will be dismissed.
- No student will be dismissed until a **third semester of probation..**
- Students will have a **specific deadline** (three terms). This will promote a more concentrated effort on the part of the student.
- Emphasis will be placed on the **overall GPA**, which is the basis for graduation, second admissions and other GPA concerns.
- This should also result in a **reduction of dismissals** and an **improvement of retention efforts** since the emphasis will be on raising the overall GPA within a defined period of time.

SECTION: 23
DATE: June 25, 2002

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

POLICY: PROBATION/DISMISSAL/READMISSION POLICY

ACTION REQUESTED

It is recommended that the Board of Regents amend the Probation/Dismissal/Readmission Policy to adopt the attached revised policy.

POLICY SUMMARY

If, at the end of any term of enrollment, an undergraduate's cumulative grade point average (GPA) falls below 2.00, having previously been at or above 2.00 (**or if new to the University**), that student will be placed on academic probation (PRB1). The student will then have three terms of enrollment (spring/summer count as one) to raise the cumulative GPA to 2.00 or higher. At any time that the student's cumulative GPA reaches 2.00, the student will be restored to good academic standing (GOOD). Unless the cumulative GPA has been raised to 2.00 by the end of the third term of probation (PRB3), the student will be subject to academic dismissal.

Students dismissed from the University for the first time must remain away from Eastern Michigan University for one calendar year. They can then apply for readmission through the Academic Advising Center. Procedures and deadlines for readmission are available in the Academic Advising Center (301 Pierce Hall); contact the Assistant Director for Academic Actions. Students dismissed more than once (excluding reinstatement) are usually not eligible to return to the University. On occasion, when students have been away from the University for at least 10 years, a request may be submitted, through the Assistant Director for Academic Actions, to the Academic Standards Committee, who will make the final decision in such a case.

While remaining out of the University due to a dismissal, students may choose to attend another institution. Certain rules apply to course work taken elsewhere. Refer to the repeat policy in the catalog and consult with Academic Records on transfer of courses.

While on academic probation, a student may meet with the Assistant Director for Academic Actions or any advisor in the Academic Advising Center. In addition, students may seek help in developing successful strategies for academic performance through the Holman Learning Center, the Counseling Services Center, and the Career Services Center.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

Undergraduate Policy on Probation/Dismissal/Readmission (Effective Fall, 2002)

If, at the end of any term of enrollment, an undergraduate's cumulative grade point average (GPA) falls below 2.00, having previously been at or above 2.00 (**or if new to the University**), that student will be placed on academic probation (PRB1). The student will then have three terms of enrollment (spring/summer count as one) to raise the cumulative GPA to 2.00 or higher. At any time that the student's cumulative GPA reaches 2.00, the student will be restored to good academic standing (GOOD). Unless the cumulative GPA has been raised to 2.00 by the end of the third term of probation (PRB3), the student will be subject to academic dismissal.

Exceptions to this policy are as follows:

1. Any student whose first term of probation is the result of a semester of all E's must earn better than 0.00 (all E's) in the first term of probation or face dismissal immediately.
2. Students who have been readmitted (READ is equivalent to PRB1) after a dismissal will be placed on PRB2 after their first term, if their cumulative GPA remains below 2.00. They will have two terms to raise their cumulative GPA average to 2.00 or they will face a second and final dismissal.
3. All initial dismissal actions are subject to an appeal. Procedures and deadlines for such appeals will be included in notices of academic dismissal, sent to students at the conclusion of a term of enrollment. If an appeal is successful, the student will be reinstated, which means the dismissal does not count. Students who are reinstated after an appeal will be given one more term to raise the GPA to 2.00 or they will be dismissed.

Students dismissed from the University for the first time must remain away from Eastern Michigan University for one calendar year. They can then apply for readmission through the Academic Advising Center. Procedures and deadlines for readmission are available in the Academic Advising Center (301 Pierce Hall); contact the Assistant Director for Academic Actions. Students dismissed more than once (excluding reinstatement) are usually not eligible to return to the University. On occasion, when students have been away from the University for at least 10 years, a request may be submitted, through the Assistant Director for Academic Actions, to the Academic Standards Committee, who will make the final decision in such a case.

While remaining out of the University due to a dismissal, students may choose to attend another institution. Certain rules apply to course work taken elsewhere. Refer to the repeat policy in the catalog and consult with Academic Records on transfer of courses.

While on academic probation, a student may meet with the Assistant Director for Academic Actions or any advisor in the Academic Advising Center. In addition, students may seek help in developing successful strategies for academic performance through the Holman Learning Center, the Counseling Services Center, and the Career Services Center.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 24
DATE: June 25, 2002

RECOMMENDATION

REPORT: AFFIRMATIVE ACTION PLANS June 2002

ACTION REQUESTED

It is recommended that the Board of Regents receive and place on file the June 2002 Affirmative Action Plan for Women and Minorities and the Affirmative Action Plan for Veterans and Individuals with Disabilities.

STAFF SUMMARY

The Affirmative Action Plan for Women and Minorities -- June 2002 and the Affirmative Action Plan for Veterans and Individuals with Disabilities -- June 2002 are attached for your review.

As a federal contractor, Eastern Michigan University (EMU) is required by Executive Order 11246 to prepare an Affirmative Action Plan for Women and Minorities. EMU's plan is a management tool designed to ensure equal employment opportunity for all persons. It includes procedures that enable managers and supervisors to continually monitor and evaluate their employment practices to ensure that they are free of bias and discrimination based upon race, color, sex, sexual orientation, disability, age, veteran's status, religion, or national origin.

The federal Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 require that government contractors employ and advance qualified individuals with disabilities, special disabled veterans, and other covered veterans. The purpose of EMU's Affirmative Action Plan for Veterans and Individuals with Disabilities is to reaffirm the University's commitment to the principles of equal employment opportunity for members of these groups. It also serves as a vehicle for providing relevant information to the University community regarding the development, analysis, enforcement, evaluation, dissemination, and monitoring of the University's commitment to outreach and equal employment opportunities for veterans and individuals with disabilities.

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FISCAL IMPLICATIONS

No major fiscal implications. The University may incur some expense in implementing several of the "Recommended Actions."

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

**AFFIRMATIVE ACTION PLAN
FOR WOMEN
AND MINORITIES**

AND

**AFFIRMATIVE ACTION PLAN
FOR VETERANS
AND
INDIVIDUALS WITH DISABILITIES**

**Eastern Michigan University
Ypsilanti, MI**

June 2002

**Office of Diversity & Affirmative Action
11 Welch Hall
Ypsilanti, MI
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Eastern Michigan University adheres to the principle of equal education and employment without regard to race, sex, color, creed, national origin, sexual orientation, disabling condition or veteran's status. This policy extends to all programs and activities supported by the University.

A.

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**AFFIRMATIVE ACTION PLAN
FOR
WOMEN
AND
MINORITIES**

**Eastern Michigan University
Ypsilanti, MI**

June 2002

**Office of Diversity & Affirmative Action
11 Welch Hall
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I. STATEMENT OF PURPOSE

A. Description of the University

Eastern Michigan University (EMU), located in Ypsilanti, Michigan, is a comprehensive University that was founded by the state legislature in 1849. The fifth largest University in Michigan, EMU has a student enrollment of approximately 24,500.

EMU is located in Washtenaw County which is approximately 40 miles from Detroit and has a population of 322,895. The county includes the cities of Ypsilanti and Ann Arbor. The University is a major employer in the county with a workforce of more than 2039. Persons of color make up 17.2 percent of EMU's regular workforce compared with the racial and ethnic composition of 22.6 percent of the county's population. Females comprise 52.80 percent of the University's current workforce.

EMU offers more than 200 undergraduate and graduate programs and degrees. Its teacher education program, the largest in the country, is widely respected. In September 2001, of the approximately 24,500, students enrolled at EMU 14,666 were women and 4668 were from underrepresented groups.

B. Purpose and Applicability of the Affirmative Action Plan (41 CFR 60—2.10)

1. Purpose

Because Eastern Michigan University has a number of contracts with the federal government, it is required by **Executive Order 11246 (as amended)** to develop and implement an affirmative action plan. This plan must have "a set of specific and result-oriented procedures to which the contractor commits [itself] to apply every good-faith effort . . . to achieve prompt and full utilization of minorities and women, at all levels and all segments of [its] workforce where deficiencies exist" (41 CFR 60-2.10). The first step in achieving this goal is an analysis of the utilization of women and members from underrepresented groups to determine areas of underutilization. Underutilization means that the number of persons from these groups is significantly less than would be reasonably expected given the availability of qualified women and members of underrepresented groups in the recruitment area. If underutilization is found, the institution must make a serious good-faith effort to develop and implement procedures and practices that are designed to increase the number of women and minorities in areas where they are underutilized. Hiring goals must be established for women and minorities in those job groups where they are underrepresented.

EMU's complete Affirmative Action Program also includes procedures that enable managers and supervisors to continually

monitor and evaluate their employment practices to ensure that they are free of bias and discrimination based upon race, color, sex, sexual orientation, disability, age, veteran's status, religion, or national origin.

The purpose of Eastern Michigan University's Affirmative Action Program is to reaffirm the University's continuing commitment to the principles of affirmative action and equal opportunity employment.

2. Access to Plan

Eastern Michigan University audits and revises this plan annually. It is available for inspection Monday through Friday from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. in the Office of Diversity and Affirmative Action, 11 Welch Hall, Eastern Michigan University, Ypsilanti, MI 48197. Copies of the plan are housed in Halle Library. The annual audit and plan are available for viewing on the affirmative Action web site;

<http://www.emich.edu/public/hr/aaacomplete.doc>

For additional information regarding EMU's Affirmative Action Plan contact the Office of Diversity and Affirmative Action at 734.487.1166

3. Applicability

The Affirmative Action Plan applies to the operations of all units under the supervision of the Board of Regents and the President of Eastern Michigan University, Ypsilanti, MI.

C. Definitions

Affirmative Action Program: A management tool designed to ensure equal employment opportunity. A central premise underlying affirmative action is that, absent of discrimination, over time, a contractor's workforce, generally, will reflect the gender, racial, and ethnic profile of the labor pool from which the contractor recruits and selects (CFR 60-2.10).

Job Groups Analysis: A method of combining job titles within the contractor's establishment. It is the first step in the contractor's comparison of the representation of minorities and women qualified to be employed. In the job group analysis, jobs at the establishment with similar content, wage rates, and opportunities, must be combined to form job groups (CFR 60-2.12).

Eastern Michigan University Job Groups

Faculty – 33 job groups based on academic departments and disciplines

Staff - 23 job groups based on specialties or functions

Availability: An estimate of the number of qualified minorities (African Americans, Asian Americans, Hispanic Americans and Native Americans) or women available for employment in a given job group, expressed as a percentage of all qualified persons available for employment in the group. The purpose of the availability determination is to establish a benchmark against which the demographic composition of the contractor's incumbent workforce can be compared in order to determine whether barriers to equal employment opportunity may exist within particular job groups.

Two factors are used to determine the availability of minorities and women for each job group.

1. The percentage of minorities or women with requisite skills in the reasonable recruitment area.
2. The percentage of minorities and women among those transferable, promotable, and trainable within the contractor's organization (CFR 60 2.13).

Eastern Michigan University Availability Data Sources

Faculty - 1992 – 96 national doctorate and master's graduates by relevant discipline(s)

Staff - 1990 census data of related occupations¹

Placement Goals (Underutilization): When the percentage of minorities and women employed in a particular job group is less than would reasonably be expected given their availability percentage in that particular job group, the contractor must establish a placement goal (CFR 60-2.15). Traditionally, this has come to be called underutilization. Placement goals serve as objectives or targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative plan program work. Placement goals may not be rigid and inflexible quotas. Quotas are expressly forbidden. The principle of the best qualified person for the job is the standard (CFR 60-2.16).

Eastern Michigan University has three categories for goals:

- 1) Females
- 2) African Americans
- 3) Other Minorities (Asian Americans, Hispanic Americans and Native Americans)

Eastern Michigan University establishes affirmative action goals when the percentage of females or minorities employed is less than the percentage of available qualified females or minorities identified within the established recruitment pool.

Progress Toward Goals: When a female or minority is hired or promoted into a job group that has an affirmative action placement goal, then progress toward goals is achieved (CFR 60 – 2.16)

¹ The Census 2000 data should be ready for the 2002 Affirmative Action Program.

Affirmative Action Program Internal Audit: A contractor managed auditing system that periodically measures the effectiveness of its total affirmative action program (CFR 60-2.17).

D. Equal Employment Opportunity Objectives (41 CFR 60—2.20)

The University’s commitment to equal employment opportunity includes but is not limited to the following objectives.

1. To recruit, hire, train, and promote persons in all job titles, without regard to race, color, religion, creed, sex, age, national origin, ancestry, marital status, disability, veterans’ status, sexual orientation, except where sex is a bona fide occupational qualification.²
2. To make decisions within all stages of the employment process that will further the principles of equal employment opportunity.
3. To ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
4. To ensure that all personnel actions such as compensation, benefits, interim appointments, transfers, layoffs, return from layoff, company sponsored training, education, tuition assistance, social and recreation programs, will be administered without regard to race, color, religion, sex, disability, veterans’ status, sexual orientation, or national origin.
5. To use the principles of affirmative action to correct and prevent problems and ensure equal opportunity employment in areas where underutilization of women and/or minorities is found.

E. Legal Basis: Federal and State Laws and Executive Orders

Discrimination, whether intentional or not, is prohibited by law. The legal authority in this area is summarized as follows:

Federal

<u>Basis</u>	<u>Description</u>	<u>Enforcing Agency</u>
Executive Order 11246 (as amended by Executive Order 11375)	Nondiscrimination and affirmative action in employment for federal contractors on the basis of race, color, religion, sex, and national origin.	Department of Labor (DOL)
Title VII of the Civil Rights Act of 1964 (as amended by the Civil Rights Act of 1991)	Nondiscrimination in employment on the basis of race, color, national origin, religion, and sex.	Equal Employment Opportunity Commission (EEOC)
Title VI of the Civil Rights Act of 1964.	Nondiscrimination in education on the basis of race, sex, and national origin.	Department of Education (DED)

² This term “bona fide occupational qualification” is construed very narrowly.

Equal Pay Act of 1963	Nondiscrimination in wages on the basis of sex.	EEOC
Title IX of the Education Amendments of 1972	Nondiscrimination in education on the basis of sex.	DED
Age Discrimination in Employment Act of 1967	Nondiscrimination in employment on the basis of age.	EEOC
Vietnam Era Veterans Readjustment Assistance Act of 1974	Nondiscrimination and affirmative action in employment on the basis of status as a Vietnam era veteran or Disabled Veteran.	DOL
Sections 503 and 504 of the Rehabilitation Act of 1973.	Nondiscrimination on the basis of disability in employment and education, and affirmative action in employment for disabled persons.	DED, DOL
Americans with Disabilities Act 1990	Nondiscrimination on the basis of disability.	EEOC

State

Elliott- Larsen Civil Rights Act of 1977	Nondiscrimination on the basis of religion, color, sex, disability, national origin, race or ancestry.	Michigan Department of Civil Rights
Michigan Persons with Disabilities Act 1977	Prohibits discrimination based upon disability.	Michigan Department of Of Civil Rights

II. REAFFIRMATION OF POLICY (41 CFR 60—2.10)

At its meeting on October 3, 1966, the Board of Regents affirmed the University's commitment to the principles of equal opportunity. It approved a civil rights statement that said in part:

“Eastern Michigan University shall not discriminate against any person because of race, color, religion, creed, sex, age, national origin, ancestry, marital status, or handicap as provided for and to the extent required by state and federal statutes.”

At its meeting on May 16, 1973 the Board of Regents reaffirmed its commitment to equal opportunity by approving the “Equal Employment Opportunity/Affirmative Action Policy. The policy states in part:

“It is the policy of Eastern Michigan University, in recognition of the essential rights of all employees and applicants as individuals, to recruit and hire in all job classifications without regard to race, color, religion, creed, sex, age, national origin, ancestry, marital status or handicap as provided for and to the extent required by state and federal statutes.”

At its meeting on January 23, 1996, the Board of Regents added the following:

“Further, it is the policy of the University to recruit, hire and take other personnel actions in all job classification without regard to sexual orientation.”

III. INTERNAL AND EXTERNAL DISSEMINATION PLAN (41 CFR 60 – 2.21)**A. Internal Dissemination****1. Published Documents and Postings**

The Office of Diversity and Affirmative Action prepares the annual Affirmative Action Audit and Plan for review by the President and the Cabinet. Following the administration's review, the materials are presented to the Board of Regents for review and reaffirmation.

The President communicates the Affirmative Action Policy and Plan to the campus community with specific distributions to the vice presidents, executive directors, deans, department heads, and program directors. These administrators are responsible for notifying their employees of the contents and availability of the materials on campus.

The University includes statements of nondiscrimination in collective bargaining agreements and contracts.

Periodically, the policy is publicized in FOCUS EMU (a faculty/staff publication), THE EASTERN ECHO (the student newspaper), and on WEMU (the campus radio station). Effective June 2002, the policy and the Affirmative Action Audit will be located on the EMU Diversity and Affirmative Action Web Site on the Human Resources web page.

2. Program and Presentation

The President and Cabinet periodically emphasize this policy in meetings with top administrators, deans, department heads, directors, faculty and staff advisory groups.

The University communicates the policy to new employees during orientation and to other members of the campus as appropriate through training and educational programs.

Representatives of the Office of Human Resources, the Office of the Assistant Vice President for Academic Affairs and the Office of Diversity and Affirmative Action review the Affirmative Action Policy and utilization goals with search/screening

committees and hiring authorities as part of the recruitment and hiring process.

The Office of Diversity and Affirmative Action conducts professional development programs with executive, management, and supervisory personnel to explain the intent of policy and individual responsibility for effective implementation, making clear the chief executive officer's commitment to the principle of equal opportunity employment practices.

The Office of Diversity and Affirmative Action, at the invitation of managers and supervisors, reviews the policy with various groups of employees and explains individual employee responsibilities concerning the Affirmative Action Plan.

The Office of Human Resources and the Office of the Assistant Vice President for Academic Affairs include information about the University's affirmative action and equal employment opportunity policies in their professional development programs for the staff as well as in new employee orientation sessions.

The Affirmative Action Audit and the Affirmative Action Plan are distributed, reviewed, and discussed annually with appropriate administrators at the University and are utilized in affirmative action education programs presented by the Office of Diversity and Affirmative Action. These reports are also reviewed and critiqued by the Women's Commission and the President's Commission on Racial and Ethnic Issues.

Eastern Michigan University's Marketing and Communications Department ensures that women and minorities are represented in all advertising and promotional materials.

The University publishes articles covering equal employment opportunity programs and the achievements of minority and women faculty, staff, and students in University publications.

B. External Dissemination

1. Advertisements and Notices

The University communicates its commitment to equal employment opportunity and affirmative action through recruitment advertisements and contact materials such as applications, electronic advertisements and posting boards. Each advertisement of a vacant position placed by the

University must state in clear distinguishable type: **“Eastern Michigan University is an affirmative action/equal opportunity employer and strongly encourages women and members of minority groups to consider this opportunity.”**

The University informs recruiting sources of its policy and commitment to Equal Employment Opportunity and Affirmative Action and requests qualified women and minorities be referred for openings.

The Purchasing Department sends written notification of the policy, including an “Equal Opportunity Employer” clause, to subcontractors, vendors and suppliers who provide services or supplies to the institution.

The Physical Plant includes the policy and equal opportunity clause in the general conditions of all contracts that are bid on for construction, rehabilitation, alteration, conversion, renovation, extension, or repair of buildings, roadways, or other real property.

Copies are made available to the Office of Research Development as needed for grant applications and certifications. The University ensures its policies and programs are shared with organizations representing the interests of protected classes.

2. Other Methods

The Director of Diversity and Affirmative Action communicates with organizations representing minorities, women, individuals with disabilities, Vietnam era and disabled veterans, and community agencies and leaders about the Affirmative Action Plan and the University policies regarding Equal Employment Opportunity and Affirmative Action.

Affirmative Action information is available at the Office of Diversity and Affirmative Action web site:
<http://www.emich.edu/public/hr/afhr.htm>.

University and University-related publications and public radio programming periodically include articles on minority and female employees and activities related to the affirmative action program.

IV. DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION OF THE AFFIRMATIVE ACTION PLAN (41 CFR 60—2.17)

President Samuel Kirkpatrick has ultimate responsibility for ensuring that equal employment opportunity and affirmative action receive high priority. The President regularly states his commitment to affirmative action and equal employment opportunity. Regarding implementation, the Equal Employment Opportunity/Affirmative Action policy states:

“The President of Eastern Michigan University is responsible for the overall implementation of this program. However, each vice president, dean, director, department head, and other supervisory personnel has specific responsibility for developing and implementing the program in relation to recruitment, employment, promotion, and salary progression within his or her functional areas of responsibility. These individuals shall be evaluated on the basis of their performance in the implementation of the University’s equal employment opportunity and affirmative action policies by their immediate supervisors.”

The vice presidents’ have the following responsibilities.

- Provide executive leadership and guidance for the departmental administrators and supervisors to ensure that the University’s Affirmative Action Program and Equal Employment Policy are being adhered to within their divisions.
- Ensure that hiring and promotion matters are monitored during their reviews to ensure that protected class members are given full consideration for employment opportunities.
- Ensure that facilities are comparable for both sexes and are accessible to individuals with disabilities.
- Ensure that protected class members are provided full opportunity and are encouraged to participate in division sponsored education committees and training programs, human resource development programs, recreational activities and social functions.

Whitney G. Harris, as Director of Diversity and Affirmative Action, has the following responsibilities.

- Develop, implement, and monitor the University’s Affirmative Action Program in cooperation with the Office of Human Resources and the Office of the Assistant Vice President for Academic Affairs.

- Ensure the University's compliance with federal and state laws in regard to the hiring of employees.
- Monitor and provide guidance in the hiring activities of the University to foster a diverse faculty and staff and to meet Affirmative Action goals.
- Conduct the annual Affirmative Action Audit and prepare the annual Affirmative Action Plan.
- Monitor and provide guidance on the recruitment of students to foster a diverse student body.
- Monitor and provide guidance in the procurement of services and supplies to ensure vendor lists are reflective of the diversity of the community and the University.
- Conduct professional development programs, training, and workshops, as needed, on Affirmative Action, Equal Employment Opportunity and diversity issues related to discrimination, harassment, and fair employment practices.
- Monitor faculty and staff recruitment activities to ensure compliance with University policies and procedures, federal and state laws and regulations, and University collective bargaining agreements.
- Participate on various University and community committees and organizations and represent the University at appropriate professional meetings.
- Investigate discrimination, sexual harassment and other discriminatory harassment complaints filed against University employees by other employees or students.
- Monitor pending state and federal legislation and policy developments related to Affirmative Action and Equal Employment Opportunity, and participate in related hearings at the state and federal levels.

V. Affirmative Action Program Audit Summary 2000 – 2001

Executive Workforce Comparisons to Michigan and the United States.

The executive workforce at Eastern Michigan University is comprised of employees in job groups 11 through 16 (Page 16).

- The percentage of females in the executive employee groups as of September 15, 2001 is 42.20. The percentage closely parallels that of the U.S. (42.60 percent) and that of Michigan (42.10 percent). The number in this group increased from 260³ to 278.
- The percentage of minorities in the executive employee groups is 12.20. That is a 3.30 percent drop from last year. Nationally, the percentage for minorities in executive positions is 14.00 and in Michigan it is 12.70. Here the percentage of minorities in executive positions parallels that of Michigan but is lower than the national average. Again, due to the reorganization, the absolute number of employees in executive job groups has increased.
- The percentage of African Americans in the executive job groups at EMU is 8.90 while the national average is 8.70. Non-white Hispanics comprise 1.80 percent of the University's executive staff which is exactly one percentage point below the national average of 2.80 percent and above that of Michigan which is 1.10 percent. Other underrepresented groups comprise less than one percent of the executive staff at EMU.
- At the corporate level,⁴ 33.33 percent of the staff is female and 22.22 percent is minority.

Current Workforce by Division

- Eastern Michigan University has a total workforce of 2039 employees compared a workforce of 1890 in 2000. A significant portion of this increase is attributed to the reclassification of personnel. Prior to this year lecturers were not counted as full-time employees.
- Females comprise 52.80 percent of the current workforce. This is an increase of one percent over last year.
- Minorities decreased from 17.9 to 17.2 percent of the total workforce.

³ The number shown in last year's audit (193) was incorrect.

⁴ Corporate level employees are those who report directly to the president and have substantial line management authority.

- The Division of Enrollment Services continues to have the highest percentage (86.8 percent) of women among the divisions. In fact, the percentage of women increased by over three percentage points from last year (83.6 percent).
- The highest percentage of minorities is in the Division of Business and Finance (21.1 percent). The division's percentage of minorities is almost four points higher than the average for the University (17.2 percent).
- Minority males comprise 8.3 percent of the total workforce and minority females total 8.8 percent of the workforce.
- The College of Health and Human Services continues to employ the greatest percentage of females (76.7 percent) among the five academic colleges. However, the percentage is down from last year when it was 77.8 percent.
- The College of Business employs the highest percentage of minorities (31.1 percent), with the College of Health and Human Services moving down to second from last year with a percentage of 29.1.
- The College of Arts and Sciences has the highest number of African American males (17) and the College of Education has the highest number of African American females (19).
- The College of Business also employs the highest number of Asian males (16) and the College of Arts and Sciences employs the highest number of Asian females (9).

Progress toward Goals – September 15, 2000 to September 15, 2001

- Progress in hiring females was achieved in 17 groups. Eleven of these groups were faculty and six were staff groups. Females were hired in 42 (75 percent) of the job groups.
- Progress in hiring African Americans was achieved in eight job groups. Although four new African Americans faculty members were hired, because three were hired in departments that did not have hiring goals, progress was achieved in only one faculty job group.
- One new senior level African American was hired and five were promoted. Overall, progress toward goals for African Americans at this level was achieved in three job groups.
- Of the total number of new hires (373) 219 or 59 percent were females.

- The number of African American new hires was 39 or 10.4 percent.
- Nine Hispanics and 15 other minority were hired. One new Hispanic faculty member was hired and 12 other minority faculty members were hired.

VI. IDENTIFICATION OF PROBLEM AREAS AND CORRECTIVE ACTION (41 CFR 60-2.23)

An in-depth analysis of the composition of the current workforce by minority group status and gender was conducted. The workforce analysis was done by job title, division, unit, department and job group. Hiring and promotion data was also analyzed according to minority group status and gender. The total selection process including such components as position descriptions, advertisements, application forms, and interview procedures was examined. A survey of the workplace to determine if postings and notifications were properly displayed was completed. In addition, the Director of Diversity and Affirmative Action attended numerous search and selection committee meetings. The process of notifying labor unions and subcontractors was determined to be functioning.

A. Workforce Analysis (41 CFR 60-11).

The workforce analysis provides an overview of areas where women and persons of color are utilized as well as where they are underutilized. It is a listing of each job title as appears in the payroll records ranked from the lowest paid to the highest paid within each organizational unit. The total number of incumbents by gender and race is shown. The data is reported in EEO-6 categories.

This analysis was reviewed for potential problem areas, such as under representation of minorities and women.

Findings:

- Females are underutilized in 30 of the 56 job groups.
- African Americans are underutilized in 11 of the 56 job groups.
- Hispanics are underutilized in 22 of the 56 job groups
- Other minorities are underutilized in 23 of the 56 job groups.

Recommended Actions:

- The hiring process for professional staff has been recently revised. In the revised process managers will be held accountable for recruiting women and persons from underrepresented groups.
- Hiring Authorities will conduct detailed analyses of position descriptions, prior to posting, to ensure that they accurately reflect position functions.
- Hiring Authorities will conduct detailed analyses of position descriptions, prior to posting, to ensure that the specifications are consistent with the job requirements and are free from bias based on race, color, religion, sex, or national origin, except where sex is a bona fide occupational qualification. (If it is determined that requirements screen out a disproportionate number of minorities or women, such requirements will be professionally validated to job performance.)

- Approved position descriptions and worker specifications, when used by the University, will be made available to all members of management involved in the recruitment, screening, selection, and promotion process.
- All personnel involved in the recruiting, screening, selection, promotion, disciplinary, and related processes will be selected and trained to ensure elimination of bias in all personnel actions.
- The composition of search or screening committees will reflect the University's commitment to diversity and affirmative action.
- Eastern Michigan University will observe the requirements of the OFCCP's Uniform Guidelines on Employee Selection Procedures (**29 Code of Federal Regulations 1607**). Copies of the procedures are available at the Office of Human Resources, the Office of the Assistant Vice President for Academic Affairs and the Office of Diversity and Affirmative Action.
- The Diversity and Affirmative Action Office will continue to monitor goal setting activity in each unit.
- Progress toward achieving goals will be monitored by the Diversity and Affirmative Action Office and reported annually to all executives and managers.
- The manager of each unit, where underutilization of women and minorities exist, will be informed of the affirmative action goals at the beginning of each search, including those where the hiring authority is giving serious consideration to hiring an internal candidate.
- The Diversity and Affirmative Action Office will provide resources and education regarding effective affirmative recruitment and retention activities.

B. Job Group Analysis (41 CFR 60—2.12)

The job group analysis is the method used to combine job titles of jobs that have similar content, wage rates, and opportunities. Eastern Michigan University has 33 faculty job groups based upon academic departments and instructional disciplines and 23 staff job groups based on specialties or functions. The gender and race of each incumbent in the various jobs are also identified.

Staff Job Groups

Job Group	Title
11	Senior Executives
12	Sr. Level Academic Administration
13	Sr. Level Student Service Administration
14	Sr. Level Business Administration
15	Operational Leaders
16	Academic leaders
31	Academic Professionals
32	Student Services Professionals

33	Operations & Administrative Professionals
34	Information Systems Professionals
35	Health Professionals
36	Athletic Professionals
41	Secretaries Levels 5 - 9 & Supervisors
42	Secretaries Levels 3 - 4
43	Clericals Levels 5 - 9 & Supervisors
44	Clericals Levels 3 - 4
51	Media Graphics Technicians
52	Computer & Sciences Technicians
61	Skilled Trades
71	Police & Security Officers
72	Maintenance & Grounds Workers
73	Custodial Workers
76	Food Service Workers

Faculty Job Groups

Job Group	Title
201	Afro-American Studies
202	Communications & Theatre
203	English Language & Literature
204	Foreign Language & Bilingual
205	Fine Arts
206	History & Philosophy
207	Music
208	Biology
209	Chemistry
210	Computer Science
211	Geography & Geology
212	Mathematics
213	Physics & Astronomy
214	Economics
215	Political Science
216	Psychology
217	Sociology
218	Health Physical Education, Recreation & Dance
219	Leadership & Counseling
220	Special Education
221	Teacher Education
222	Associated Health Professionals
223	Health, Environment & Consumer Resources
224	Nursing Education
225	Social Work
226	Accounting
227	Finance & Computer Information Systems
228	Management
229	Marketing
230	Business & Industrial Education
231	Industrial Technology

232 Interdisciplinary Technology Dept
233 Learning Resources, Technology & General Library

Finding:

- The Office of Human Resources does a good job of correctly classifying employees. The implementation of broadbanding will result in a new job classification system.

Recommended Action:

None required.

C. Evaluation of Selection Process

Eastern Michigan University observes the requirements of the Uniform Guidelines on Employee Selection Procedures (UGESP). Where adverse impact is found, the applicant flow data, selection criteria, and all elements of the selection process will be reviewed by the hiring authority in conjunction with Office of Human Resources or the Assistant Vice President for Academic Affairs and the Office of Diversity and Affirmative Action. The goal of the review will be to ensure that only job-related, non-discriminatory factors are considered in making employment decisions and that minorities and females have been considered. Hiring authorities will be informed of the need to take corrective action when adverse impact is found in the recruitment or selection process. This is consistent with the newly revised professional staff hiring process which gives responsibility for correct hiring practices to the hiring authority.

1. Job Requirements and Descriptions

The hiring authority (HA) in consultation with the Office of Human Resources and the Office of the Vice President of Academic Affairs will develop the job requirements and descriptions. The Diversity and Affirmative Action Office may review these descriptions.

2. Search Procedures

The HA will rely on the Office of Human Resources to generate a pool of candidates via internal and external postings and advertising. When search/screening committees are used, they will also help to generate the pool of candidates. In cases where there is an underutilization of women and minorities, the Office of Diversity and Affirmative Action may provide assistance to the hiring authority, Office of Human Resources and the Office of the Vice President of Academic Affairs in the recruitment of a diverse pool of candidates.

3. Pre-employment Inquiries

Interviews, references checks, production reviews, etc. are integral parts of the hiring process. While federal and state laws do not expressly prohibit inquiries concerning race, color, religion, sex, or national origin, the EEOC regards such inquiries as potentially discriminatory. Both Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 limit the use of pre-employment inquiries and medical examinations. Specifically, any identification of a disability by inquiry or examination during the pre-offer state, including all job pre-tests, reference checks, interview form/questions, and other information gathering procedures, is prohibited.

Finding:

- Although Search and Screening Committees and Hiring Authorities are aware that they are responsible for promoting equal employment opportunity and making good faith efforts to achieve affirmative action, they do not receive consistent education regarding the recommended “best” practices to use in effectuating the University’s commitment to equal employment opportunity.

Recommended Action:

- The Office of Human Resources, the Office of the Assistant Vice President for Academic Affairs, and the Office of Diversity and Affirmative Action will provide education to the committees and Hiring Authorities regarding effective employment practices that promote equal employment opportunity and affirmative action. In addition, divisional vice presidents, the athletic director, executive director of Marketing and Communications, the senior executive for Strategic Planning and Continuous Improvement, the chief information officer and executive director of Information and Communication Technology will be held accountable for the affirmative action-related impact of hiring decisions in their divisions. In addition, the Office of Diversity and Affirmative Action will provide a consultative and analytical role in supporting the hiring process.

D. Recruitment (41 CFR 60—2.13)

1. Appropriateness of Outreach

The Office of Human Resources and the Office of the Assistant Vice President for Academic Affairs review recruitment efforts for each position. Recruitment and advertisements seek to create an applicant pool that includes women and underrepresented minorities. The Office

of Diversity and Affirmative Action provides resources to support this effort.

Hiring Authorities and Search Committees are expected to make good-faith efforts in their recruitment process by actively seeking minorities and women for the applicant pool.

2. Review of Resources

The Office of Diversity and Affirmative Action has a limited list of recruitment resources to assist departments in their recruitment efforts. Some departments have developed their own resources.

Findings:

- There is currently no adequate analysis regarding the use of recruitment resources and their subsequent effectiveness in creating a diverse pool of job applicants and subsequent employees.
- Hiring Authorities and Search Committees are not consistently familiar with the principal recruitment resources.
- The Office of Diversity and Affirmative Action has not developed a sound method of assisting departments in creating a diverse pool of job applicants and subsequent employees.
- Hiring Authorities and Search Committees are not always aware of what constitutes good faith efforts.
- While the internal posting of positions is practiced, a system of identifying minorities and women who are promotable, transferable, and trainable is currently not in place.

Recommended Actions:

- A protocol to analyze the effectiveness of the use of various recruitment resources in creating a diverse pool of job applicants and subsequent employees will be implemented for the Affirmative Action Plan Year 2003.
- The Office of Human Resources, the Office of the Assistant Vice President for Academic Affairs and the Office of Diversity and Affirmative Action will provide information and training to managers and other appropriate persons regarding recruitment resources.
- The Office of Diversity and Affirmative Action will develop a site on the University's web page listing resources such as institutions, businesses, and professional organizations that can be used to recruit women and minority applicants. This site will be implemented by Affirmative Action Plan Year 2003.
- A system of identifying minorities and women who are promotable, transferable, and trainable will be implemented by Affirmative Action Plan Year 2004.

- Information on appropriate recruitment resources will be provided by the Office of Human Resources, the Assistant Vice President for Academic Affairs and the Office of Diversity and Affirmative Action at the beginning of the hiring process.

E. Applicant Flow (41 CFR 60—2.17)

Tracking the flow of applicants is part of the hiring process that involves monitoring the flow of applications. This is done by the Office of Human Resources and the Office of the Assistant Vice President for Academic Affairs. It is reviewed to determine whether there are selection disparities. Selection disparities may occur when the group of persons hired does not reflect the pool of qualified applicants with regards to members of protected groups. For example, if qualified members from a protected group are consistently absent from the group of persons hired, an analysis should be conducted to determine whether non-job related criteria are influencing the selection process.

Findings:

- Currently, applicant tracking involves keeping track of applicant “paperwork” and information. This is a manual process.
- Currently, no systematic process is in place to determine whether there are selection disparities.
- The Office of Diversity and Affirmative Action does not systematically analyze the applicant tracking data for disparities.

Recommended Actions:

- The redesigned hiring process will include automated applicant tracking by 2004.
- The Office of Diversity and Affirmative Action will develop and implement a systematic process to analyze the applicant tracking data for disparities.
- Information gathered through the above analysis will be shared with the Office of Human Resources and the Office of the Assistant Vice President for Academic Affairs. It will also be shared with managers and supervisors.

F. Compensation System (41 CFR 60—2.17)

Eastern Michigan University’s compensation system does not make any distinctions based on gender, race, disability or marital status. Women are not penalized in their employment because of marital status or time spent away due to childbearing or related medical conditions.

Findings:

- Currently, periodic reviews to determine if there are gender-, race-, or ethnicity-based disparities are not conducted.

- The Office of Human Resources is currently developing a new broadbanning compensation program for administrative professionals, professional/technical and confidential clerical employees.

Recommended Actions:

- The Office of Diversity and Affirmative Action in cooperation with Human Resources, the Office of the Assistant Vice President for Academic Affairs and with technical support from the Office of Institutional Analysis and Reporting will develop a system to periodically review the compensation systems to determine whether there are gender-, race-, or ethnicity-based disparities.
- As part of the move towards a broadbanning⁵ system of compensation, managers and supervisors will receive training on ways to avoid illicit compensation disparities by Fall 2003.

G. Promotions/Transfers (41 CFR 60—2.17)

Promotions and transfers at Eastern Michigan University are based upon opportunity, merit, and the desires of the employees. Most promotions and transfers, with the exception of the tenure track faculty promotions, are done through the hiring process.

Findings:

- Promotions and transfers are tracked by the Office of Human Resources and are reported to the Board of Regents, the President and the Office of Diversity and Affirmative Action bi-monthly.
- There were 148 promotions of which 94 (64 %) were women and 23 (15.5%) were underrepresented minorities.
- Two (100 %) of the promotions at the Senior Executive level were white women.
- Two (40 %) of the promotions at the Senior Academic Administrator level were minorities.
- The largest number of promotions or transfers occurred among Operational Leaders. Eleven (47.8 %) were females and 5 (21.7 %) were minorities.

Recommended Actions:

- The Office of Diversity and Affirmative Action will develop and implement a systematic process to analyze the applicant tracking data for disparities by 2004.
- Hiring Authorities will be held accountable for making promotion and transfer decisions in accordance with the Affirmative Action Plan goals.

⁵ Broadbanning is a method of grouping jobs and determining pay that makes compensation administration more flexible and more responsive to the needs of changing organizations. E. Jill Pollock. Memo to AP, Pt, CC Employees, 01/09/02

H. New Hires (41 CFR 60—2.17)

Hiring at Eastern Michigan University is based upon qualifications, skills and abilities related to the position requirements, opportunity, merit, and productivity. Both the Office of Human Resources and the Office of the Assistant Vice President for Academic Affairs have written hiring protocols.

Findings:

- There were 373 new hires among which 219 (59%) were females and 63 (16.9%) were minorities.
- Females were hired in 17 of the job groups. Eleven of these were faculty groups and six were staff groups.
- The number of African American new hires was 39 (10.4%).
- Nine Hispanics and 15 other minorities were hired.

Recommended Actions:

- The Office of Diversity and Affirmative Action will develop a link on the University's web page listing resources such as institutions, businesses, and professional organizations that can be used to recruit women and minority applicants. This link will be implemented by Affirmative Action Plan Year 2003.
- Hiring Authorities will be held accountable for making hiring decisions in accordance with the Affirmative Action Plan goals.
- The move towards a broadbanding system of compensation should enhance the University's ability to recruit and retain women and minorities.

I. Workforce Attitudes and Affirmative Action (41 CFR 60—2.23)

Emphasis continues to be given to creating a hospitable environment for minorities and women. Organizational units are encouraged to include activities that focus on valuing diversity in their professional development activities. As per its mission statement, "Building on a proud tradition of national leadership in the preparation of teachers, we (Eastern Michigan University) maximize educational opportunities and personal and professional growth for students from diverse backgrounds through an array of baccalaureate, master's and doctoral programs." A diverse workforce is essential for the success of this mission.

Findings:

- Many departments sponsor activities such as ethnic awareness programs and women's issues programs as part of their activities.
- Employees are involved in many of the programs and activities that are offered

for students and the community. In fact, many of these activities are spearheaded by University employees.

- Direction four of EMU's strategic plan commits the University to promoting programs and activities that enhance the development of a positive workforce attitude on matters of affirmative action and diversity.

Recommended Actions:

- The Office of Diversity and Affirmative Action will continue to highlight the need for developing and implementing activities that support the University's commitment to diversity as is expressed in the strategic plan.
- Diversity awareness programs on race, ethnicity, and gender have been and will continue to be held to reinforce positive attitudes that contribute to a greater sense of community.
- The Office of Diversity and Affirmative Action, in conjunction with other departments, will develop and implement methods for assessing the campus climate regarding affirmative action and diversity issues.
- The Office of Diversity and Affirmative Action will serve as a resource to units that develop and implement professional development programs and activities on affirmative action and diversity issues to enhance the workforce attitude on these issues.

J. Complaints and Grievances

Employees have access to the University's grievance procedures as outlined in union contracts and the Board of Regents Policy Manual. The Sexual Harassment Policy is on the University's website.

All employees bringing complaints alleging discrimination are directed and encouraged to use the available procedures.

Findings:

- All complaints and grievances are managed by various units within the University.
- The Office of the General Counsel provides advice and counsel to managers regarding the disposition of grievances.
- A uniform policy for managing grievances and complaints has not been developed.
- The Sexual Harassment Policy is being reviewed for possible revision.

Recommended Actions:

- The current method(s) for reporting and managing complaints will be reviewed and appropriate revisions will be made. This will be a joint effort among appropriate units and managers.
- The Office of Diversity and Affirmative Action in conjunction with the Office of Human Resources and the Office of the Vice President for Academic Affairs will educate and inform the entire University community about the procedures for filing and managing complaints.
- The Office of Diversity and Affirmative Action will monitor complaints and requests for assistance on a quarterly basis. If it is determined that patterns or trends of complaints exist appropriate remedial action will be taken.

K. Posters and Notices (41 CFR 60—2.23)

Required posters and notices with information on equal employment opportunity and affirmative action are placed in the Office of Human Resources.

Findings:

- The Office of Human Resources has an appropriate display of posters and notices.
- A walk through inspection of the Office of the Vice President of Academic Affairs, by the Office of Diversity and Affirmative Action revealed that posters and notices were not posted.

Recommended Actions:

- The Office of Diversity and Affirmative Action will review the placement of posters and notices and make the appropriate recommendations.

L. Contract Compliance (41 CFR 60—1.1)

The University contracts with women and minority owned and operated firms to provide goods and services. However, no specific goals are established for University purchases and contracts. Responsibility for supplies and services rests with the Director of Purchasing. Construction contracts are the responsibility of the Associate Vice President – Facilities.

Findings:

- The University is a member of the Michigan Minority Business Development Council.
- Programs to seek, identify, and encourage women and minority owned and operated firms are not currently operational.
- Data stating the percentage of supply/services purchases and construction contracts awarded to women and minority owned and operated firms are not

available. The current computer system does not allow for the tracking of that information.

Recommended Actions:

- The software that is currently being installed will be able to provide the requisite data to track the percentage of supply/services purchases and construction contracts awarded to women and minority owned and operated firms.
- The above data will be analyzed and included in the Affirmative Action Audit.
- The Office of Diversity and Affirmative Action will work with the Director of Purchasing and the Associate Vice President -- Facilities to develop a mechanism to notify minority and female-owned firms of commercial opportunities with the University. These firms will be advised of the University's desire to purchase goods and services from minority and female-owned firms.
- The Small Business Development Center will assist with the identification of minority and female-owned small business for inclusion in the notification process described above.

VII. Workforce Analysis Data Charts (41 CFR 60—2.12, 2.13)*

1. Workforce Analysis by Job Title
2. Workforce Analysis by Division
3. Workforce Analysis by Unit
4. Workforce Analysis by Department
5. Utilization Analysis by Job Group
6. Utilization Analysis Summary
7. Total Workforce Summary
8. Job Group Analysis by Job Group
9. Job Group Analysis by Job Title
10. Progress Towards Goals – Females
11. Progress Towards Goals – Minorities
12. Employment Activities – New Hires
13. Employment Activities – Terminations
14. Employment Activities – Promotions

* The charts, as hardcopies and on diskette, are available in the Office of Diversity and Affirmative Action, 11 Welch Hall. Please call 734-487-1166 for copies.

AFFIRMATIVE ACTION PLAN

For

VETERANS

And

INDIVIDUALS WITH DISABILITIES

**Eastern Michigan University
Ypsilanti, MI**

June 2002

**Office of Diversity & Affirmative Action
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**AFFIRMATIVE ACTION PLAN FOR VETERANS
AND
INDIVIDUALS WITH DISABILITIES**

I. STATEMENT OF PURPOSE

A. Purpose and Applicability of the Affirmative Action Plan for Veterans and Individuals with Disabilities (41 CFR 60 – 250.1 – Veterans 41 CFR 60 – 741.1).

1. Purpose

The federal Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) require that government contractors employ and advance in employment qualified individuals with disabilities, special disabled veterans, and other covered veterans. Unlike the Affirmative Action Plan for Women and Minorities, there are no formal numerical goal-setting requirements or timetables under the disabled and veteran's regulations. The Affirmative Action Plan for Veterans and Individuals with Disabilities must be made available to any employee or applicant for employment upon request (41 CFR 60 – 74.44).

The purpose of Eastern Michigan University's Affirmative Action Plan for Veterans and Individuals with Disabilities is to reaffirm the University's commitment to the principles of equal employment opportunity. In addition, the plan enables the university to monitor and evaluate its employment practices to ensure that they are free of bias and discrimination based upon veteran's status and disability. It also serves as a vehicle for providing relevant information to the University community regarding the development, analysis, enforcement, evaluation, dissemination, and monitoring of the University's commitment to outreach and equal employment opportunity for veterans and persons with disabilities.

2. Access to Plan

Eastern Michigan University audits and revises this plan annually. It is available for inspection Monday through Friday from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. in the Office of Diversity and Affirmative Action, 11 Welch Hall, Eastern Michigan University, Ypsilanti, MI 48197. Copies of the plan are housed in Halle Library. The annual audit of the plan is available for viewing on the affirmative action web site;
<http://www.emich.edu/public/hr/aaacomplete.d>

For additional information regarding EMU's Affirmative Action Plan contact the Office of Diversity and Affirmative Action at 734.487.1166.

3. Applicability

The Affirmative Action Plan applies to the operations of all units under the supervision of the Board of Regents and the President of Eastern Michigan University, Ypsilanti, MI.

B. Definitions

Special Disabled Veteran: A veteran who is entitled to compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more; or rated at 10 or 20 percent, if it has been determined that the individual has a serious employment disability; or, a person who was discharged or released from active duty because of a service-connected disability.

Veteran of the Vietnam Era: A veteran who 1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released with other than a dishonorable discharge; 2) was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975; or 3) served on active duty for more than 180 days and served in the Republic of Vietnam between February 28, 1961 and May 7, 1975.

Essential Functions of a Job: The term essential functions means fundamental job duties of the employment position the special disabled veteran or person with disability holds or desires. The term essential function does not include the marginal functions of the position.

Reasonable Accommodations: A reasonable accommodation is a modification or adjustment to the application process, a job, the work environment, or the way things are usually done that enables a qualified individual with a disability to enjoy an equal employment opportunity. It should not impose an undue hardship on the contractor.

Undue Hardship: An undue hardship means, with respect to the provisions of an accommodation, significant difficulty or expense incurred by the contractor.

Qualification Standards: These are the personal and professional attributes including the skill, experience, education, physical, medical, safety and other requirements which an individual must meet in order to be eligible for the position held or desired.

Direct Threat: A significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.

Individual with a Disability: An individual who 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such impairment; or 3) is regarded as having such impairment.

Qualified Individual with a Disability: A person who satisfies the requisite skills, experience, education, and other job-related requirements of the employment position that such individual holds or desires and who, with or without reasonable accommodations, can perform the essential functions of such position.

C. Equal Employment Opportunities Objectives

Eastern Michigan University supports these employment objectives with regards to veterans and persons with disabilities.

1. To conduct all employment activities, including but not limited to recruiting, hiring, training and promoting in all job classifications without regard to veteran status and disability.
2. To ensure that all criteria for all personnel actions, including recruitment, hiring, promotion, granting of tenure, compensation, employee benefits, University sponsored education, selection for education, tuition assistance, recreation programs, transfer, demotion, layoff, return from layoff, discipline, termination, and all other terms, conditions and privileges of employment, are job-related and realistic.
3. To vigorously apply the principles of equal employment opportunity to correct problems and ensure equal employment opportunity for veterans and/or individuals with disabilities.

D. Legal Basis

Discrimination, whether intentional or not, is prohibited by law. The legal authority in this area is summarized as follows:

Federal

<u>Basis</u>	<u>Description</u>	<u>Enforcing Agency</u>
Executive Order 11246 (as amended by Executive Order 11375)	Nondiscrimination and affirmative action in employment for federal contractors on the basis of race, color, religion, sex, and national origin.	Department of Labor (DOL)

Title VII of the Civil Rights Act of 1964 (as amended by the Civil Rights Act of 1991)	Nondiscrimination in employment on the basis of race, color, national origin, religion, and sex.	Equal Employment Commission Opportunity (EEOC)
Title VI of the Civil Rights Act of 1964	Nondiscrimination in education on the basis of race, sex, and national origin.	Department of Education (DED)
Equal Pay Act of 1963	Nondiscrimination in wages on the basis of sex.	EEOC
Title IX of the Education Amendments of 1972	Nondiscrimination in education on the basis of sex.	DED
Age Discrimination in Employment Act of 1967	Nondiscrimination in employment on the basis of age.	EEOC
Vietnam Era Veterans Readjustment Assistance Act of 1974	Nondiscrimination and affirmative action in employment on the basis of status as a Vietnam era veteran or Disabled Veteran.	DOL
Sections 503 and 504 of the Rehabilitation Act of 1973	Nondiscrimination on the basis of disability in employment and education, and affirmative action in employment for disabled persons.	DED, DOL
Americans with Disabilities Act 1990	Nondiscrimination on the basis of disability.	EEOC
<u>State</u>		
Michigan Elliott--Larsen Civil Rights Act	Nondiscrimination on the basis of religion, color, sex, national origin, race or ancestry.	Michigan Department of Civil Rights
Michigan Persons with Disabilities Act	Prohibits discrimination based on handicap/disability.	Michigan Department of Civil Rights

II. REAFFIRMATION OF POLICY

At its meeting on October 3, 1966, the Board of Regents affirmed the University’s commitment to the principles of equal opportunity. It approved a civil rights statement that provides in part:

“Eastern Michigan University shall not discriminate against any person because of race, color, religion, creed, sex, age, national origin, ancestry, marital status, or handicap as provided for and to the extent required by state and federal statute.”

At its meeting on May 16, 1973 the Board of Regents reaffirmed its commitment to equal opportunity by approving the “Equal Employment Opportunity/Affirmative Action Policy. The policy provides in part:

“It is the policy of Eastern Michigan University, in recognition of the essential rights of all employees and applicants as individuals, to recruit and hire in all job classifications without regard to race, color, religion, creed, sex, age, national origin, ancestry, marital status or handicap as provided for and to the extent required by state and federal statutes.”

At its meeting on January 23, 1996, the Board of Regents added the following:

“Finally, it is the policy of the University to recruit, hire and take other personnel actions in all job classification without regard to sexual orientation.”

III. **INTERNAL AND EXTERNAL DISSEMINATION**

A. **Internal Dissemination**

1. Published Documents and Postings

The Office of Diversity and Affirmative Action prepares the annual Affirmative Action Audit and Plan for review by the President and the Cabinet. Following the administration's review, the materials are presented to the Board of Regents for review and reaffirmation.

The President communicates the Affirmative Action Policy and Plan to the campus community with specific distributions to the vice presidents, executive directors, deans, department heads, program directors, the Women's Commission and the President's Commission on Racial and Ethnic Issues. The administrators are responsible for notifying their employees of the contents and availability of the materials on campus.

The University includes statements of nondiscrimination in collective bargaining agreements and reviews proposed contract provisions to ensure they are nondiscriminatory.

Periodically, the policy is publicized in FOCUS EMU (a faculty/staff publication), THE EASTERN ECHO (the student newspaper), and on WEMU (the campus radio station). Effective June 2002, the policy and the Affirmative Action Audit will be located on the EMU Diversity and Affirmative Action Web Site on the Human Resources web page.

2. Program and Presentation

The President and senior executive staff periodically emphasize this policy in meetings with top administrators, deans, department heads, directors, and faculty and staff advisory groups.

The University communicates the policy to new employees during orientation and to other members of the campus as appropriate through training and educational programs.

Representatives of the Office of Human Resources, the Office of the Assistant Academic Vice President and the Office of Diversity and Affirmative Action review the Affirmative Action Policy and utilization goals with search/screening committees and hiring authorities as part of the recruitment and hiring process.

The Office of Diversity and Affirmative Action conducts professional development programs with executive, management, and supervisory personnel to explain the intent of policy and individual responsibility for effective implementation, making clear the chief executive officer's attitude and commitment to the principle of equal opportunity employment practices.

The Office of Diversity and Affirmative Action, at the invitation of managers and supervisors, reviews the policy with various groups of employees and explains individual employee responsibilities concerning the Affirmative Action Plan.

The Affirmative Action Audit and the Affirmative Action Plan are distributed, reviewed, and discussed annually with appropriate administrators at the University and are utilized in affirmative action education programs presented by the Office of Diversity and Affirmative Action.

Eastern Michigan University's Marketing and Communications Department ensures that veterans and individuals with disabilities are represented in advertising and promotional materials.

The University publishes articles covering equal employment opportunity programs and the achievements of minority and women faculty, staff, and students in University publications.

B. External Dissemination

1. Advertisements and Notices

The University communicates its commitment to equal employment opportunity and affirmative action through recruitment advertisements and contact materials such as applications, electronic advertisements and posting

boards. Each advertisement of a vacant position placed by the University must state in clear distinguishable type: **“Eastern Michigan University is an affirmative action/equal opportunity employer and strongly encourages women and members of minority groups to consider this opportunity.”**

The University informs recruiting sources of its policy and commitment to Equal Employment Opportunity and Affirmative Action and requests qualified women and minorities be referred for openings.

The Purchasing Department sends written notification of the policy, including the equal opportunity clause, to subcontractors, vendors and suppliers who provide services or supplies to the institution.

The Physical Plant includes the policy and equal opportunity clause into the general conditions of all contracts that are let for bid for construction, rehabilitation, alteration, conversion, renovation, extension, or repair of buildings, roadways, or other real property.

Copies of the policy are made available to the Office of Research Development as needed for grant applications and certifications. The University ensures its policies and programs are shared with organizations representing the interests of protected classes.

2. Other Methods

The Director of Diversity and Affirmative Action communicates with organizations representing minorities, women, persons with disabilities, Vietnam era and disabled veterans, and community agencies and leaders about the Affirmative Action Plan and the University policies regarding Equal Employment Opportunity and Affirmative Action.

Affirmative Action information is available at the Office of Diversity and Affirmative Action web site: <http://www.emich.edu/public/hr/afhr.htm>.

University and University-related publications and public radio programming periodically include articles

on minority and female employees and activities related to the affirmative action program.

IV. IMPLEMENTATION AND RESPONSIBILITY

President Samuel Kirkpatrick has ultimate responsibility for ensuring that equal employment opportunity and affirmative action receive high priority. The President regularly states his commitment to affirmative action and equal employment opportunity.

Regarding implementation, the Equal Employment Opportunity/Affirmative Action policy states:

“The President of Eastern Michigan University is responsible for the overall implementation of this program. However, each vice president, dean, director, department head, and other supervisory personnel has specific responsibility for developing and implementing the program in relation to recruitment, employment, promotion, and salary progression within his or her functional areas of responsibility. These individuals shall be evaluated on the basis of their performance in the implementation of the University’s equal employment opportunity and affirmative action policies by their immediate supervisors.”

Vice Presidents are responsible for integrating equal opportunity and affirmative action principles and objectives into all employment-related decisions within their area of responsibility. They are also responsible for reviewing recommendations for hiring, compensation, promotion, transfer or reassignment, and termination to ensure compliance with the University’s affirmative action program in both procedure and outcome, and for reviewing the qualifications of applicants and reasons for selection to ensure that veterans and individuals with disabilities are given equal opportunities for hire and promotion.

Executive Directors, Directors, Deans and Department Heads are responsible for promoting the University’s policies and practices regarding equal employment opportunity and affirmative action for veterans and individuals with disabilities.

Whitney G. Harris, as Director of Diversity and Affirmative Action, is responsible for developing, coordinating, and maintaining an annual Affirmative Action Plan for Veterans and Individuals with Disabilities. The Director will also serve as a consultant for administrators and search committees with regards to the Affirmative Action Plan for Veterans and Individuals with Disabilities.

V. IDENTIFICATION OF PROBLEM AREAS AND CORRECTIVE ACTIONS

In compliance with Section 503 of the Rehabilitation Act and the Vietnam Era Veteran's Readjustment Act an annual audit of the **University's Affirmative Action Plan for Individual's with Disabilities and Veterans** is conducted. This section presents the audit for this year.

A. Review of Selection Process

Eastern Michigan University complies with the Uniform Guidelines of Employee Selection Procedures. The compliance with these guidelines is monitored by the Office of Human Resources and the Office of the Assistant Vice President for Academic Affairs. The Office of Diversity and Affirmative Action may serve as a consultant in this review process. Hiring authorities are told that only job-related, non-discriminatory factors should be considered in making employment decisions. Veterans and persons with disabilities must be considered. Hiring authorities are also told of the need to take corrective action when adverse impact on veterans and individuals with disabilities is found in the recruitment and selection process.

1. Job Requirements and Descriptions

The Office of Human Resources and the Office of the Assistant Vice President for Academic Affairs review all physical and/or mental job qualification requirements when positions are submitted for review to ensure that, to the extent qualification requirements tend to screen out qualified individuals with disabilities, they are job-related and are consistent with business necessity and the safe performance of the job. The Office of Diversity and Affirmative Action may serve as a consultant in this review process.

2. Referral Procedures

The Office of Human Resources and the Office of the Assistant Vice President for Academic will refer the credentials of qualified applicants to the hiring authority.

3. Medical Examinations and Inquiries

a) Pre-employment

It is unlawful for the contractor to require a medical examination of an applicant or to make inquiries as to whether an applicant is an individual with a disability, or as to the nature or severity of such disability. However, the contractor may make pre-employment inquiries into the ability of an applicant to perform job-related functions, and/or may ask an applicant to describe or to demonstrate how, with or without reasonable accommodations; the applicant will be able to perform job-related functions.

b) Post-employment

The University may require a medical examination of an employee that is job-related and consistent with business necessity. The University also may make inquiries of an employee's ability to perform job-related functions.

Finding: Eastern Michigan University does not require a medical examination prior to extending a tentative job offer to an applicant.

Recommended Action: None recommended.

B. Outreach

1. Appropriateness of Outreach

The Office of Human Resources and the Office of the Assistant Vice President for Academic Affairs are responsible for coordinating advertising designed to reach out to veterans and persons with disabilities. Employment opportunities are publicized in a variety of media.

Eastern Michigan University employment job postings encourage qualified veterans and persons with disabilities to apply for employment opportunities and clearly indicate that accommodations and physical access will be ensured to everyone. University guidelines for effective recruitment of members of these groups include but are not limited to the following:

- Hiring Authorities must consider an applicant in terms of the applicant’s qualifications for and ability to perform the essential functions of the job with or without reasonable accommodations.
- Individuals with disabilities who cannot perform the essential functions of the job, with or without a reasonable accommodation, are not qualified.
- Veterans and individuals with disabilities who apply for positions are given the opportunity to request reasonable accommodations/alternative format statements.
- Any determination of disability shall be accorded the confidentiality of other medical data and shall not be used to exclude a qualified individual with a disability.
- The Office of Diversity and Affirmative Action may be consulted to assist in accommodations being considered by the hiring authority that involve analyzing and restructuring jobs for qualified applicants with disabilities.

2. Review of Sources

The Office of Diversity and Affirmative Action maintains resources to assist hiring authorities in their efforts to establish diverse recruitment pools that include individuals with disabilities and veterans. Hiring authorities, however, are ultimately responsible for implementing this affirmative action plan.

Findings:

- Currently the resources for recruiting individuals with disabilities and veterans are not being used on a regular basis.
- The recruitment policies and procedures are not reviewed on a regular basis to determine their effectiveness in recruiting veterans and individuals with disabilities.
- A comprehensive recruitment plan for individuals with disabilities and veterans is not currently used.
- An organized training program for hiring authorities regarding the recruitment and hiring of veterans and individuals with disabilities is not currently operative.

Recommended Actions:

- Resources for doing outreach to individuals with disabilities and veterans will be updated and made available to hiring authorities.
- The recruitment policies and procedures will be reviewed on a regular basis to determine their effectiveness in recruiting veterans and individuals with disabilities.
- A comprehensive outreach plan for individuals with disabilities and veterans will be developed and implemented.
- Training programs for hiring authorities will include information regarding the recruitment and hiring of veterans and individuals with disabilities.

C. Education

All educational programs offered through Eastern Michigan University are open to participation by veterans and individuals with disabilities.

Findings:

- Educational opportunity records are not currently maintained in a central location.
- An analysis of educational opportunities was not completed during the past year.

Recommended Actions:

- A protocol for developing a system for generating an annual report of the types of education offered to employees will be developed.
- The Office of Human Resources and the Office of the Assistant Vice President for Academic Affairs will generate annual reports detailing the types of education offered through their departments and attendance at those sessions.

D. Complaint Procedure

Applicants and employees shall not be subjected to harassment, intimidation, threats, coercion or discrimination because of their status as a veteran and/or an individual with disabilities. Nor shall an applicant or an employee be subjected to harassment, intimidation, threats, coercion or discrimination because he/she filed a complaint or participated in any way in the filing of a complaint.

Findings:

- All Collective Bargaining Agreements contain procedures for filing a complaint. Non-bargained-for employees are covered by Eastern Michigan University Policies, Rules and Regulations Chapter No. 3.1.1.3.
- There appears to be some confusion on the part of some managers and staff regarding the policies and procedures for managing complaints.
- The aforementioned policy does not delineate a clear procedure for reporting and managing complaints.
- The Office of Diversity and Affirmative Action monitors complaints and requests for assistance on a semi-annual basis. In addition, the data is monitored for trends in units or campus-wide. Appropriate action is taken as needed.

Recommended Actions:

- The Office of Diversity and Affirmative Action will conduct training sessions on managing complaints for faculty and staff.
- Trends and matters will be reported to the appropriate university officials.
- A request will be made to the appropriate authorities for an official clarification of the workings of the various grievance procedures at Eastern Michigan University.

E. Contract Compliance

Eastern Michigan University informs all contractors, vendors, and suppliers of its affirmative action policy.

Finding:

- A complete record of how and when contractors, vendors, and suppliers were informed of the University's affirmative action policy is not currently available.

Recommended Action:

- A formal method for tracking data regarding the notification of its contractors, vendors, and suppliers will be available as soon as the new computer software program is operative.

1. Veterans' Employment Report

The Veterans' Employment Report (VETS – 100) is completed annually by Human Resources (Appendix A).

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

**June 25, 2002
10:00 a.m.
201 Welch Hall**

REGULAR AGENDA

- Section 25: Finance Committee Monthly Report**
Patrick J. Doyle, Vice President for Business and Finance and Treasurer to the Board of Regents
- Section 26: FY 2002-03 General Fund Operating Budget**
Patrick J. Doyle, Vice President for Business and Finance and Treasurer to the Board of Regents
- Section 27: FY 2002-03 Tuition and Mandatory Fees**
Patrick J. Doyle, Vice President for Business and Finance and Treasurer to the Board of Regents
- Section 28: FY 2002-03 Program Fees**
Patrick J. Doyle, Vice President for Business and Finance and Treasurer to the Board of Regents
- Section 29: FY 2002-03 Auxiliary Fund Operating Budgets**
Jim Vick, Vice President for Student Affairs
- Section 30: FY 2002-03 Room and Board Rates**
Jim Vick, Vice President for Student Affairs
- Section 31: FY 2003-04 General Fund Scholarships, Awards, and Grants**
Bernice Lindke, Director, Office of Financial Aid
- Section 32: Elimination of Transcript Fee**
Patrick J. Doyle, Vice President for Business and Finance and Treasurer to the Board of Regents
- Section 33: Policy Revision: Residence Classification for Tuition Purposes**
Paul Schollaert, Provost and Vice President for Academic Affairs
- Section 34: Amendment of Defined Contribution Retirement Plan and Adoption of 457 (b) Deferred Compensation Plan**
Ken McKanders, University Counsel
- Section 35: Equalized Benefits for AP/AC/CC Employees**
E. Jill Pollock, Executive Director, Human Resources

- Section 36: Pray-Harrold Modernization – Program Statement**
Paul Schollaert, Provost and Vice President for Academic Affairs; and Anthony Catner, Associate Vice President Business and Finance – Facilities
- Section 37: Collective Bargaining Agreement Between Eastern Michigan University and Eastern Michigan University Police Officers Labor Council**
E. Jill Pollock, Executive Director, Human Resources
- Section 38: Collective Bargaining Agreement Between Eastern Michigan University and AFSCME (tentative)**
E. Jill Pollock, Executive Director, Human Resources

CONSENT AGENDA

- Section 1: Report: Treasurer's Report**
Patrick J. Doyle, Vice President for Business and Finance and Treasurer to the Board of Regents
- Section 2: Report: Internal Audit**
Jeff Fineis and Amy Brown of Andrews, Hooper and Pavlik, P.L.C.
- Section 3: Report: Grants and Contracts**
Brian Anderson, Director, Office of Research Development
- Section 4: Report: Construction Projects Progress**
Anthony Catner, Associate Vice President Business and Finance – Facilities
- Section 5: Report: Accounts Receivable**
John Beaghan, Assistant Vice President and Controller
- Section 6: Report: Interim Budget Status**
Al Levett, Director, University Budget
- Section 7: Report: Technology Plan Implementation**
Margaret Cline, Chief Information Officer and Executive Director, Information and Communications Technology

EASTERN MICHIGAN UNIVERSITY
Board of Regents
FINANCE COMMITTEE

MINUTES OF MEETING

March 19, 2002

Present: Antonini, Morris, Griffin, Brandon, Gordon, Valvo, Incarnati; Vice President Doyle
(Regent Morris chaired the Finance Committee in Regent DeMattia's absence.)

MONTHLY REPORT

Patrick Doyle, Vice President for Business and Finance, recommended that the working agenda for the March 19, 2002 Finance Committee and the minutes for the January 15, 2002 Finance Committee meeting be received and placed on file. There were no questions.

POLICY REVISION – CONFLICT OF INTEREST

Ken McKanders, requested that the Board approved a revised Conflict of Interest Policy. McKanders reported that the University's current Conflict of Interest policy covering members of the Board of Regents and the University's President was last revised in 1987. The proposed, revised Conflict of Interest policy incorporates the statutory amendments included in the amended Michigan law (Act 318 of the Public Acts of 1968-MCLA 15.301 et seq.) governing conflicts of interest involving legislators and state officers, which include University Board members and the University's President. The revision also confirms the University's policy that Board members and the President comply with the constitution and laws of the State of Michigan pertaining to conflict of interest. McKanders stated that the amended policy provides that no Board member or the President shall have a financial interest in any contract with the University, the State or any political subdivision of the State, which shall cause a "substantial" conflict of interest. McKanders stated that the revised policy provides that substantial conflict of interest exists where a Board member or the President enters into a contract or where the University enters into a contract with any firm, partnership or unincorporated association in which the Board member or the president is a partner, member or employee; or if the University enters into any contract with a corporation in which a Board member or the President is a stock holder owning more than one percent of the total stock outstanding in any class, if the stock is not listed on the stock exchange or if the stock is listed on the stock exchange with a present value of \$25,000 or more; or where the University enters into contract with any corporation where the Board member or the President is a director, officer or employee; or where the University is entering into a contract with any trust in which the Board member or the President is a beneficiary or trustee and has interests that are previously referenced in terms of owning more than one percent of the stock, if its not on the stock exchange and/or if its on the stock exchange having a present value of \$25,000 or more. McKanders noted exceptions within the revised policy including: where the University is contracting with a professional limited liability company and the Board member is an employee of the company. However, if the Board member is a partner of the limited liability company the University cannot contract with the company. McKanders noted another exception that follows the state law requirement and that is no conflict of interest would deem to exist where the University enters into a contract in which a Board member or the President has an interest, and where the contract is awarded after a competitive sealed bid process to the lowest qualified bidder. Regent Morris asked if a Board member or the President is a partner in a professional limited liability company, can the University still

do business with them if the services are awarded through a competitive bid process. McKanders answered yes.

Regent Brandon asked if the University will be reviewing the conflict of interest policy as it relates to the Cabinet and University administrators. McKanders answered that a conflict of interest policy for senior administrators exists and his opinion is that the University does not need to revise the policies in regard to senior administrators' or other-employees' conflict of interest.

Regent Antonini asked if any past presidents or Board members were involved with any contracts or bids with the University. McKanders answered that, to his knowledge, there had not been any situation in that regard.

McKanders reported that prior to the award of any contract by the University to a company in which a Board member or the President has an interest, a full disclosure of that contract to the entire Board of Regents is required. McKanders stated that the Board member who has an interest in the contract would be prohibited from participating in negotiations regarding the contract and would have to abstain from voting on that particular contract. Regent Brandon proposed future discussion regarding University policy governing the receipt of gifts/donations from external entities not associated with any bidding process or contract, and it's general influence on the University.

LEASE AGREEMENT – WENDY’S/MCKENNY UNION

Jim Vick recommended that the Board of Regents approve an extension of the existing lease with Stanton and Associates to continue operation of a Wendy’s restaurant in McKenny Union on a year-to-year basis, not to exceed two additional years beginning September 1, 2002. Vick reported that the lease extension would be on a year-to-year basis contingent upon the progress of the expansion of McKenny Union, at which time competitive bids will be solicited for all restaurant/food/retail space. The existing lease expires August 31, 2002. Vick reported that Wendy’s has met or exceeded all of their contractual obligations in terms of revenue. They have exceeded \$25,000 every year of their lease with this year’s estimated lease payment to be in excess of \$40,000. Vick stated that the annual rent guarantee is \$25,000 or 7 percent of gross sales, whichever is greater. Vick reported that additional food venues will be investigated during the renovation/expansion

FY 2003 GENERAL FUND SCHOLARSHIPS, GRANTS-IN-AID ENHANCEMENT

Courtney McAnuff recommended that the Board approve an enhancement to the FY 2003 General Fund Scholarships and Grants-in-Aid in the amount of \$828,500. McAnuff reported that the enhancement to the general fund scholarships and grants in aid consists of two new awards: the Michigan Merit Plus at \$528,500 and the Great Lakes Merit Award at \$300,000. Both scholarship programs are structured to attract quality students, broaden the mix of students and reinforce the University’s commitment to access. The Michigan Merit Plus Award is available to Michigan Merit Award recipients who hold a cumulative grade-point average (GPA) of at least 3.0. Award amounts increase based on GPA levels from \$750 to \$1,250. The Great Lakes Merit Award is designed to attract quality, full-time students from the states (excluding Ohio and Michigan) and Canadian provinces that border the Great Lakes, who otherwise would not likely enroll at Eastern Michigan

University. In the first year the award will be limited to 50 students who meet the geographic requirement; hold an incoming GPA of 3.0 (undergraduate) and 3.6 (graduate); and enroll in at least 15 undergraduate credit hours or 8 graduate credit hours. The award amount is \$3,000 per term for undergraduates and \$1,500 for graduate students. The award is renewable until graduation as long as the student continues to meet the award criteria. There were no questions.

GRADUATE ASSISTANTSHIP STIPENDS AND TUITION BUDGET FOR 2002-03

Deb deLaski-Smith recommended that the Board approve a four percent increase in the Graduate Assistant stipends base rate effective Fall 2002. Additionally, it is recommended that a process for offering variable stipends, based on market factors by academic discipline be approved. DeLaski-Smith further recommended that University department budgets be funded on an average stipend rate for each discipline determined by a multiplier that was created from a study of benchmark universities that we are comparable to. The overall cost of this recommendation is \$400,000; i.e. \$100,000 to cover the four percent increase and an additional \$300,000 from designated strategic planning funds. Regent Morris added that incorporating a sliding scale in the variable rate process based on the G.A.'s academic achievement would be beneficial. DeLaski-Smith agreed and said that the goal is to increase the number of graduate assistantship applicants and improve the quality. Regent Antonini asked that an analysis be prepared to show how other schools rank in their graduate assistantship programs with EMU. There were no further questions.

2002-03 DOCTORAL STIPEND ADJUSTMENT AND BUDGET

Patrick Melia recommended that the Board of Regents approve a four percent increase in the doctoral fellowship stipends effective the 2002 Fall semester. Melia further recommended that the program fees for doctoral fellowships in Educational Leadership be provided in the fee portion of the recommendation. Melia reported that the increase per fellow is \$562. The total request (for the 14 current doctoral fellows), including addition of four doctoral program fees, is \$13,628. There were no further questions.

TREASURER'S REPORT

Patrick Doyle recommended that the Treasurer's Report for the month of January 2002 be received and placed on file. Doyle reported that as of January 31, 2002 cash and investments totaled \$77,749,640 and they were invested to return a total annualized return of 4.76 percent, which is very comparable with established benchmarks. Cash and investments, excluding bond proceeds, as of January 31, 2002 increased by \$11,179,993 as compared to January 31, 2001. There were no questions.

INTERNAL AUDIT REPORT

Jeff Fineis of Andrews, Hooper and Pavlik recommended that the Internal Auditor's activity report for the period January through February 2002 be received and placed on file. Fineis reported that the audit reports for the Ticket Sales audit and Information Systems audit have been issued, and noted that those reports include findings and corresponding recommendations to improve controls. Fineis stated that he recommendations have been discussed with the appropriate personnel and University management

FINANCE COMMITTEE
MINUTES OF MEETING
March 19, 2002

agrees with the recommendations; and management is moving forward to implement those recommendations. Also included is the report generated by University management on the status of recommendations from previous audits for Human Resources, Payroll, and Conflict of Interest. Fineis reported that those audits were completed in January 2002 and recommendations have been implemented. The updated internal audit schedule the period ended September 30, 2002 was also included in the activity report. Doyle stated that the campus has been alerted regarding compliance with computer software licensing/registration guidelines, which can be found on the ICT website. There were no questions.

GRANTS AND CONTRACTS REPORT

Brian Anderson recommended that 37 grants and contracts totaling \$2,053,330 for the period January 1, 2002 through February 28, 2002 be accepted. Of those awards 100 percent sponsored funded grants and contract in the amount of \$1,895,192 were awarded. Grants and contracts that require EMU cost sharing and/or in-kind contributions totaled \$158,138. Anderson reported that the cash contributions for those awards was worth \$37,500 for a fiscal year-to-date total of \$219,966 against a base budget of \$361,652. Anderson continued with the progress report for current proposal award activity and prior year comparison. To date, through February 28, 299 proposals were processed, which is minus 21 from the plan; 230 awards were received, which is minus 4 from the plan; the dollar value of awards received was \$10,854,153, which is minus \$145,847 from the plan; and matching funds committed was \$219,966, which is minus \$21,135 from the allocated plan. In comparing the current fiscal year to date with the prior year, 31 more proposals were processed; awards received increased by 15; the dollar value of awards received is up \$249,039; and an additional \$21,243 has been committed in matching funds. Anderson stated that he expects to meet this year's budget.

CONSTRUCTION PROJECTS PROGRESS REPORT

Tony Catner and Aaron Preston recommended that the Construction Projects Progress Report for the period ending February 25, 2002 be received and placed on file. Catner reported that preparation and planning is underway for the parking expansion project. Bid documents and code review are in progress and soil investigation and borings have begun on all sites. The focus on relocating the softball fields to west campus is continuing with attention to coordinating activities in order not to miss a season of intramural sports activities. Catner reported that work on the program statement for the Pray-Harrod modernization project is continuing with anticipated presentation to the Board in June 2002. Catner reported that proposals to develop a program statement for the expansion of McKenny Union are being reviewed. The design of the University House is substantially complete. Steel has been erected and rough carpentry has commenced. Most of the framing should be complete by the end of March. Landscape berms will continue to be built using dirt dug out from the foundation. There were no questions.

ACCOUNTS RECEIVABLE

John Beaghan recommended that the Student Accounts Receivable Ratio Analysis, the Student Accounts Report and the Collection Agency Inventory as of February 28, 2002 be received and placed

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MINUTES OF MEETING
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on file. Beaghan reported that the February 28, 2002 net receivable balance is \$10,500,000 compared to \$9.7 million for the previous year, which is a .79 percent decrease. The receivable is down .44 percent when compared to the five-year average. Beaghan reported that the University continues to collect 99 percent of student receivables within the two-year goal. There were no questions.

INTERIM BUDGET STATUS REPORT

Al Levett requested that the 2001-02 general fund report as of January 31, 2002 be accepted and placed on file. Levett reported that enrollments to date of 510,246 student credit hours exceed the operating plan by 12,644 student credits, or approximately 2.5 percent. Tuition revenues exceed planned levels by approximately \$2.9 million. Appropriations from the state of Michigan continue to accumulate at our planned level. General fund expenditures of \$105.6 million continue to accumulate within plan. Salary and benefit costs continue to be closely monitored. Levett reported that new program initiatives of \$1.1 million have been funded from tuition balances and planned provisional allocations. Levett stated that a balanced budget is anticipated at year end. There were no questions.

TECHNOLOGY PLAN IMPLEMENTATION REPORT

Margaret Cline recommended that the progress report of ICT initiatives be accepted and placed on file. Cline reported that the ICT reorganization project is progressing; the consultant is analyzing data collected from interviews; the transition and leadership teams have completed final organizational structure recommendations and presented their report to the management team and staff. Cline reported that the Enterprise Backup and Storage systems have been installed and existing servers are being moved to the new system. Fiber optic cable has been installed in Pray-Harrold to accommodate new equipment upgrades; ICT staff are working with the Physical Plant to plan for the fiber optic cable move required with the Business and Finance Building demolition, and installation of fiber optic cable in Hover. Cline reported that the staff and faculty PC refreshment program is underway. Cline stated that PCs are installed with a standard configuration. Regent Morris asked that a budget/cash-flow schedule be prepared for the ICT project.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 26

DATE:

June 25, 2002

RECOMMENDATION

2002-03 GENERAL FUND OPERATING BUDGET

ACTION REQUESTED

It is recommended that the Board of Regents approve the 2002-03 General Fund Operating Budget in the amount of \$193,457,829 and that \$3.6 million be designated for non-base initiatives and contingencies.

STAFF SUMMARY

The recommended budget has been prepared in accordance with the approved budget policies and procedures including the recognition and funding of all contractual obligations.

The budget is a \$14.98 million or 8.4 percent net increase over the prior year. This is \$1.1 million more than the \$192.4 million projected in the 2002-03 Appropriation Request as approved on November 27, 2001. This change is attributed to higher health care costs, expanded investment in Continuing Education programs, and further enhancements to campus based financial aid. The budget does not accommodate any across-the-board or inflationary costs for general operations.

The budget is contingent upon the approval of the accompanying recommendations for 2002-03 Tuition and Mandatory Fees and 2002-03 Program Fees.

The budget is based upon the enactment of a FY 2003 State Of Michigan appropriation of \$87.6 million (consistent with the final State funding level for FY 2001-02) and enrollment levels consistent with 565,485 student credit hours (an increase of 4.2% over 2001-02).

This recommendation, including the \$3.6 million designated for non-base initiatives, is summarized in the accompanying report, FY 2002-03 General Fund Budget Plan.

FISCAL IMPLICATIONS

Approval of this budget recommendation as detailed in the 2002-03 General Fund Operating Budget will establish the general fund spending authorization for 2002-03.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

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**FY 2002-03
GENERAL FUND BUDGET PLAN**

GUIDING PRINCIPLES

Revenues:

- Comply with legislative agreement to limit undergraduate resident tuition to not more than 8.5 percent or \$425 per FYES – whichever is greater.
- Maintain competitive position with other institutions in regard to all graduate and undergraduate non-resident tuition rates.
- Continue to recognize and address the substantial difference in the cost of instruction both by course level and program/discipline.
- Begin to set-aside existing rental and general fee revenues for expansion/renewal of McKenny Union.
- Continue to look for opportunities to eliminate “nuisance” fees that are costly to administer and are viewed negatively by students.
- Look for alternative revenue streams to supplement general operations e.g. auxiliary business operations, indirect cost recovery, gift income, and centralizing investment income.

Expenses:

- Meet all contractual obligations
- Fund continuing strategic initiatives (annualized)
- Serve growing enrollments.
- Invest in programs that will increase enrollment.
- Continue to address NCA recommendations.
- Continue to invest in financial aid scholarship programs to enhance accessibility, attract gifted students, and compete for students in non-traditional markets.
- Compete for top faculty and staff.
- Contain/avoid costs through continuous improvement initiatives.

ASSUMPTIONS:

- Plan enrollment growth of 565,485 student credit hours, a 4.2 percent increase over the 2001-02 budget.
- Increase undergraduate resident base tuition by \$425 for FYES per legislative agreement.
- Increase undergraduate non-resident and all graduate base tuition rates by 12.5 percent.
- Increase existing program fees by \$5 for undergraduate upper level qualifying courses and from \$5 to \$10 (depending on course) for graduate qualifying courses.
- Implement a \$10 per-credit-hour College of Arts and Sciences (CAS) “Liberal Arts Fee” assessed for upper level undergraduate and graduate CAS courses.
- Eliminate transcript fee and corresponding revenue.

FY 2002-03
GENERAL FUND BUDGET PLAN

- Centralize investment income from all funds for operating purposes.
- Set aside McKenny Union lease revenue for purpose of funding future Union renovation/expansion.
- Return 25 percent of budgeted staff salary recoupment to divisions for operational initiatives. First year of four-year plan to phase operational budget control to divisions. Fringe benefits will continue to be centrally managed.
- Increase Auxiliary Administrative Fee rate to 21.5 percent, resulting in an increase of \$200,000.

IMPACT:

Tuition:

- Undergraduate resident students will experience an increase of \$14.15 per credit-hour (\$425 on a FYES) basis. Undergraduate resident credit hours represent 82 percent of all credit hours produced during the year.
- This tuition increase will most likely not exceed, and in some instances be less, than the increases undergraduate resident students will experience at the other 14 universities.
- The \$425 per FYES increase in resident undergraduate base tuition will most likely result in EMU remaining 10th in tuition and fee rates.
- Non-resident undergraduate and all graduate students would experience an increase in tuition and mandatory fees, which equates to \$51 per credit-hour for non-resident undergraduate courses; \$31 per credit-hour for resident graduate courses and \$60 per credit-hour for non-resident graduate courses.

Assuming all other universities increase graduate tuition rates and non-resident undergraduate tuition rates by 8.5 percent, the University would maintain its existing rank among the state's four-year universities.

Program Fees:

- Students who enroll in upper level undergraduate courses (disciplines) that have associated program fees would experience a \$5 per-credit-hour increase over the current year's rate.
- Students who enroll in graduate courses (disciplines) that have associated program fees would experience an increase ranging from \$5 to \$10 (depending on discipline) over the current year rates.
- Upper level undergraduate and graduate courses that have an associated program fee represent 30 percent of all credit hours taken.
- Students who enroll in any upper level undergraduate or graduate CAS "liberal arts" course would be assessed \$10 per credit hour (see Program Fee Recommendation, Section 28).

**FY 2002-03
GENERAL FUND BUDGET PLAN**

- The University generates approximately 50,000 upper level undergraduate and 9,000 graduate CAS credit hours. These represent about 10.5 percent of all credit hours.

BUDGET HIGHLIGHTS

The FY 2002-03 General Fund base budget proposal includes all approved and/or contractual obligations. This amounts to \$193.5 million – an increase of \$14.98 million over the FY 2001-02 operating budget, or an increase of 8.4 percent. It is also proposed that \$3.6 million be designated for non-base initiatives and contingencies. Funding for these non-base expenditures is provided by FY 2002 enrollment gains.

The proposed operating budget exceeds the appropriation request approved by the Board of Regents and submitted to the Department of Management and Budget (DMB) by approximately \$1 million. This difference is attributed to revised health care cost expectations in excess of the original estimates, expanded investment in Continuing Education programs, and further enhancements to campus based financial aid.

The proposed operating budget includes the following significant provisions:

- Personal services budgets have been increased by \$7.3 million. This reflects all collective bargaining compensation increases as well as provisions for contracts that will be negotiated this summer; and a pool for merit increases for non-bargained-for employees. Included in the \$7.3 million is \$1 million for increases in student employment, which encompasses graduate assistants, doctoral fellowships, and regular student employees.
- The operating budget includes the increased cost of benefits totaling \$3.1 million, of which approximately \$1.75 million is for increased health and dental care cost and the remainder for increases in MPSERS, FICA and pension costs.
- A provision of \$1.9 million for campus-based student financial aid reflects the investment in the Great Lakes Scholarships (\$300,000), University need-based grants (\$150,000), tuition for doctoral fellowships (\$185,000); tuition for new graduate assistants (\$127,000); awards approved by the Board April 3, 2001 (\$325,000); and the cost of adjusting athletic/academic/graduate assistant tuition, room and board sensitive awards (\$812,000).
- Operation cost increases total \$2.7million, which includes \$642,000 for utilities and insurance; \$517,000 for Distance Education and related Centers; \$875,000 for strategic initiatives; \$100,000 for library acquisitions, and \$711,000 for other expenses including postage, publications, College Answer, campus improvements and contingencies.

4.

**FY 2002-03
GENERAL FUND BUDGET PLAN**

- Funding designated for one-time initiatives, and contingencies include \$528,500 for Merit Plus Scholarships in FY 2003-04; \$800,000 for Instructional Instrumentation and classroom improvements; \$150,000 for technology marketing; \$25,000 for NCAA Accreditation; \$60,000 for an Enrollment Management Study; and \$2.04 million to be set aside for capital opportunities, matching fund requirements and contingencies.

5.

**EASTERN MICHIGAN UNIVERSITY
GENERAL BUDGET SUMMARY
2002 - 2003 OPERATING BUDGET**

Revenues	2002-03 General Fund Oper. Budget	2001-02 General Fund Oper. Budget	Variance General Fund Oper. Budget
State Appropriations	\$87,637,200	\$87,637,200	\$0
Tuition & Registration Fees	82,587,485	70,032,261	\$12,555,224
Tuition -- Continuing Education	10,120,391	8,712,922	\$1,407,469
Tuition -- Masco MBA	430,000	100,000	\$330,000
Program Fees	5,604,725	3,768,000	\$1,836,725
Program Fees -- Continuing Education	2,358,900	2,022,350	\$336,550
Student Fees -- Special Purpose	2,887,000	2,912,000	\$(25,000)
General Fee -- Financial Aid	445,000	457,720	\$(12,720)
Technology Fee -- Financial Aid	222,500	0	\$222,500
Application Fees	460,000	430,000	\$30,000
Financial Aid/Admin. Expense	205,000	190,000	\$15,000
Investment Income	0	926,996	\$(926,996)
Indirect Costs Recovery	922,000	740,000	\$182,000
McKenny Leases*	0	526,994	\$(526,994)
Miscellaneous Income	217,500	233,000	\$(15,500)
Transfers For Operating Purposes	660,500	660,500	\$0
Total Revenue	\$194,758,201	\$179,349,943	\$15,408,258
Expense	03bases		
Operating Budgets	\$181,971,366	\$168,096,061	\$13,875,305
Continuing Education	\$11,486,463	\$10,378,425	\$1,108,038
Sub-Total Operating Budget	\$193,457,829	\$178,474,486	\$14,983,343
Estimate Of Bad Debt Expense	\$1,039,885	\$853,079	\$186,806
Total Expenditures	\$194,497,714	\$179,327,565	\$15,170,149
Surplus/(Deficit)	\$260,487	\$22,378	\$238,109

*McKenny Lease operation revenues retained for Student Union development.

EASTERN MICHIGAN UNIVERSITY
2002-03 GENERAL FUND REVENUE SUMMARY

Tuition Revenue Summary

<u>Enrollments (FYES)</u>	2000-01 <u>Actual</u>	2001-02 <u>Budget</u>	2002-03 <u>Budget</u>	2002-03 <u>O/(U) 2001-02</u>
Academic Departments:				
Undergraduate	14,803	14,345	14,902	557
Graduate	1,491	1,813	1,967	155
	<u>16,293</u>	<u>16,158</u>	<u>16,870</u>	<u>712</u>
Continuing Education:				
Undergraduate	842	1,147	1,194	48
Graduate	925	823	832	9
	<u>1,767</u>	<u>1,969</u>	<u>2,027</u>	<u>57</u>
Total	<u><u>18,060</u></u>	<u><u>18,127</u></u>	<u><u>18,896</u></u>	<u><u>769 (1)</u></u>

* FYES per course level definitions

* Excludes independent study

Tuition and Registration Revenue

Academic Department	\$60,825,048	\$70,032,261	\$82,587,485	\$12,555,224
Continuing Education	6,904,263	8,712,922	10,120,391	1,407,469
Total	<u>\$67,729,311</u>	<u>\$78,745,183</u>	<u>\$92,707,876</u>	<u>\$13,962,693</u>
Less: Allowance (1%)	(677,293)	(788,452)	(927,079)	(138,627)
Net Revenue	<u><u>\$67,052,018</u></u>	<u><u>\$77,956,731</u></u>	<u><u>\$91,780,797</u></u>	<u><u>\$13,824,066</u></u>

(1) Represents 4.24% increase in credit hours over FY02 budget.

EASTERN MICHIGAN UNIVERSITY
REVENUE CALCULATE
TUITION AND FEES

Sem	Account #	Object	Object Name	CALCULATE	CE	Total
SU	110010	120	TUITION-LW-UNGRAD-RESIDENT	918,045		
SU	110010	125	TUITION-LW-UNGRAD NON-RESIDENT	103,704		
SU	110010	130	TUITION-UP-UNGRAD-RESIDENT	716,533		
SU	110010	135	TUITION-UP-UNGRAD NON-RESIDENT	72,148		
SU	110010	140	TUITION-GRADUATE-RESIDENT	991,116		
SU	110010	150	TUITION-GRADUATE-NON-RESIDENT	161,571		
SU	110010	160	REGISTRATION FEE-UNDERGRADUATE	166,960		
SU	110010	161	REGIS FEE-NONRES-UNG	6,400		
SU	110010	170	REGISTRATION FEE-GRADUATE	98,960		
SU	110010	171	REGIS FEE-NONRES-GRA	5,240		
SU	110010		ACCOUNT TOTAL	3,240,677		
FA	110015	120	TUITION-LW-UNGRAD-RESIDENT	17,929,583		
FA	110015	125	TUITION-LW-UNGRAD NON-RESIDENT	2,269,298		
FA	110015	130	TUITION-UP-UNGRAD-RESIDENT	10,010,642		
FA	110015	135	TUITION-UP-UNGRAD NON-RESIDENT	1,584,160		
FA	110015	140	TUITION-GRADUATE-RESIDENT	3,872,038		
FA	110015	150	TUITION-GRADUATE-NON-RESIDENT	1,456,157		
FA	110015	160	REGISTRATION FEE-UNDERGRADUATE	732,160		
FA	110015	161	REGIS FEE-NONRES-UNG	26,200		
FA	110015	170	REGISTRATION FEE-GRADUATE	207,400		
FA	110015	171	REGIS FEE-NONRES-GRA	21,960		
FA	110015		ACCOUNT TOTAL	38,109,598		
WI	110020	120	TUITION-LW-UNGRAD-RESIDENT	14,794,207		
WI	110020	125	TUITION-LW-UNGRAD NON-RESIDENT	1,981,953		
WI	110020	130	TUITION-UP-UNGRAD-RESIDENT	10,359,334		
WI	110020	135	TUITION-UP-UNGRAD NON-RESIDENT	1,583,696		
WI	110020	140	TUITION-GRADUATE-RESIDENT	3,609,726		
WI	110020	150	TUITION-GRADUATE-NON-RESIDENT	1,495,069		
WI	110020	160	REGISTRATION FEE-UNDERGRADUATE	673,600		
WI	110020	161	REGIS FEE-NONRES-UNG	25,160		
WI	110020	170	REGISTRATION FEE-GRADUATE	205,720		
WI	110020	171	REGIS FEE-NONRES-GRA	21,040		
WI	110020		ACCOUNT TOTAL	34,749,505		
SP	110025	120	TUITION-LW-UNGRAD-RESIDENT	2,037,571		
SP	110025	125	TUITION-LW-UNGRAD NON-RESIDENT	319,090		
SP	110025	130	TUITION-UP-UNGRAD-RESIDENT	1,961,718		
SP	110025	135	TUITION-UP-UNGRAD NON-RESIDENT	327,282		
SP	110025	140	TUITION-GRADUATE-RESIDENT	1,013,034		
SP	110025	150	TUITION-GRADUATE-NON-RESIDENT	398,849		
SP	110025	160	REGISTRATION FEE-UNDERGRADUATE	288,560		
SP	110025	161	REGIS FEE-NONRES-UNG	11,880		
SP	110025	170	REGISTRATION FEE-GRADUATE	117,640		
SP	110025	171	REGIS FEE-NONRES-GRA	12,080		
SP	110025		ACCOUNT TOTAL	6,487,704		
FY		120	TUITION-LW-UNGRAD-RESIDENT	35,679,406		
FY		125	TUITION-LW-UNGRAD NON-RESIDENT	4,674,046		
FY		130	TUITION-UP-UNGRAD-RESIDENT	23,048,227		
FY		135	TUITION-UP-UNGRAD NON-RESIDENT	3,567,285		
FY		140	TUITION-GRADUATE-RESIDENT	9,485,915		
FY		150	TUITION-GRADUATE-NON-RESIDENT	3,511,646		
FY		160	REGISTRATION FEE-UNDERGRADUATE	1,861,280		
FY		161	REGIS FEE-NONRES-UNG	69,640		
FY		170	REGISTRATION FEE-GRADUATE	629,720		
FY		171	REGIS FEE-NONRES-GRA	60,320		
FY			ACCOUNT TOTAL	82,587,485		
TOTALS			TUITION	79,966,525	10,120,391	90,086,916
			REGIS FEES	2,620,960	0	2,620,960
			TOTAL	82,587,485	10,120,391	92,707,876
			BAD DEBT (Est)	(825,875)	(101,204)	(927,079)
			NET REVENUE	81,761,610	10,019,187	91,780,797

EASTERN MICHIGAN UNIVERSITY
REVENUE CALCULATE
TUITION AND FEES

8.

Sem	Account #	Object	Object Name	CALCULATE
SU	110010	120	TUITION-LW-UNGRAD-RESIDENT	327,936
SU	110010	125	TUITION-LW-UNGRAD NON-RESIDENT	34,626
SU	110010	130	TUITION-UP-UNGRAD-RESIDENT	222,583
SU	110010	135	TUITION-UP-UNGRAD NON-RESIDENT	29,516
SU	110010	140	TUITION-GRADUATE-RESIDENT	711,411
SU	110010	150	TUITION-GRADUATE-NON-RESIDENT	19,956
SU	110010	160	REGISTRATION FEE-UNDERGRADUATE	0
SU	110010	161	REGIS FEE-NONRES-UNG	0
SU	110010	170	REGISTRATION FEE-GRADUATE	0
SU	110010	171	REGIS FEE-NONRES-GRA	0
SU	110010		ACCOUNT TOTAL	1,346,029
FA	110015	120	TUITION-LW-UNGRAD-RESIDENT	813,338
FA	110015	125	TUITION-LW-UNGRAD NON-RESIDENT	81,232
FA	110015	130	TUITION-UP-UNGRAD-RESIDENT	744,202
FA	110015	135	TUITION-UP-UNGRAD NON-RESIDENT	91,799
FA	110015	140	TUITION-GRADUATE-RESIDENT	1,362,462
FA	110015	150	TUITION-GRADUATE-NON-RESIDENT	194,323
FA	110015	160	REGISTRATION FEE-UNDERGRADUATE	0
FA	110015	161	REGIS FEE-NONRES-UNG	0
FA	110015	170	REGISTRATION FEE-GRADUATE	0
FA	110015	171	REGIS FEE-NONRES-GRA	0
FA	110015		ACCOUNT TOTAL	3,287,356
WI	110020	120	TUITION-LW-UNGRAD-RESIDENT	727,201
WI	110020	125	TUITION-LW-UNGRAD NON-RESIDENT	107,009
WI	110020	130	TUITION-UP-UNGRAD-RESIDENT	848,223
WI	110020	135	TUITION-UP-UNGRAD NON-RESIDENT	134,654
WI	110020	140	TUITION-GRADUATE-RESIDENT	1,504,447
WI	110020	150	TUITION-GRADUATE-NON-RESIDENT	83,797
WI	110020	160	REGISTRATION FEE-UNDERGRADUATE	0
WI	110020	161	REGIS FEE-NONRES-UNG	0
WI	110020	170	REGISTRATION FEE-GRADUATE	0
WI	110020	171	REGIS FEE-NONRES-GRA	0
WI	110020		ACCOUNT TOTAL	3,405,331
SP	110025	120	TUITION-LW-UNGRAD-RESIDENT	492,514
SP	110025	125	TUITION-LW-UNGRAD NON-RESIDENT	29,800
SP	110025	130	TUITION-UP-UNGRAD-RESIDENT	522,863
SP	110025	135	TUITION-UP-UNGRAD NON-RESIDENT	38,479
SP	110025	140	TUITION-GRADUATE-RESIDENT	971,455
SP	110025	150	TUITION-GRADUATE-NON-RESIDENT	26,564
SP	110025	160	REGISTRATION FEE-UNDERGRADUATE	0
SP	110025	161	REGIS FEE-NONRES-UNG	0
SP	110025	170	REGISTRATION FEE-GRADUATE	0
SP	110025	171	REGIS FEE-NONRES-GRA	0
SP	110025		ACCOUNT TOTAL	2,081,675
FY		120	TUITION-LW-UNGRAD-RESIDENT	2,360,990
FY		125	TUITION-LW-UNGRAD NON-RESIDENT	252,667
FY		130	TUITION-UP-UNGRAD-RESIDENT	2,337,870
FY		135	TUITION-UP-UNGRAD NON-RESIDENT	294,448
FY		140	TUITION-GRADUATE-RESIDENT	4,549,775
FY		150	TUITION-GRADUATE-NON-RESIDENT	324,640
FY		160	REGISTRATION FEE-UNDERGRADUATE	0
FY		161	REGIS FEE-NONRES-UNG	0
FY		170	REGISTRATION FEE-GRADUATE	0
FY		171	REGIS FEE-NONRES-GRA	0
FY			ACCOUNT TOTAL	10,120,391
TOTALS			TUITION	10,120,391
			REGIS FEES	0
			TOTAL	10,120,391
			BAD DEBT (Est)	(101,204)
			NET REVENUE	10,019,187

9.

6/11/02

EASTERN MICHIGAN UNIVERSITY
 GENERAL FUND
 2002-03 BASE DEVELOPMENT
 SUMMARY BY OBJECT CODE
 OPERATING BUDGET
 ALL ACCOUNTS

OBJECT	CATEGORY	2002-03 BUDGET	2001-02 BUDGET	VARIANCE	2002-03 BUDGET FTE	2001-02 BUDGET FTE	FTE VARIANCE
1010	Ranked Faculty-Fall/Winter	44,877,516	42,740,479	2,137,037	717.87	709.63	8.25
1020	Ranked Faculty-Summer	1,643,873	1,559,988	83,885	30.27	30.44	-.17
1030	Ranked Faculty-Spring	3,283,077	3,239,842	43,235	58.51	58.77	-.25
1050	Ranked Faculty-Supplemental Fal	1,232,040	1,611,250	(379,210)	46.68	61.05	-14.37
1080	Ranked Faculty-Sabbaticals	587,040	676,783	(89,743)	9.00	10.50	-1.50
1100	Lecturers	4,348,198	2,177,470	2,170,728	154.92	86.76	68.17
1110	Lecturers <100% Fall/Winter	21,000	767,567	(746,567)	.80	31.98	-31.18
1120	Lecturers 100% Fall/Winter	1,739,902	3,207,153	(1,467,251)	90.00	94.00	-4.00
1130	Lecturers-Summer	7,404	0	7,404	.22	0.00	.22
1140	Lecturers-Spring	4,342	0	4,342	.17	0.00	.17
TOTAL FACULTY AND LECTURERS		57,744,392	55,980,532	1,763,860	1108.44	1083.12	25.32
		=====	=====	=====	=====	=====	=====
1210	A/P 10 & Above(NBF)	14,688,412	13,064,649	1,623,763	171.66	154.67	16.99
1220	A/P 09 & Below(NBF)	2,510,396	2,142,766	367,629	52.80	47.80	5.00
1230	Prof/Technical (UAW)	11,012,075	9,374,241	1,637,834	273.81	248.54	25.27
1240	Athletic Coaches	1,171,809	1,116,782	55,027	31.00	32.00	-1.00
1250	Police Officers	569,137	537,824	31,313	14.00	14.00	0.00
1260	Police Sergeants	127,317	120,464	6,853	2.50	2.50	0.00
TOTAL ADMIN/PROF/TECHNICAL		30,079,146	26,356,726	3,722,420	545.77	499.51	46.26
		=====	=====	=====	=====	=====	=====
1280	Clerical/Sec(UAW)	7,767,268	7,277,375	489,892	299.35	292.40	6.95
1290	Conf. Clerical(NBF)	487,172	486,598	574	14.00	15.00	-1.00
1310	Maintenance (AFSCME)	4,533,404	4,201,844	331,560	151.00	149.50	1.50
TOTAL SUPPORT STAFF		12,787,844	11,965,817	822,026	464.35	456.90	7.45
		=====	=====	=====	=====	=====	=====
1340	Overtime/Shift	449,763	447,263	2,500	0.00	0.00	0.00
1350	Temporary	165,454	349,890	(184,436)	0.00	0.00	0.00
1360	Misc Pers. Scvs.	215,600	210,097	5,503	0.00	0.00	0.00
1361	Longevity	343,750	362,075	(18,325)	0.00	0.00	0.00
1363	Honorarium	391,450	199,775	191,675	0.00	0.00	0.00
1366	Employee Consultants	0	38,145	(38,145)	0.00	0.00	0.00
TOTAL OT/TEMP/MISC. P.S.		1,566,017	1,607,245	(41,228)	0.00	0.00	0.00
		=====	=====	=====	=====	=====	=====
1400	Graduate Assistant	3,072,155	2,494,239	577,916	126.38	122.88	3.50
1403	Doctoral Fellowships	350,364	196,518	153,846	12.00	7.00	5.00
1415	Student Help - CWSP	414,864	414,864	0	30.83	30.83	0.00
1420	Reg. Student Help	3,147,225	2,797,234	349,991	228.56	207.85	20.71

EXCLUDING ALLOWANCE FOR BAD DEBT EXPENSE
 FACULTY ROSTER 5/2/02
 INCLUDES CONTINUING EDUCATION
 STAFF POSITION UPDATES THROUGH 5/16/02

03BPNBT2
 03BASET-1

6/11/02

EASTERN MICHIGAN UNIVERSITY
GENERAL FUND
2002-03 BASE DEVELOPMENT
SUMMARY BY OBJECT CODE
OPERATING BUDGET
ALL ACCOUNTS

OBJECT	CATEGORY	2002-03 BUDGET	2001-02 BUDGET	VARIANCE	2002-03 BUDGET FTE	2001-02 BUDGET FTE	FTE VARIANCE

TOTAL STUDENT HELP		6,984,607	5,902,855	1,081,753	397.77	368.56	29.21
		=====	=====	=====	=====	=====	=====
2100	Fringe Bene.-Indir.	1,214,818	1,168,278	46,540	0.00	0.00	0.00
2500	Fringe Bene.-Dir.	32,524,965	29,467,137	3,057,828	0.00	0.00	0.00
TOTAL FRINGE BENEFITS		33,739,783	30,635,415	3,104,368	0.00	0.00	0.00
		=====	=====	=====	=====	=====	=====
3000	Supp. Serv. & Mater.	21,261,957	18,464,313	2,797,644	0.00	0.00	0.00
3600	Utilities	5,691,559	5,274,820	416,739	0.00	0.00	0.00
3880	Distribution to Foundation	1,548,208	1,563,000	(14,792)	0.00	0.00	0.00
4000	Travel	2,287,930	2,325,182	(37,252)	0.00	0.00	0.00
5000	Equip/Capital Outlay	1,514,428	1,552,028	(37,600)	0.00	0.00	0.00
5300	Library Acquisitions	2,213,099	2,123,099	90,000	0.00	0.00	0.00
7000	Student Fin. Aid	13,111,204	11,253,045	1,858,159	0.00	0.00	0.00
8000	Recharge	(22,000)	(22,000)	0	0.00	0.00	0.00
8082	Recharge-Telecommunications	(40,678)	(40,678)	0	0.00	0.00	0.00
8092	Recharge-Auxil-Admin. Credit	(1,625,378)	(1,425,334)	(200,044)	0.00	0.00	0.00
TOTAL OPERATING EXPENSE		45,940,329	41,067,475	4,872,854	0.00	0.00	0.00
		=====	=====	=====	=====	=====	=====
9613	General Fee Revenues	(377,400)	(30,000)	(347,400)	0.00	0.00	0.00
9620	Technology Fee Revenues	(309,046)	(174,694)	(134,352)	0.00	0.00	0.00
9825	MT Transfer to ERF	23,000	23,000	0	0.00	0.00	0.00
9847	MT Debt Transfer to Plant	2,398,169	2,411,431	(13,262)	0.00	0.00	0.00
9885	MT Match Transfer to ERF	361,652	361,652	0	0.00	0.00	0.00
9933	NMT-Transfer to Design Fund	1,322,972	1,173,153	149,819	.98	0.00	.98
9934	NMT-Transfer to Auxiliary	108,365	105,879	2,486	0.00	0.00	0.00
9937	NMT-Transfer to Plant-Other	618,000	618,000	0	0.00	0.00	0.00
9957	NMT-Transfer-Facility-to Plant	110,000	110,000	0	0.00	0.00	0.00
9993	NMT-IDC Redistribution	360,000	360,000	0	0.00	0.00	0.00
TOTAL TRANSFERS		4,615,712	4,958,421	(342,709)	.98	0.00	.98
		=====	=====	=====	=====	=====	=====
TOTAL UNIVERSITY		193,457,830	178,474,486	14,983,344	2517.30	2408.09	109.21
		=====	=====	=====	=====	=====	=====

EXCLUDING ALLOWANCE FOR BAD DEBT EXPENSE
FACULTY ROSTER 5/2/02
INCLUDES CONTINUING EDUCATION
STAFF POSITION UPDATES THROUGH 5/16/02

03BPNBT2
03BASET-1

**Eastern Michigan University
2002-03 OPERATING BUDGET
POSITION CONTROL SUMMARY
(FULL-TIME EQUIVALENCIES)**

ABR		<u>2000-01</u> <u>BUDGET</u>	2000-01 <u>UTILIZATION</u>	<u>2001-02</u> <u>BUDGET</u>	2002-03 <u>BUDGET</u>
1010	RANKED FACULTY FALL/WINTER*	671.02	604.03	709.63	717.87
1010	RECOUPMENT UTILIZATION(CE Ranked Faculty)*			(25.00)	(26.87)
1020	RANKED FACULTY SUMMER -	30.54	43.37	30.44	30.27
1030	RANKED FACULTY SPRING	58.68	60.68	58.77	58.51
1040	RANKED FACULTY SUPPLEMENTAL (CE)	53.81	40.58	59.33	45.16
1080	SABBATICALS	15.00	13.85	10.50	9.00
1100	LECTURERS	155.02	127.09	86.75	109.98
1110	LECTURERS (CE)	50.43	50.89	28.85	44.44
1120	LECTURERS 100% FW	<u>42.33</u>	<u>121.42</u>	<u>98.85</u>	<u>93.21</u>
	TOTAL - FACULTY	<u>1076.83</u>	<u>1061.91</u>	<u>1058.12</u>	<u>1081.57</u>
1210	ADMIN/PROF NBF AP10 & ABOVE	146.50	139.53	154.67	171.66
1220	ADMIN/PROF NBF AP09 & BELOW	46.50	40.44	47.80	52.80
1230	PROFESSIONAL/TECHNICAL (UAW)	240.20	220.91	248.54	273.81
1240	ATHLETIC COACHES	31.00	30.22	32.00	31.00
1250	POLICE OFFICERS	14.00	13.49	14.00	14.00
1260	POLICE SERGEANTS	<u>2.50</u>	<u>1.82</u>	<u>2.50</u>	<u>2.50</u>
	TOTAL - ADMIN/PROF/STAFF	480.70	446.41	499.51	545.77
1280	CLERICAL/SECRETARIAL (UAW)	301.20	278.15	292.40	299.35
1290	CONFIDENTIAL CLERICAL NBF	10.00	9.78	15.00	14.00
1310	MAINTENANCE (AFSCME)	<u>133.50</u>	<u>121.29</u>	<u>149.50</u>	<u>151.00</u>
	TOTAL - SUPPORT STAFF	444.70	409.22	456.90	464.35
	SUBTOTAL - STAFF	<u>925.40</u>	<u>855.63</u>	<u>956.41</u>	<u>1010.12</u>
1400	GRADUATE ASSISTANT	112.64	129.04	122.88	126.38
1403	DOCTORAL FELLOWSHIPS	2.00	2.06	7.00	12.00
1415	STUDENT HELP - CWSP	41.49	17.40	30.83	30.83
1420	REGULAR STUDENT HELP	<u>242.63</u>	<u>209.36</u>	<u>207.85</u>	<u>228.56</u>
	TOTAL - STUDENT HELP	<u>398.76</u>	<u>357.86</u>	<u>368.56</u>	<u>397.77</u>
	TOTAL - EMPLOYMENT	<u>2400.99</u>	<u>2275.40</u>	<u>2383.09</u>	<u>2489.46</u>

EASTERN MICHIGAN UNIVERSITY
ANALYSIS OF STAFF BENEFITS
GENERAL FUND

	1999-00 Budget	1999-00 Expense	2000-01 Budget	2000-01 Expense	2001-02 Budget	2002-03 Budget
Salaries	\$85,273,959	\$84,560,805	\$88,842,134	\$88,309,531	\$95,910,320	\$102,177,399
BENEFITS						
Annual Leave Accrual	251,228	352,084	370,332	351,554	325,139	336,357
Sick Leave Provision	285,000	285,000	285,000	285,000	285,000	285,000
Tuition Refund	279,477	231,241	279,477	242,430	250,000	250,000
Medicare Refund	85,000	38,339	600	573	125,300	157,641
Employee Parking	135,660	146,050	135,660	147,300	141,660	141,660
Employee Assistance Program	0	16,200	42,336	39,721	41,179	44,160
(2100) TOTAL - INDIRECT	\$1,036,365	\$1,068,914	\$1,113,405	\$1,066,578	\$1,168,278	\$1,214,818
FICA (OASDHI)	6,550,000	6,270,222	6,766,053	6,328,082	7,214,000	7,587,911
TIAA/CREF	5,500,000	5,876,416	6,115,389	5,965,078	6,690,000	7,424,313
MPERS	3,100,000	3,499,892	4,583,700	3,974,533	4,276,000	4,616,814
Group Health Insurance	7,993,997	8,122,677	8,236,401	8,181,796	8,673,137	10,206,647
Dental Insurance	900,000	1,147,798	1,126,998	935,249	1,202,000	1,403,208
Group Life Insurance	500,000	395,612	424,216	604,608	500,000	447,781
Long Term Disability	330,000	151,884	218,960	298,807	262,000	400,751
Short Term Disability	20,000	52,941	62,092	59,304	50,000	98,428
Workers Comp Insurance	650,000	785,482	350,373	390,750	500,000	281,736
Unemployment Insurance	165,000	46,481	57,850	25,975	100,000	57,376
(2500) TOTAL - DIRECT	\$25,708,997	\$26,349,405	\$27,942,032	\$26,764,182	\$29,467,137	\$32,524,965
Total Direct as a % of Salaries	30.15%	31.16%	31.45%	30.31%	30.72%	31.83%

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Eastern Michigan University
General Fund Scholarships, Awards and Grants,
2002-2003 Tuition Waivers & Fellowships

ACADEMIC SCHOLARSHIPS/AWARDS/GRANTS

<u>Acct. #</u>	<u>Account</u>	<u>2001-02</u>	<u>2002-03</u>	<u>Variance</u>
118145	Presidential Scholarship	\$422,616	\$444,470	\$21,854
118151	Regents Scholarship	1,157,000	1,157,000	0
118153	Academic Service Award	3,500	3,500	0
118155	Recognition of Excellence	912,461	887,162	(25,299)
118157	Community College Scholarship	90,000	120,000	30,000
118158	Valedictorian and Salutatorian	100,000	100,000	0
118159	Eagle Leadership	200,000	200,000	0
118162	Residence Hall Leadership Awards	0	45,000	45,000
118172	Michigan Indian Tuition Grant	125,000	125,000	0
118173	Eastern Opportunity Grants	180,000	180,000	0
118180	Federal Supplemental Grant Match	291,333	291,333	0
118181	Wade McCree Scholarship	194,840	195,800	960
118184	ROTC Service Award	30,000	30,000	0
118186	National Guard/Grant Program	32,000	60,000	28,000
118195	National Scholars Program	443,040	523,980	80,940
118211	International Student Awards	50,000	100,000	50,000
118212	Campus Leader Awards	53,000	53,000	0
118213	Music Service Awards	40,000	40,000	0
118214	Communication & Theatre Arts & Service	53,700	53,700	0
118220	University Grants*	130,000	280,000	150,000
118221	University Awards	20,000	20,000	0
118229	Undergraduate Honors Assistantship	50,000	50,000	0
118315	Graduate Fellowships	140,000	160,000	20,000
118316	Graduate Meritorious Award	30,000	30,000	0
118317	Graduate Symposium Award	20,000	20,000	0
	Total	<u>\$4,768,490</u>	<u>\$5,169,945</u>	<u>\$401,455</u>
	ATHLETIC GRANTS -IN-AID			
118197	Athletics: Out of State Differentials	\$908,851	\$1,136,454	\$227,603
118200	Mens Athletic Awards - Tuition	715,701	762,454	46,753
118201	Mens Athletic Awards - Room/Board	720,803	762,780	41,977
118203	Mens Athletic Awards - Medical	52,087	55,302	3,215
118204	Men's Football Summer Aid		30,000	30,000
118207	Spring Athletic Awards	150,000	120,000	(30,000)
118208	Womens Athletic Awards - Room/Board	590,651	647,174	56,523
118209	Womens Athletic Awards - Tuition	586,470	646,898	60,428
118215	Womens Athletic Awards - Medical	31,252	33,181	1,929
118206	Women's Basketball 5th Year Aid	0	15,000	15,000
	TOTAL	<u>\$3,755,815</u>	<u>\$4,209,243</u>	<u>\$453,428</u>
	SUB-TOTAL	<u>\$8,524,305</u>	<u>\$9,379,188</u>	<u>\$854,883</u>
	GRADUATE STUDIES-TUITION			
110621	CE Administration	\$3,680	\$3,680	\$0
110630	CE Regional Administration	3,680	3,680	0
110654	CE Regional Centers Livonia	1,000	3,680	2,680
110672	CE MASCO	7,360	7,360	0
113507	Associate Provost American Humanics	6,062	6,062	0
115638	Multi-Cultural Center	5,576	5,576	0
118310	Graduate Assistant Tuition Reimbursement	2,333,230	2,769,142	435,912
118311	Great Lakes Merit Award		300,000	300,000
118320	ML King-Parks Fellowships	123,615	122,226	(1,389)
118325	Doctoral Fellowships-Ed Leadership	45,640	68,140	22,500
118326	Doctoral Fellowships-Psychology	126,736	311,900	185,164
118340	Bilingual Bicultural Scholarships	72,160	72,160	0
119508	Provision for Tuition	0	58,410	58,410
	Total Graduate Studies	<u>\$2,728,739</u>	<u>\$3,732,016</u>	<u>\$1,003,277</u>
	Total Financial Aid	<u>\$11,253,044</u>	<u>\$13,111,204</u>	<u>\$1,858,160</u>

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: <u>27</u>
DATE: June 25, 2002

RECOMMENDATION

FY 2002-03 TUITION AND MANDATORY FEES

ACTION REQUESTED

It is recommended that the registration fee be maintained at \$40.00 per semester, the General Fee be maintained at \$20.00 per credit-hour, and the Technology Fee be maintained at \$10.00 per credit-hour.

It is further recommended that the tuition rates be increased in accordance with the following schedule, effective Fall 2002 semester:

<u>Course Level – Residents</u>	<u>FY 2001-02</u>	<u>FY 2002-03</u>	<u>Increase per credit-hour</u>
100-400	\$120.75	\$134.90	\$14.15
500-600	\$215.00	\$246.00	\$31.00
700-999	\$250.00	\$285.75	\$35.75
<u>Course Level – Non-Residents</u>	<u>FY 2001-02</u>	<u>FY 2002-03</u>	<u>Increase per credit-hour</u>
100-400	\$375.00	\$426.00	\$51.00
500-600	\$440.00	\$500.00	\$60.00
700-999	\$500.00	\$567.00	\$67.00

STAFF SUMMARY

The proposed FY 2002-03 tuition and mandatory fee schedule is consistent with the legislative agreement to limit undergraduate resident tuition to not more than 8.5 percent or \$425 per full year equated student (FYES)¹ – whichever is greater.

It is expected that the proposed resident undergraduate tuition and mandatory fee rate will maintain EMU's rank of 10th out of the 15 state universities (e.g. 9 universities have higher tuition and fee rates). Resident undergraduate credit hours represent 82 percent of all student credit hours.

FISCAL IMPLICATIONS

General Fund revenues from tuition and mandatory fees are planned to generate \$93.1 million. General Fee revenues are projected to provide \$11.1 million and Technology Fee revenues are projected to be \$5.5 million. These revenues, when combined with other revenues including the state appropriation of \$87.7 million, are sufficient to balance the FY 2002-03 General Fund operating budget.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Council

Date

¹ Full Year Equated Students (FYES) is defined as 30 credit hours for undergraduate, 24 credit hours for masters, and 16 hours for doctoral students.

**Eastern Michigan University
General Fee
2002-03 Budget Development Summary**

SCH Forecast	565,485	4.20%
less: Correspondence	-1,200	
	564,285	
Rate	X \$20	
Gross Revenue	\$11,285,700	
less: Bad Debt (1%)	(\$112,857)	
Refunds (.7%)	(\$79,000)	
Net Revenue	\$11,093,843	
less: Fees Paid (See note A)	(\$445,000)	
Distributed General Fees	<u>\$10,648,843</u>	\$10,648,843

<u>Account</u>	<u>Distribution</u>	<u>Percent</u>	<u>Amount</u>	<u>Per SCH</u>
3-33310	Health Services	11.85%	\$1,261,888	\$2.370
3-33320	Facilities	30.19%	\$3,194,808	\$6.038
3-33330	Athletics	15.24%	\$1,623,219	\$3.049
3-33340	Student Government	1.80%	\$191,679	\$0.360
3-33350	Performing Arts	1.80%	\$191,679	\$0.360
	McKenny Union	4.70%	\$500,000	\$0.939
3-33370	Student Activities	5.25%	\$559,064	\$1.050
3-33380	1997 Debt Service	23.35%	\$2,486,505	\$4.670
3-33390	Student Services	5.82%	\$640,000	\$1.164
3-33300	Reserve-Unallocated	0.00%	\$0	\$0.000
		<u>100.00%</u>	<u>\$10,648,843</u>	<u>\$20.00</u>

Note A:
Fees Paid by University (@20.00/credit hour)

	<u>Number</u>	<u>Credit Hr Per Award</u>	<u>Amount</u>
Graduate Assistants*	393	18	\$141,480
Athletic Awards	259	32	\$165,760
Presidents Scholarships	42	30	\$25,200
Recognition of Excell.	469	12	\$112,560
Total Financial Aid			<u>\$445,000</u>

* 363 General Funded Graduate Assistants plus 20 CWS & 10 Grant Match GA's.
Health Services Fees increased from \$2.13 to \$2.37 per SCH
Student Services increased \$70,000 for Eastern Echo
Student With disabilities percent includes \$130,000 in 2001-02 General Fee revenue.
University need based grants of \$150,000 included in 2001-02 General Fee revenue.

FY2002 Student Services

LGBT Advisor	\$50,147
Greek Advisor	\$47,061
Stud. Government	\$30,000
Int. Stud Advisor	\$67,400
Stud with Disabilities	\$130,000
Community Service	\$70,731
Need Based Aid	\$150,000
	\$545,339

**Eastern Michigan University
Technology Fee
2002-03 Budget Development Summary**

SCH Forecast		565,485	4.20%
less: Correspondence		-1,200	
		564,285	
Rate	X	\$10	
Gross Revenue		\$5,642,850	
less: Bad Debt (1%)		(\$56,429)	
Refunds (.7%)		(\$39,500)	
Net Revenue		<u>\$5,546,922</u>	
less: Fees Paid (See note A)		(\$222,500)	
Technology Fees		<u><u>\$5,324,422</u></u>	\$5,324,422

Note A:
Fees Paid by University (@10.00/credit hour)

	Number	Credit Hr Per Award	Amount
Graduate Assistants*	393	18	\$70,740
Athletic Awards	259	32	\$82,880
Presidents Scholarships	42	30	\$12,600
Recognition of Excell.	469	12	<u>\$56,280</u>
Total Financial Aid			<u><u>\$222,500</u></u>

* 363 General Funded Graduate Assistants plus 20 CWS & 10 Grant Match GA's.

Student With disabilities percent includes \$130,000 in 2001-02 General Fee revenue.
University need based grants of \$150,000 included in 2001-02 General Fee revenue.

TECHNOLOGY FEE03
(gentechfee03)

6/12/02 12:00

EASTERN MICHIGAN UNIVERSITY
TUITION FEES COMPARISON
FYES BASIS

Rank		2000-01	% Inc.	2001-02	% Inc.	2002-03	(Projected) % Inc.
1	University of Michigan - Ann Arbor *	6,926	3.8	7,375	6.5	8,002	8.50/\$425
2	Michigan Technological University *	4,773	3.9	6,101 ✓	27.8	6,620	8.50/\$425
3	Michigan State University *	5,473	3.4	5,952	8.8	6,458	8.50/\$425
4	Ferris State University	4,284	4.0	5,070	18.3	5,501	8.50/\$425
5	University of Michigan - Dearborn	4,492	3.0	4,915	9.4	5,340	8.50/\$425
6	Grand Valley State University *	4,351	5.5	4,745	9.1	5,170	8.50/\$425
7	Western Michigan University *	4,305	3.8	4,731	9.9	5,156	8.50/\$425
8	Wayne State University *	4,291	4.0	4,680	9.1	5,105	8.50/\$425
9	Oakland University *	4,279	2.7	4,639	8.4	5,064	8.50/\$425
10	EASTERN MICHIGAN UNIVERSITY *	3,887	4.0	4,603 ✓	18.4	5,028	8.50/\$425
11	University of Michigan - Flint *	3,946	3.0	4,361	10.5	4,786	8.50/\$425
12	Northern Michigan University	4,004	27.3	4,357	8.8	4,782	8.50/\$425
13	Lake Superior State University	4,014	-0.5	4,334	8.0	4,759	8.50/\$425
14	Central Michigan University	3,775	4.0	4,247	12.5	4,672	8.50/\$425
15	Saginaw Valley State University	3,651	4.0	3,897	6.7	4,322	8.50/\$425

* Differential tuition schedules for lower and upper undergraduate rates are averaged

✓ MTU - mandatory lap-top computer fee

✓ EMU - incorporate \$10 per credit-hour technology fee

H.

EASTERN MICHIGAN UNIVERSITY
REVENUE CALCULATE
TUITION AND FEES

Sem	Account #	Object	Object Name	CALCULATE		
SU	110010	120	TUITION-LW-UNGRAD-RESIDENT	918,045		
SU	110010	125	TUITION-LW-UNGRAD NON-RESIDENT	103,704		
SU	110010	130	TUITION-UP-UNGRAD-RESIDENT	716,533		
SU	110010	135	TUITION-UP-UNGRAD NON-RESIDENT	72,148		
SU	110010	140	TUITION-GRADUATE-RESIDENT	991,116		
SU	110010	150	TUITION-GRADUATE-NON-RESIDENT	161,571		
SU	110010	160	REGISTRATION FEE-UNDERGRADUATE	166,960		
SU	110010	161	REGIS FEE-NONRES-UNG	6,400		
SU	110010	170	REGISTRATION FEE-GRADUATE	98,960		
SU	110010	171	REGIS FEE-NONRES-GRA	5,240		
SU	110010		ACCOUNT TOTAL	3,240,677		
=						
FA	110015	120	TUITION-LW-UNGRAD-RESIDENT	17,929,583		
FA	110015	125	TUITION-LW-UNGRAD NON-RESIDENT	2,269,298		
FA	110015	130	TUITION-UP-UNGRAD-RESIDENT	10,010,642		
FA	110015	135	TUITION-UP-UNGRAD NON-RESIDENT	1,584,160		
FA	110015	140	TUITION-GRADUATE-RESIDENT	3,872,038		
FA	110015	150	TUITION-GRADUATE-NON-RESIDENT	1,456,157		
FA	110015	160	REGISTRATION FEE-UNDERGRADUATE	732,160		
FA	110015	161	REGIS FEE-NONRES-UNG	26,200		
FA	110015	170	REGISTRATION FEE-GRADUATE	207,400		
FA	110015	171	REGIS FEE-NONRES-GRA	21,960		
FA	110015		ACCOUNT TOTAL	38,109,598		
WI	110020	120	TUITION-LW-UNGRAD-RESIDENT	14,794,207		
WI	110020	125	TUITION-LW-UNGRAD NON-RESIDENT	1,981,953		
WI	110020	130	TUITION-UP-UNGRAD-RESIDENT	10,359,334		
WI	110020	135	TUITION-UP-UNGRAD NON-RESIDENT	1,583,696		
WI	110020	140	TUITION-GRADUATE-RESIDENT	3,609,726		
WI	110020	150	TUITION-GRADUATE-NON-RESIDENT	1,495,069		
WI	110020	160	REGISTRATION FEE-UNDERGRADUATE	673,600		
WI	110020	161	REGIS FEE-NONRES-UNG	25,160		
WI	110020	170	REGISTRATION FEE-GRADUATE	205,720		
WI	110020	171	REGIS FEE-NONRES-GRA	21,040		
WI	110020		ACCOUNT TOTAL	34,749,505		
SP	110025	120	TUITION-LW-UNGRAD-RESIDENT	2,037,571		
SP	110025	125	TUITION-LW-UNGRAD NON-RESIDENT	319,090		
SP	110025	130	TUITION-UP-UNGRAD-RESIDENT	1,961,718		
SP	110025	135	TUITION-UP-UNGRAD NON-RESIDENT	327,282		
SP	110025	140	TUITION-GRADUATE-RESIDENT	1,013,034		
SP	110025	150	TUITION-GRADUATE-NON-RESIDENT	398,849		
SP	110025	160	REGISTRATION FEE-UNDERGRADUATE	288,560		
SP	110025	161	REGIS FEE-NONRES-UNG	11,880		
SP	110025	170	REGISTRATION FEE-GRADUATE	117,640		
SP	110025	171	REGIS FEE-NONRES-GRA	12,080		
SP	110025		ACCOUNT TOTAL	6,487,704		
					CE	Total
FY		120	TUITION-LW-UNGRAD-RESIDENT	35,679,406		
FY		125	TUITION-LW-UNGRAD NON-RESIDENT	4,674,046		
FY		130	TUITION-UP-UNGRAD-RESIDENT	23,048,227		
FY		135	TUITION-UP-UNGRAD NON-RESIDENT	3,567,285		
FY		140	TUITION-GRADUATE-RESIDENT	9,485,915		
FY		150	TUITION-GRADUATE-NON-RESIDENT	3,511,646		
FY		160	REGISTRATION FEE-UNDERGRADUATE	1,861,280		
FY		161	REGIS FEE-NONRES-UNG	69,640		
FY		170	REGISTRATION FEE-GRADUATE	629,720		
FY		171	REGIS FEE-NONRES-GRA	60,320		
FY			ACCOUNT TOTAL	82,587,485		
TOTALS			TUITION	79,966,525	10,120,391	90,086,916
			REGIS FEES	2,620,960	0	2,620,960
			TOTAL	82,587,485	10,120,391	92,707,876
			BAD DEBT (Est)	(825,875)	(101,204)	(927,079)
			NET REVENUE	81,761,610	10,019,187	91,780,797

EASTERN MICHIGAN UNIVERSITY
REVENUE CALCULATE
TUITION AND FEES

Sem	Account #	Object	Object Name	CALCULATE
SU	110010	120	TUITION-LW-UNGRAD-RESIDENT	327,936
SU	110010	125	TUITION-LW-UNGRAD NON-RESIDENT	34,626
SU	110010	130	TUITION-UP-UNGRAD-RESIDENT	222,583
SU	110010	135	TUITION-UP-UNGRAD NON-RESIDENT	29,516
SU	110010	140	TUITION-GRADUATE-RESIDENT	711,411
SU	110010	150	TUITION-GRADUATE-NON-RESIDENT	19,956
SU	110010	160	REGISTRATION FEE-UNDERGRADUATE	0
SU	110010	161	REGIS FEE-NONRES-UNG	0
SU	110010	170	REGISTRATION FEE-GRADUATE	0
SU	110010	171	REGIS FEE-NONRES-GRA	0
SU	110010		ACCOUNT TOTAL	1,346,029
FA	110015	120	TUITION-LW-UNGRAD-RESIDENT	813,338
FA	110015	125	TUITION-LW-UNGRAD NON-RESIDENT	81,232
FA	110015	130	TUITION-UP-UNGRAD-RESIDENT	744,202
FA	110015	135	TUITION-UP-UNGRAD NON-RESIDENT	91,799
FA	110015	140	TUITION-GRADUATE-RESIDENT	1,362,462
FA	110015	150	TUITION-GRADUATE-NON-RESIDENT	194,323
FA	110015	160	REGISTRATION FEE-UNDERGRADUATE	0
FA	110015	161	REGIS FEE-NONRES-UNG	0
FA	110015	170	REGISTRATION FEE-GRADUATE	0
FA	110015	171	REGIS FEE-NONRES-GRA	0
FA	110015		ACCOUNT TOTAL	3,287,356
WI	110020	120	TUITION-LW-UNGRAD-RESIDENT	727,201
WI	110020	125	TUITION-LW-UNGRAD NON-RESIDENT	107,009
WI	110020	130	TUITION-UP-UNGRAD-RESIDENT	848,223
WI	110020	135	TUITION-UP-UNGRAD NON-RESIDENT	134,654
WI	110020	140	TUITION-GRADUATE-RESIDENT	1,504,447
WI	110020	150	TUITION-GRADUATE-NON-RESIDENT	83,797
WI	110020	160	REGISTRATION FEE-UNDERGRADUATE	0
WI	110020	161	REGIS FEE-NONRES-UNG	0
WI	110020	170	REGISTRATION FEE-GRADUATE	0
WI	110020	171	REGIS FEE-NONRES-GRA	0
WI	110020		ACCOUNT TOTAL	3,405,331
SP	110025	120	TUITION-LW-UNGRAD-RESIDENT	492,514
SP	110025	125	TUITION-LW-UNGRAD NON-RESIDENT	29,800
SP	110025	130	TUITION-UP-UNGRAD-RESIDENT	522,863
SP	110025	135	TUITION-UP-UNGRAD NON-RESIDENT	38,479
SP	110025	140	TUITION-GRADUATE-RESIDENT	971,455
SP	110025	150	TUITION-GRADUATE-NON-RESIDENT	26,564
SP	110025	160	REGISTRATION FEE-UNDERGRADUATE	0
SP	110025	161	REGIS FEE-NONRES-UNG	0
SP	110025	170	REGISTRATION FEE-GRADUATE	0
SP	110025	171	REGIS FEE-NONRES-GRA	0
SP	110025		ACCOUNT TOTAL	2,081,675
FY		120	TUITION-LW-UNGRAD-RESIDENT	2,360,990
FY		125	TUITION-LW-UNGRAD NON-RESIDENT	252,667
FY		130	TUITION-UP-UNGRAD-RESIDENT	2,337,870
FY		135	TUITION-UP-UNGRAD NON-RESIDENT	294,448
FY		140	TUITION-GRADUATE-RESIDENT	4,549,775
FY		150	TUITION-GRADUATE-NON-RESIDENT	324,640
FY		160	REGISTRATION FEE-UNDERGRADUATE	0
FY		161	REGIS FEE-NONRES-UNG	0
FY		170	REGISTRATION FEE-GRADUATE	0
FY		171	REGIS FEE-NONRES-GRA	0
FY			ACCOUNT TOTAL	10,120,391
TOTALS			TUITION	10,120,391
			REGIS FEES	0
			TOTAL	10,120,391
			BAD DEBT (Est)	(101,204)
			NET REVENUE	10,019,187

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 28
DATE: June 25, 2002

RECOMMENDATION

FY 2002-03 PROGRAM FEES

ACTION REQUESTED

It is recommended that the attached schedule of Program Fees for FY 2002-03, effective Fall 2002 semester, be approved.

STAFF SUMMARY

In June 2001 the Board of Regents approved the elimination of several hundred miscellaneous course fees and approved the assessment of program fees for certain upper level and graduate courses to recognize the higher cost of instruction for these programs. Program fees at EMU attempt, in part, to equitably assign charges based upon actual costs incurred. This approach to recognize and charge more for costly programs is rapidly becoming the national standard for both public and private universities.

Consistent with last year's action, it is recommended that existing program fees be moderately increased in the range of \$5 to \$10 per credit-hour depending on the discipline, and that a new \$10.00 per credit-hour College of Arts and Sciences (CAS) "Liberal Arts fee" be implemented for all upper level undergraduate and graduate CAS courses.

FISCAL IMPLICATIONS

The above action is projected to provide \$5.6 million in program fee revenue, or 2.9 percent of all general fund operating revenue.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

Eastern Michigan University
PROGRAM FEES SCHEDULE
FY 2002-03

* Proposed	Undergraduate - Upper Level		Graduate		Doctoral	
	FY 2002	FY 2003 *	FY 2002	FY 2003 *	FY 2002	FY 2003 *
	Science	25.00	30.00	30.00	37.50	
Business	25.00	30.00	30.00	37.50		
Teacher Education	20.00	25.00	30.00	37.50	40.00	50.00
Health & Human Services	20.00	25.00	30.00	37.50		
Nursing	35.00	40.00	40.00	50.00		
Technology	25.00	30.00	35.00	40.00		
Foreign Languages	15.00	20.00	25.00	30.00		
Fine Art	20.00	25.00	30.00	37.50		
CAS courses, "Liberal Arts Fee"	n/c	10.00	n/c	10.00		10.00

Eastern Michigan University
2002-03 General Fund Budget
Program Fee Revenues

Additional Revenue
Schedule of Charges per SCH
Program Fees

	FY2002					FY2003				
	Upper	Masters	Doctoral	Prog Fee Revenue	Total Prog Fee Revenue	Upper	Masters	Doctoral	Prog Fee Revenue	Total Prog Fee Revenue
Liberal Arts										
Summer	-	-	-	-	-	-	-	-	-	-
Fall	-	-	-	-	-	228,960	42,570	-	271,530	271,530
Winter	-	-	-	-	-	216,830	42,000	-	258,830	258,830
Spring	-	-	-	-	-	50,320	9,300	-	59,620	59,620
										569,980
Science										
Summer	-	-	-	-	-	20,625	15,210	-	35,835	35,835
Fall	161,525	45,420	-	206,945	-	183,830	56,775	-	250,605	250,605
Winter	155,400	39,210	-	194,610	-	186,480	49,013	-	235,493	235,493
Spring	50,075	17,700	-	67,775	469,330	60,090	22,125	-	82,215	604,148
Fine Art										
Summer	-	-	-	-	-	5,720	3,090	-	8,810	8,810
Fall	41,660	9,720	-	51,380	-	52,075	12,150	-	64,225	64,225
Winter	39,520	10,020	-	49,540	-	49,400	12,525	-	61,925	61,925
Spring	10,420	1,110	-	11,530	112,450	13,025	1,388	-	14,413	149,373
Foreign Languages										
Summer	-	-	-	-	-	3,690	1,800	-	5,490	5,490
Fall	25,920	12,000	-	37,920	-	34,560	14,400	-	48,960	48,960
Winter	22,125	11,050	-	33,175	-	29,500	13,260	-	42,760	42,760
Spring	4,470	5,225	-	9,695	80,790	5,960	6,270	-	12,230	109,440
Business										
Summer	-	-	-	-	-	47,075	23,760	-	70,835	70,835
Fall	273,350	155,610	-	428,960	-	328,020	194,513	-	522,533	522,533
Winter	269,325	165,030	-	434,355	-	323,190	206,288	-	529,478	529,478
Spring	83,775	62,370	-	146,145	1,009,460	100,530	77,963	-	178,493	1,301,338
Teacher Education										
Summer	-	-	-	-	-	35,520	104,280	-	139,800	139,800
Fall	371,500	145,560	9,120	526,180	-	464,375	181,950	11,400	657,725	657,725
Winter	392,540	148,770	15,520	556,830	-	490,675	185,963	19,400	696,038	696,038
Spring	98,580	88,680	4,560	191,820	1,274,830	123,225	110,850	5,700	239,775	1,733,338
Health & Human Services										
Summer	-	-	-	-	-	9,820	14,760	-	24,580	24,580
Fall	85,700	68,490	-	154,190	-	107,125	85,613	-	192,738	192,738
Winter	90,780	64,560	-	155,340	-	113,475	80,700	-	194,175	194,175
Spring	13,220	20,910	-	34,130	343,660	16,525	26,138	-	42,663	454,155
Nursing										
Summer	-	-	-	-	-	-	400	-	400	400
Fall	53,830	12,080	-	65,910	-	61,520	15,100	-	76,620	76,620
Winter	55,475	12,040	-	67,515	-	63,400	15,050	-	78,450	78,450
Spring	11,445	3,840	-	15,285	148,710	13,080	4,800	-	17,880	173,350
Technology										
Summer	-	-	-	-	-	14,475	26,950	-	41,425	41,425
Fall	81,100	69,265	-	150,365	-	97,320	79,160	-	176,480	176,480
Winter	80,700	76,930	-	157,630	-	96,840	87,920	-	184,760	184,760
Spring	31,150	43,365	-	74,515	382,510	37,380	49,560	-	86,940	489,605
Total										
Summer	-	-	-	-	-	-	-	-	-	327,175
Fall	2,503,585	1,288,955	29,200	3,821,740	3,821,740	3,198,525	1,779,720	36,500	5,604,725	5,604,725
Winter										2,261,415
Spring										2,281,908
										734,228
										5,604,725
										5,604,725

2

PROGRAM FEES

THE CASE FOR DIFFERENTIAL PRICING

1. For many years, both public and private universities have priced tuition and fees relative to costs, especially vertical cost differences from undergraduate to graduate, and increasingly, lower division to upper division.
2. Nine Michigan universities charge more for upper division than lower division and all Michigan universities charge higher rates at the graduate level than the upper division.
3. As states have proportionately disinvested in public higher education, including Michigan, public universities have increasingly recognized program or horizontal cost differences in pricing tuition and/or fees.
4. All Michigan universities impose selective incidental course fees in special areas where costs may be extraordinary or not recoverable. EMU eliminated those fees last year.
5. Beyond incidental or operations course fees, seven Michigan universities also charge the equivalent of program fees or horizontally differential tuition.
6. When different prices are set by programs or colleges within the university, they are usually applied at the upper division and graduate level, where program costs vary the most, and they often take into account future earnings potential.
7. Horizontal, program-to-program costs at EMU vary widely, to as high as a factor of 6 to one.
8. EMU currently recognizes a portion of these program differences through some upper level undergraduate and graduate program fees.
9. The cost to deliver instruction to upper level liberal arts courses is almost twice the cost of lower level courses. Instruction costs for graduate liberal arts courses are five times more costly than lower level undergraduate liberal arts courses.

Eastern Michigan University
 Total Cost - FY 1999-00
 Academic Departments
 Relative Cost using Texas Instruction and Operations Formula Categories

	Lower Level	Upper Level	Masters	Doctoral	Special Professional
Liberal Arts	1.00	2.08	5.50	5.36	
Science	1.42	3.02	6.43	n/a	
Fine Arts	2.47	4.71	12.00	13.29	
Business Administration	1.32	2.31	3.90	n/a	
Teacher Education	1.42	2.15	3.73	15.31	
Teacher Education Practice	n/a	2.02	n/a	n/a	
Social Services					
Home Economics					
Physical Training					
Health Services					
Average of Health & Human Service	2.57	3.06	4.98	n/a	
Nursing	3.08	5.68	9.26	n/a	
Technology	2.15	4.01	4.79	n/a	

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BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 29

DATE:

June 25, 2002

RECOMMENDATION

REPORT: 2002-03 AUXILIARY FUND OPERATING BUDGETS

ACTION REQUESTED

It is recommended that the 2002-03 Auxiliary Fund Operating Budget of \$38,021,155 be approved.

STAFF SUMMARY

The recommended budget has been prepared in accordance with approved policies and procedures. It is a balanced budget and includes funding for all contractual obligations.

The revenue estimates for Housing and Dining Services are contingent upon approval of the recommendation for 2002-03 Housing and Dining Rates.

The 2002-03 auxiliary revenue budget is \$38.02 million. This is an increase of \$3.59 million over the 2001-02 budgeted revenue, or 10.4 percent.

The revenue increase reflects a 6.25 percent increase in Room and Board rates and the previous Board-approved increase in parking rates.

The total operating expense budget before debt requirements, administrative fees and contributions to maintenance reserves is \$30.89 million, an increase of \$2.41 million over the 2001-02 budget, or 8.5 percent.

The total net of operation is \$7.12 million of which \$2.5 million is allocated for debt; \$2.7 million earmarked for reserves; and \$1.7 million for administrative fees, facility plan commitments and operations of the power plant.

The Housing and Dining Services budget includes \$1.09 million for maintenance and repairs, and \$3.74 million for asset preservation and renovation projects. In addition, \$850,000 will be set aside for long-term improvements to Housing/Dining facilities.

This recommendation is summarized in the accompanying report, *2002-03 Budget Plan – Auxiliary Fund*.

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FISCAL IMPLICATIONS

After all obligations are met and reserves replenished, the total operating balance at year-end is projected to be \$102,996.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

EASTERN MICHIGAN UNIVERSITY

2.

2002-2003 BUDGET GUIDELINES AND ASSUMPTIONS

THE MISSION OF THE AUXILIARIES IS:

To provide quality goods, services and educational experiences to the University and its related communities through financially self-supporting business and service entities that exist to support the educational mission of the University.

AUXILIARY BUDGET GUIDELINES

In developing the auxiliary fund operating budget, the following general guidelines were employed:

- The auxiliary fund operating budgets in total must be balanced. The allocations of fund balance to current operations must be approved in advance.
- All debt and maintenance obligations will be met.
- Neither the general fund nor the auxiliary fund will financially subsidize the other without specific Board approval, and this must be recognized as a fund transfer.
- All entities that have been an auxiliary operation for more than one year will be assessed a charge for administrative services by the general fund.

EASTERN MICHIGAN UNIVERSITY

3.

2002-2003 BUDGET GUIDELINES AND ASSUMPTIONS

In developing the University auxiliary operating budgets for fiscal Year 2002-2003, the following budget planning assumptions will be used.

ENROLLMENT/OCCUPANCY ASSUMPTIONS:

- Enrollment Plan¹ for 2002-2003 is a fall head count of 24,693 including 2,764 FTIAC's, 1,950 new transfers, 14,245 returning undergraduates and 5,734 graduate students.
- Credit-hour production for 2002-2003 is expected to be 565,365. This number will be the basis for the Health Services General Fee. An increase of twenty-four cents per credit hour is incorporated in the Health Services General Fee component.
- The September 30, 2002 preliminary budgeted occupancy for the residence halls is 3,740. It is estimated that on September 30, there will be 1,892 FTIAC, 1,143 returning and 705 transfer students living in residence halls.
- The apartments are budgeted at 83 percent occupancy. The vacancy rate is attributed to students who leave campus for the spring/summer terms, terminations in mid-semester and downtime for renovation projects.

REVENUE ASSUMPTIONS:

- Housing and Dining room and board rates are proposed to increase 6.25 percent. This will put Eastern Michigan University's room and board rate at \$7.00 above the state average. Apartment and Rental Property rates will increase 5 percent.
- The Children's Institute will be supported by the general fund for the academic component by \$83,178. This is calculated using a formula of teacher-contact hours.
- Health Services will be supported with \$1,261,887 from the general fee in 2002-03. This amount will be 59.92 percent of the University Health Services revenue for 2002-03.
- The general fund will provide \$25,000 to the auxiliary ID card operation for providing this service to our students.

¹ 2002-2003 Enrollment Plan, March 2002.

EASTERN MICHIGAN UNIVERSITY

4.

2002-2003 BUDGET GUIDELINES AND ASSUMPTIONS

PERSONNEL ASSUMPTIONS:

- Salary and fringe benefits will be budgeted according to University contract. The auxiliaries will use composite staff benefit rates effective January 1, 2002.
- This year residence halls will budget \$45,000 for Residence Hall Leadership Awards.

UTILITIES ASSUMPTIONS:

The utilities assumptions were calculated using actual utility consumption, inflation rate, inventory, and the new residence hall complex.

Electricity and gas expense is allocated based on building cubic footage.

- Electricity.... Total cost estimate is \$609,585. This is the same as 2001-02.
- Gas.... Total cost estimate is \$1,010,122. This is the same as 2001-02.

Water expense is metered directly to each facility and actual cost is assessed.

- Water.... Total cost estimate is \$667,764. This reflects a 5% increase from last year.

The auxiliary fund will contribute \$70,000 to heating plant operations.

OTHER INFLATION ASSUMPTIONS:

Prices are based on University guidelines, specific industry projections, and consumer price index and inflation factors as of December 2001. The auxiliaries will incorporate a 3.0 percent inflation factor. Based on the "Medical Care Cost Index," University Health Services will budget 10.5 percent for inflation.

EASTERN MICHIGAN UNIVERSITY

5.

2002-2003 BUDGET GUIDELINES AND ASSUMPTIONS

ADMINISTRATIVE FEE/General Fund

Administrative fee will be 21.489 percent of total salary in each operating and internal prorate account. Using this formula, the total budget amount transferred to the general fund will be \$1,555,571 in 2002-2003. Administrative fee to auxiliaries is provided for support within the general fund.

DEBT:

The 2002-2003 auxiliary fund debt total is \$2,463,545

	<u>2001-2002</u>	<u>2002-2003</u>
Housing, Dining, and Conferences	\$1,494,415	\$1,741,269
Parking and SEEUS ¹	<u>233,777</u>	<u>722,276</u>
Total	\$1,728,192	\$2,463,545

INSURANCE:

• Liability	\$298,027	\$298,027
• Michigan University's Self-Insurance Consort (MUSIC)	50,000	50,000
• Malpractice Insurance (Health Services only)	<u>19,279</u>	<u>19,279</u>
	\$367,306	\$367,306

FACILITY PLAN:

• Rec/IM Membership fees	\$100,000	\$100,000
• Vending	<u>100,000</u>	<u>100,000</u>
	\$200,000	\$200,000

MAINTENANCE AND PLANT FUND RESERVES:

- Maintenance projects and plant fund reserves will be budgeted to spend \$5.68 million. The uses of these funds are described in the Administrative Resource Plan, and the Housing and Dining Service Maintenance and Renovation Plan dated June 2002.
- On June 30, 2002, the total plant fund reserves for Housing and Dining are expected to be \$6.7 million. Housing and Dining Services plans to fund \$5.68 million for maintenance and renovation projects in 2002-2003. Funding for these projects will be \$4.59 million from plant maintenance/reserves and \$1.09 million from operations. Plant fund reserves are expected to be \$4.9 million as of June 30, 2003.

EASTERN MICHIGAN UNIVERSITY
AUXILIARY FUND
2002-2003

BUDGET SUMMARY PLAN

Overview

The planned 2002-2003 auxiliary revenue is \$38.02 million for all units. The total net of operations is \$7.12 million. The auxiliary operations are essentially unchanged from the previous year. Student Technology Services was incorporated into the ICT division in 2000-01 although all the expense is reflected in the Housing and Dining budget. The increase in expense are adjustments primarily from price and wage increases. The total auxiliary operating balance is \$102,996. The auxiliaries employ 197.79 FTE.

	2001-2002 Budget Goals	2002-2003 Budget Goals
Revenues	\$34,200,148	\$37,620,976
Transfer from General Fund	105,924	108,178
Allocation from Auxiliary Fund Balance	<u>120,000</u>	<u>292,001</u>
Total Funding	\$34,426,072	38,021,155
Total Operating Expense	<u>28,482,552</u>	<u>30,893,088</u>
Net of Operations	\$ 5,943,520	\$ 7,128,067

Allocation of Net

Mandatory Debt	\$ 1,728,191	\$2,463,545
Facility Plan	200,000	200,000
Administrative Fee to General Fund	1,355,334	1,555,571
Power Plant	70,000	70,000
Plant Fund – Maintenance Reserves	<u>2,475,613</u>	<u>2,735,955</u>
Total Transfers	\$5,829,138	\$7,025,071
Operating Account Balance:	\$ 114,381	\$ 102,996

The auxiliaries are operating within budget guidelines. Additional details can be found in the Administrative Resource Plan, the Detailed Operating Budgets and Staff List documents.

Eastern Michigan University
 Auxiliary Operating Statement
 2002-03 Budget Development

	Student Affairs							ICT(1) Student Tech Services
	Apartment	Residence Halls	Dining Services	Rental Property	University Health Services	Children's Institute	Rec IM	
REVENUE								
Sales and Services	3,630,662	11,519,537	13,428,254	137,580	844,040	578,500	502,000	124,084
Fees	0	0	0	0	1,261,887	0	0	0
Investment Income	0	0	0	0	0	0	0	0
TOTAL REVENUES	3,630,662	11,519,537	13,428,254	137,580	2,105,927	578,500	502,000	124,084
Transfers from G F	0	0	0	0	0	83,178	0	25,000
Transfers from D E R	0	0	0	0	0	0	0	0
Allocations from Fund Balance	0	0	0	0	0	47,001	245,000	0
TOTAL FUNDING	3,630,662	11,519,537	13,428,254	137,580	2,105,927	708,679	747,000	149,084
EXPENSES								
Cost of Goods Sold	0	0	5,038,776	0	324,000	0	92,400	0
Personnel Services	57,116	0	1,122,342	0	813,204	352,198	80,215	0
Misc Personnel	6,713	0	268,429	0	99,116	14,088	31,709	0
Fringe Benefits	28,661	0	519,496	0	322,580	127,531	32,865	0
Recouped Salaries (Abr 1367)	0	0	0	0	0	(36,978)	0	0
Student Help	67,980	1,208,324	1,775,286	0	24,200	130,000	28,500	31,512
SS&M	1,726,024	3,295,091	1,358,693	48,324	323,045	49,764	164,356	90,881
Travel	11,173	53,089	42,725	0	8,900	1,000	1,000	0
Equipment	0	0	225,000	0	4,000	0	0	23,954
Admin Support HDC	508,814	1,376,151	1,464,405	0	0	0	0	53,208
Custodial	19,678	1,562,451	385,693	0	0	0	0	0
Maintenance Staff	423,086	829,427	170,179	8,588	0	0	0	0
Other Expenses	0	0	0	0	0	0	0	0
TOTAL EXPENSES	2,849,245	8,324,533	12,371,024	56,912	1,919,045	637,603	431,045	199,655
NET OF OPERATIONS	781,417	3,195,004	1,057,230	80,668	186,882	71,076	315,956	(50,571)
TRANSFERS								
Admin Fee General Fund	129,014	475,417	494,650	1,060	181,748	70,450	17,928	6,371
Mand Debt	126,275	1,549,469	65,525	0	0	0	0	0
Facility Plan	0	0	100,000	0	0	0	100,000	0
Maintenance Reserve Plant Fund	502,000	1,098,500	365,700	60,000	0	0	195,000	(59,000)
Power Plant	17,759	43,414	7,798	0	546	210	0	0
Transfers to D E R (Match)	0	0	0	0	0	0	0	0
TOTAL TRANSFERS	775,048	3,166,800	1,033,673	61,060	182,294	70,660	312,928	(52,629)
BALANCE - OPR ACTS	6,369	28,204	23,557	19,608	4,588	416	3,028	2,058

7.

Eastern Michigan University
 Auxiliary Operating Statement
 2002-03 Budget Development

	Student Affairs	Marketing & Communications	Academic	Business and Finance	Parking SEEUS and DPS Support
REVENUE					
Sales and Services	373,000	56,700	600,000	34,500	2,907,732
Fees	70,000	0	0	0	0
Investment Income	0	0	0	0	0
TOTAL REVENUES	443,000	56,700	600,000	34,500	2,907,732
Transfers from G F	0	0	0	0	0
Transfers from D.E.R	0	0	0	0	0
Allocations from Fund Balance	443,000	56,700	600,000	34,500	2,907,732
TOTAL FUNDING	886,000	113,400	1,200,000	69,000	5,815,464
EXPENSES					
Cost of Goods Sold	0	0	570,000	11,000	0
Personnel Services	112,287	0	0	0	564,910
Misc Personnel	4,491	0	0	14,600	76,596
Fringe Benefits	40,623	0	0	1,175	239,687
Recouped Salaries (Abr 1367)	0	0	0	0	0
Student Help	122,000	0	18,000	0	179,806
SS&M	135,805	37,700	5,226	0	380,219
Travel	0	4,000	2,000	0	25,000
Equipment	0	10,000	2,000	0	25,000
Admin Support/HDC	0	0	0	0	0
Custodial	0	0	0	0	0
Maintenance Staff	0	0	0	0	0
Other Expenses	0	0	0	0	0
TOTAL EXPENSES	415,205	51,700	597,226	26,775	1,491,218
NET OF OPERATIONS	27,794	5,000	2,774	7,725	1,416,514
TRANSFERS					
Admin Fee /General Fund	25,096	0	0	0	126,255
Mand Debt	0	0	0	0	722,276
Facility Plan	0	0	0	0	0
Maintenance Reserve Plant Fund	0	0	0	7,473	566,282
Power Plant	126	0	0	0	0
Transfers to D.E.R (Match)	0	0	0	0	0
TOTAL TRANSFERS	25,222	0	0	7,473	1,414,813
BALANCE - OPR ACTS	2,572	5,000	2,774	252	1,700

5/13/2002

Prepared by Financial Operations

Total	36,289,089	1,331,887	0	108,178	292,001	38,021,155
REVENUE	Sales and Services	Investment Income	Transfers from G F	Transfers from D.E.R	Allocations from Fund Balance	TOTAL FUNDING
EXPENSES	Cost of Goods Sold	Personnel Services	Misc Personnel	Fringe Benefits	Recouped Salaries (Abr 1367)	Student Help
SS&M	Travel	Equipment	Admin Support/HDC	Custodial	Maintenance Staff	Other Expenses
TOTAL EXPENSES	NET OF OPERATIONS	TRANSFERS	Admin Fee /General Fund	Mand Debt	Facility Plan	Maintenance Reserve/Plant Fund
Power Plant	Transfers to D.E.R (Match)	TOTAL TRANSFERS	BALANCE - OPR ACTS			

Eastern Michigan University
 Auxiliary Operating Statement
 2002-03 Budget Development
 2001-02 2002-03 Budget Variance

	Student Affairs						ICT(1)
	Residence Halls	Dining Services	Rental Property	University Health Services	Children's Institute	Rec.IM	Student Tech Services
REVENUE							
Sales and Services	878,446	1,550,682	22,089	(17,460)	0	62,000	(618)
Fees	0	0	0	176,872	0	0	0
Investment Income	(11,879)	(145,666)	(5,404)	(12,266)	(7,283)	(8,572)	(317)
TOTAL REVENUES	92,054	1,405,016	16,685	147,140	(7,283)	53,428	(935)
Transfers from G.F.	0	0	0	0	2,234	0	0
Transfers from D.E.E.R.	0	0	0	(20,000)	47,001	145,000	0
Allocations from Fund Balance	0	0	0	127,146	(41,972)	198,428	0
TOTAL FUNDING	92,054	1,405,016	16,685	127,146	(41,972)	198,428	(935)
EXPENSES							
Cost of Goods Sold	0	489,106	0	0	0	8,400	0
Personnel Services	1,912	133,921	0	(5,656)	6,068	2,338	0
Misc Personnel	332	3,637	0	28,416	3,133	1,872	0
Fringe Benefits	2,808	79,561	0	28,031	16,353	501	0
Recouped Salaries (Abr 1367)	0	0	0	40,800	14,022	0	0
Student Help	(1,424)	330,344	0	0	(3,000)	0	419
SS&M	54,791	196,600	796	13,061	2,000	86,050	22,230
Travel	(22)	7,245	0	500	0	(2,000)	0
Equipment	(24,000)	4,900	0	0	0	(37,500)	(46)
Admin Support IDC	25,640	48,346	0	0	0	0	1,245
Custodial	2,076	40,697	0	0	0	0	0
Maintenance Staff	61,361	(54,090)	2,855	0	0	0	0
Other Expenses	0	0	0	0	0	0	0
TOTAL EXPENSES	123,474	1,280,268	3,651	104,632	39,076	59,661	23,848
NET OF OPERATIONS	(31,420)	124,749	13,034	22,493	2,855	138,767	(24,783)
TRANSFERS							
Admin Fee General Fund	19,550	67,258	399	20,689	9,359	1,807	661
Mand Debt	(343)	(109)	0	0	0	0	0
Facility Plan	0	0	0	0	0	0	0
Maintenance Reserve Plant Fund	(41,000)	46,200	40,000	0	0	135,000	(43,500)
Power Plant	0	0	0	0	0	0	0
Transfers to D.E.E.R. (Match)	0	0	0	0	0	0	0
TOTAL TRANSFERS	(21,793)	113,349	40,399	20,689	9,359	136,807	(42,839)
BALANCE - OPR ACTS	9,627	17,260	(27,365)	1,804	(6,463)	1,960	18,056

9.

(1) ICT Student Technology Services and ID Operations
 Revenue () is less revenue than budgeted
 Expense () is less expense than budgeted
 Net of operations () lower than budget
 Balance () lower than budget
 Prepared by Financial Operations
 5/13/2002

Eastern Michigan University
Auxiliary Operating Statement
2002-03 Budget Development
2001-02 2002-03 Budget Variance

	Student Affairs	Marketing & Communications	Academic	Business and Finance	Total
REVENUE					
Sales and Services	(34,400)	0	100,000	1,289	3,486,015
Fees	70,000	0	0	0	246,872
Investment Income	0	(7,901)	(2,992)	(1,263)	(322,059)
TOTAL REVENUES	35,600	(7,901)	97,008	26	3,420,828
Transfers from G F	0	0	0	0	2,264
Transfers from D E E R	0	0	0	0	0
Allocations from Fund Balance	35,600	(7,901)	97,008	26	172,001
TOTAL FUNDING					3,595,083
EXPENSES					
Cost of Goods Sold	0	0	95,000	428	716,934
Personnel Services	8,092	0	0	0	194,619
Misc Personnel	647	16,312	0	(1,400)	55,918
Fringe Benefits	4,416	11,956	0	(114)	165,053
Recouped Salaries (Abr 1367)	0	0	0	0	54,822
Student Help	42,000	0	3,000	0	429,572
SS&M	(15,214)	3,808	2,500	0	539,833
Travel	0	(30,000)	0	0	9,712
Equipment	0	(2,000)	0	0	(105,646)
Admin Support HDC	0	0	(500)	0	76,801
Custodial	0	0	0	0	207,638
Maintenance Staff	0	0	0	0	66,280
Other Expenses	0	0	0	0	0
TOTAL EXPENSES	39,940	3,808	100,000	(1,086)	2,410,536
NET OF OPERATIONS	(4,340)	(11,709)	(2,992)	1,112	1,184,547
TRANSFERS					
Admin Fee General Fund	3,527	0	0	0	200,236
Misc Debt	0	4,242	0	0	735,354
Facility Plan	0	0	0	0	0
Maintenance Reserve Plant Fund	0	0	0	860	260,342
Power Plant	0	0	0	0	0
Transfers to D E E R (Match)	0	0	0	0	0
TOTAL TRANSFERS	3,527	4,242	0	860	1,195,932
BALANCE - OPR ACTS	(7,868)	(11,709)	(2,992)	252	(11,386)

(1) ICT Student Technology Services and ID Operations
 Revenue () is less revenue than budgeted
 Expense () is less expense than budgeted
 Net of operations () lower than budget
 Balance () lower than budget
 Prepared by: Financial Operations 5/13/2002

**Eastern Michigan University
Auxiliary Fund
2001-02 Budget Vs. 2002-03 Budget
Object Code FTE Summary**

Object Code	Object Description	01-02 Budget	01-02 Revised	02-03 Budget	Change
1210	ADMIN/PROF NBF AP10 & ABOVE	12.00	14.80	14.80	2.80
1220	ADMIN/PROF NBF AP09 & BELOW	9.00	9.00	9.00	0.00
1230	PROFESSIONAL/TECHNICAL (UAW)	72.04	70.75	70.75	-1.29
1250	POLICE OFFICERS	4.00	4.00	4.00	0.00
1260	POLICE SERGEANTS	2.50	2.50	2.50	0.00
1280	CLERICAL/SECRETARIAL	25.84	25.84	25.84	0.00
1310	MAINTENANCE (AFSCME)	52.40	51.40	51.40	-1.00
1320	DINING SERVICES	18.50	18.50	19.50	1.00
TOTAL		196.28	196.79	197.79	1.51

HOUSING, DINING AND CONFERENCES
MAINTENANCE FUNDING
2002-03

Exhibit 7 12.

CONSOLIDATED MAINTENANCE
BY FUNDING AREA:
SHORT TERM

FUNDING SOURCES				
	Unit Operations	Apartment Reserve	Housing & Dining Reserve ¹	Total
Apartments	\$190,863	\$1,466,442	-	\$1,657,305
Residence Halls	798,271	-	1,111,100	1,909,371
Dining Service	102,096	-	856,900	958,996
Miscellaneous	-	-	305,000	305,000
TOTAL SHORT TERM	\$1,091,230	\$1,466,442	2,273,000	\$4,830,672

DESIGNATED PLANNING
BY FUNDING AREA:
LONG TERM

FUNDING SOURCES				
	Unit Operations	Apartment Reserve	Housing & Dining Reserve ¹	Total
Residence Halls - Infrastructure	-	-	\$ 500,000	\$ 500,000
Dining Service - Kitchen of the Future	-	-	350,000	350,000
TOTAL LONG TERM	\$0	\$0	\$850,000	\$850,000
GRAND TOTAL FUNDING REQUIRED	\$1,091,230	\$1,466,442	\$3,123,000	\$5,680,672

1. This is referenced in the Projected Activity in Reserve Funds schedule in the 2002-03 Resource Plan.

SECTION: 30

DATE:
June 25, 2002

BOARD OF REGENTS

EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

2002-2003 ROOM AND BOARD RATES

ACTION REQUESTED

It is recommended that the 2002-2003 Rates Proposal for Housing and Dining Services be approved.

STAFF SUMMARY

This proposal represents a 6.25 percent room and board increase. The complete rate schedule is found in the accompanying report, *2002-2003 Rates Proposal*.

The nominal cost increase for the academic year will amount to \$329.

FISCAL IMPLICATIONS

The proposal meets the following seven objectives:

- Budget residence hall occupancy of 3,740 for September 30, 2002
- Maintain 83 percent apartment occupancy
- Meet debt obligation of \$1.74 million
- Meet basic facility needs of \$5.68 million
- Maintain current level of service
- Maintain an operating reserve fund balance of at least \$1.0 million
- Provide first priority housing for FTIACs

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

Housing and Dining Services

2002-03
Rates Proposal

Housing and Dining Services

2002-03 Rates Proposal

Presented to the
EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

Philip A. Incarnati, Chairperson
Rosalind E. Griffin, Vice Chairperson
Joseph E. Antonini
Jan A. Brandon
Robert A. DeMattia
Steven G. Gordon
Michael G. Morris
Karen Quinlan Valvo

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EASTERN MICHIGAN UNIVERSITY

University Housing and Dining Services

2002-03 Rates Overview

Eastern Michigan University's Housing and Dining Services is an integral part of the University community that:

Highlights of Operations
Employs approximately 140 full-time staff and several hundred students
Has an operating budget exceeding \$28,000,000
Manages facilities valued at more than \$100,000,000
Requires 30 percent of annual operating funds to support daily maintenance
Requires 2002-03 payment obligations of \$1,741,269 principal and interest
Manages 17 distinct dining units, plus concessions
Manages 14 residence halls and 650 apartments

Successful housing and dining operations are contingent upon accurate occupancy estimates and room and board rates that are affordable and competitive.

For 2002-03, six important assumptions are made:

Six Important Assumptions
1. Based on Southeast Michigan demographics and early enrollment trends, the FTIAC (First Time In Any College) class is estimated to be 2,764 students.
2. Availability of privately owned apartments with modern amenities in this area will keep competition for student residents high.
3. Housing surveys that indicate a high satisfaction with residential life and strong participation in room draw will result in an increase in the number of returning students.
4. Assuming FTIAC enrollment and transfer goals are met, Residence Halls and Apartments will be at budgeted occupancy for the fall.
5. Student eating habits dictate that Dining Services continue to decentralize operations to provide food when and where it is desired.
6. Academic network availability (Resnet) is an important amenity for attracting and retaining residence hall students.

The budgeted occupancy for 2002-03 will be 3,740 with 1,200 spaces designated for FTIACs in the First Year Center. An additional 700 FTIAC spaces will be available in Jones, Best, Wise and Downing. All rooms outside the Towers and the Village will be doubles. It is expected that FTIAC's who desire on-campus housing, and who sign contracts by May 1, will be accommodated.

2002-03 OBJECTIVES

In establishing the 2002-03 Housing and Dining rates, the following seven objectives were used as guidelines:

- Meet September 30 budgeted residence hall occupancy of 3,740 versus prior year 3,710 - a planned increase of 30
- Meet budgeted apartment occupancy of 83 percent.
- Meet debt-payment obligations of \$1,741,269 versus \$1,494,416 last year
- Fund basic facilities needs identified in the Maintenance and Renovation Plan as follows:

	2001-02	2002-03
Use of plant fund reserves	\$ 3,213,525	\$ 3,739,442
Use of operational funds	\$ 954,264	\$ 1,091,230
Designated long-term	<u>\$ 456,461</u>	<u>\$ 850,000</u>
Total	<u><u>\$ 4,624,250</u></u>	<u><u>\$ 5,680,672</u></u>

- Maintain current level of service
- Maintain Housing and Dining Reserve fund balance at minimum \$1 million
- Provide first priority housing for FTIACs

MICHIGAN UNIVERSITIES 2002-03 ROOM/BOARD RATE COMPARISON

INSTITUTION	2002-03 PROPOSED RATE	2001-02 RATE	% INCREASE	STATUS
UNIVERSITY OF MICHIGAN	\$6,366	\$6,066	4.95%	APPROVED
WESTERN MICHIGAN UNIVERSITY	\$6,014	\$5,517	9.00%	CONSIDERING
FERRIS STATE UNIVERSITY	\$5,968	\$5,626	6.00%	RECOMMENDED
GRAND VALLEY STATE UNIVERSITY	\$5,640	\$5,380	4.80%	APPROVED
EASTERN MICHIGAN UNIVERSITY	\$5,597	\$5,268	6.25%	RECOMMENDED
AVERAGE FOR THE STATE (*)	\$5,590	\$5,301	5.45%	AVERAGE
CENTRAL MICHIGAN UNIVERSITY	\$5,522	\$5,219	5.80%	RECOMMENDED
SAGINAW VALLEY STATE UNIVERSITY	\$5,485	\$5,200	5.50%	APPROVED
LAKE SUPERIOR STATE UNIVERSITY	\$5,462	\$5,227	4.50%	RECOMMENDED
NORTHERN MICHIGAN UNIVERSITY	\$5,458	\$5,275	3.50%	RECOMMENDED
MICHIGAN TECHNOLOGICAL UNIVERSITY	\$5,412	\$5,181	4.46%	CONSIDERING
OAKLAND UNIVERSITY	\$5,227	\$4,978	5.00%	RECOMMENDED
MICHIGAN STATE UNIVERSITY	\$4,934	\$4,677	5.50%	APPROVED

**EASTERN MICHIGAN UNIVERSITY
APARTMENTS
2002-03 RATE COMPARISON**

COMPLEX	NUMBER OF BEDROOMS¹	RATE²	DEPOSIT	UTILITIES³
EVERGREEN POINT	2U	\$695 - \$780	\$300	H,W
GLENCOE HILLS	2U	\$790 - \$890	\$400 No Animals	W
HUNT CLUB	2U	\$799 - \$849	\$0 with approved credit	None
HURON VIEW	2F Only	\$565 - \$610	\$565 - \$610	W
INTERNATIONAL	2U	\$690 - \$700	\$350	H,W
LAKE IN THE WOODS	2U	\$810-\$1040	\$100	G
RIVER DRIVE	2U	\$794 - \$891	\$200	H,AC,W,G
RIVER RAIN	2U	\$795 - \$950	1 1/2 Months Rent	AC
SCHOONER COVE	2U	\$780 - \$840	\$400	W
SPICE TREE	2U	\$685 - \$760	\$200	G,H,W
AVERAGE	2U	\$785		

UNIVERSITY APARTMENTS 2002-03 PROPOSED RATES⁴

BROWN	2U	\$465-\$775	NONE	ALL
CORNELL	2U	\$570	NONE	ALL
PINE GROVE	2U	\$570	NONE	ALL
WESTVIEW	2U	\$635	NONE	ALL

¹ F-FURNISHED; U-UNFURNISHED

² ALL NON-EMU RATES ARE AT 00-01 LEVEL.

³ G-GAS; W-WATER; H-HEAT; E-ELECTRIC; AC-AIR CONDITIONING
INCLUDED IN RENT

⁴ INCLUDES ENERGY COSTS

8.

**EASTERN MICHIGAN UNIVERSITY
RESIDENCE HALLS AND DINING SERVICES
2002-03 PROPOSED RATE SCHEDULE**

BOARD (ROOM) OPTION	2001-02 RATE	2002-03 RATE	DOLLAR VARIANCE	PERCENT VARIANCE
TRIPLE OCCUPANCY				
ALL MEAL PLANS	\$4,458	\$4,737	\$279	6.25%
REGULAR FLEX PLAN	\$4,458	\$4,737	\$279	6.25%
DOUBLE OCCUPANCY				
ALL MEAL PLANS	\$5,268	\$5,597	\$329	6.25%
REGULAR FLEX PLAN	\$5,268	\$5,597	\$329	6.25%
SINGLE OCCUPANCY				
ALL MEAL PLANS	\$6,730	\$7,151	\$421	6.25%
REGULAR FLEX PLAN	\$6,730	\$7,151	\$421	6.25%
TOWERS FLEX MEAL PLAN	\$5,758	\$6,118	\$360	6.25%
NEW COMPLEX	\$4,200	\$4,463	\$263	6.25%
NEW COMPLEX MEAL OPTION	\$5,000	\$5,313	\$313	6.25%

Effective Fall 2002

**EASTERN MICHIGAN UNIVERSITY
2002-03 PROPOSED
APARTMENT RATE SCHEDULE**

UNIT	MONTHLY 2001-02 RATE	MONTHLY 2002-03 RATE
PINE GROVE		
FURNISHED ONE-BEDROOM	\$524	\$550
FURNISHED TWO-BEDROOM	\$579	\$610
UNFURNISHED ONE-BEDROOM	\$487	\$510
UNFURNISHED TWO-BEDROOM	\$544	\$570
CORNELL COURTS		
FURNISHED ONE-BEDROOM	\$524	\$550
FURNISHED TWO-BEDROOM	\$579	\$610
UNFURNISHED ONE-BEDROOM	\$487	\$510
UNFURNISHED TWO-BEDROOM	\$544	\$570
WESTVIEW		
FURNISHED ONE-BEDROOM	\$588	\$620
FURNISHED TWO-BEDROOM	\$640	\$670
UNFURNISHED ONE-BEDROOM	\$553	\$580
UNFURNISHED TWO-BEDROOM	\$606	\$635
BROWN		
SINGLE OCCUPANCY	\$445-\$524	\$465-\$550
SINGLE OR DOUBLE OCCUPANCY	\$478-\$737	\$500-\$775

1. Application Fee: \$55 per application.
2. Pet Fee (cats only): \$20 per month (maximum two cats).
3. Late Fee: \$25 per occurrence.
4. Exterminating Fee: \$80 per occurrence.
5. Transfer Fee: \$85 per occurrence.
6. Lockout Fee (second and subsequent occurrences, per year): \$20.
7. Bad Check Charge (NSF): \$20 per occurrence.

Effective July 1, 2002

10.

**EASTERN MICHIGAN UNIVERSITY
HOUSING AND DINING SERVICES
2002-2003 PROPOSED BUDGET SUMMARY**

DESCRIPTION	AMOUNT
REVENUE:	
APARTMENTS	\$3,630,662
RESIDENCE HALLS	11,519,537
DINING SERVICES	13,428,252
MISCELLANEOUS	261,664
TOTAL REVENUE	<u>28,840,115</u>
EXPENSES:	
SUPPLIES, SERVICES, AND MATERIALS	7,055,456
PERSONAL SERVICES	6,166,957
FOOD COSTS	5,038,776
STUDENT HELP	3,462,288
RESERVE TRANSFERS	2,040,700
FRINGE BENEFITS	1,765,419
DEBT	1,741,269
ADMINISTRATIVE FEE	1,106,461
OTHER	380,567
TOTAL EXPENSES	<u>28,757,893</u>
NET INCOME	<u><u>\$82,222</u></u>

BOARD OF REGENTS

EASTERN MICHIGAN UNIVERSITY

SECTION: 3/

DATE:

June 25, 2002

RECOMMENDATION

2003-2004 GENERAL FUND SCHOLARSHIPS, AWARDS AND GRANTS

ACTION REQUESTED

It is recommended that the Board of Regents approve the 2003-2004 General Fund Scholarships, Awards and Grants proposal for \$11,475,558 (\$11,280,558 through General Fund revenues, \$150,000 through General Fee revenues and \$45,000 through Auxiliary Fund revenues).

STAFF SUMMARY

The General Fund Scholarships, Awards and Grants proposal is presented a year in advance of the 2003 funding time lines due to publication requirements and the recruiting cycle for the 2003 freshman class.

Programmatic changes for undergraduate students include:

Additional awards and funding are needed for the Presidential Scholarship, Regents, and Recognition of Excellence Scholarship and to attract new students and to meet obligations for scholarship recipients who are retaining their awards at higher levels. An increase in the number of awards, along with additional funding, is requested for Communication and Theatre Arts and Music to recruit new students.

The account responsibility for the Bilingual Teacher Training Scholarship is being transferred from the College of Education to the Office of Financial Aid. Additional funding for more awards to recruit Spanish-speaking students is included in this proposal.

Athletic grants-in-aid: Funds are needed to cover 4 more women's crew grants-in-aid. This is the third year of the previously approved five-year phase-in plan.

Increased funding is requested for all athletic grants in aid and scholarships that pay current tuition and room/board rates.

Programmatic changes for graduate students include: Five more fellowships are requested in an effort to improve graduate student recruitment. This is the third year of the previously approved five-year phase-in plan.

FISCAL IMPLICATIONS

The 2003-2004 Scholarships, Awards and Grants will be increased by \$1,002,946 over the 2002-2003 adjusted General Fund base of \$10,472,612.

The total budget of \$11,475,558 includes:

1. Scholarships, Awards and Grants	\$ 6,098,452
2. Athletic Grants-in-Aid	\$ 4,647,909
3. Federal and State Matches	\$ 729,197

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

EASTERN MICHIGAN UNIVERSITY

General Fund Scholarships, Awards and Grants

Proposal for 2003-2004



Division of Enrollment Services

June 25, 2002

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**2003-2004 SCHOLARSHIPS, AWARDS AND GRANTS
EXECUTIVE SUMMARY OF PROGRAM INCREASES**

	<u>Amount</u>
Presidential Scholarship 2 additional awards	\$ 22,432
Regents Scholarship 30 additional awards	\$ 78,000
Recognition of Excellence 100 additional awards	\$ 150,000
Communication & Theatre Arts 10 additional awards	\$ 11,300
Music Service Award 10 additional awards	\$ 5,000
University Grant 110 additional awards	\$ 150,000
Graduate Fellowship & Awards 5 additional fellowships	\$ 20,000
Bilingual Teacher Training Scholarship 15 additional awards	\$ 15,000
Academic Scholarships and Awards Tuition and Room/Board increases	\$ 127,528
Athletic Grants-in-Aid 4 additional Women's Crew awards	\$ 48,570
Athletic Grants-in-Aid Tuition & Room/Board increases	\$ 375,116
TOTAL ABOVE BASE INCREASES	\$1,002,946
2003-2004 Funds Requested	\$1,002,946

2003-2004 BUDGET SUMMARY

Amount

I. Academic Scholarships, Awards and Grants

**Presidential Scholarship
Account – 18145** \$ 497,071

Award Amount: 30 credit hours tuition/fees, room/board
Requires living in University Housing first two years.

23 awards at \$ 11,216 (rounded) \$ 257,972
FTIAC/sophomores

21 awards at \$ 11,386 (rounded) \$ 239,099
Juniors/Seniors

Awards are based on a competitive exam. High school seniors who apply to compete must have a 3.70 GPA or a 3.50 to 3.69 GPA and a minimum 25 ACT (1150 SAT). The Director of Financial Aid or Director of Admissions may permit exceptions when students are below minimum in one criterion. Students must complete 15 credits per semester (6 credits per spring or summer) and maintain a 3.50 GPA for renewal. Awards are limited to the equivalent of eight semesters. Freshmen recipients must live in University Housing their first two years.

**Regents Scholarship
Account 18151** \$ 1,235,000

Award Amount: \$2,600/year (\$1,300 per semester)
Requires living in University Housing first two years.

139 awards at \$2,600 \$ 361,400
FTIAC awards

336 awards at \$2,600 average \$ 873,600
Renewal awards (approximate)

Freshmen must have a high school GPA of 3.70 with a 25 ACT (1150 SAT) for consideration. New transfer and current EMU students must have a 3.70 cumulative GPA to be considered. The Director of Financial Aid or designee may permit exceptions when students are below minimum in one criterion. Recipients must complete a minimum of 15 credit hours each semester (6 credits spring and summer) and maintain a 3.50 EMU GPA for renewal. Awards are limited to the equivalent of eight semesters. Freshmen recipients must live in University Housing their first two years.

Recognition of Excellence Scholarship

\$ 1,081,046

602 awards

351 lower level awards at \$1,500	\$ 526,500
251 upper level awards at \$2,209 (rounded)	\$ 554,546

Freshmen must have a high school GPA of 3.50 with a 21 ACT (1000 SAT) for consideration. New transfer and current EMU students must have a 3.50 cumulative GPA to be considered. The Director of Financial Aid or designee may permit exceptions when students are below minimum in one criterion. Recipients must complete a minimum of 12 credit hours each semester (6 credits spring and summer) and maintain a 3.30 EMU GPA for renewal. Awards are limited to the equivalent of eight semesters. Freshmen recipients must live in University Housing their first two years.

**Wade McCree Scholarship
Account – 18181**

\$ 216,135

Award Amount: 30 credit hours tuition/fees per year.

40 awards at \$ 5,403 (rounded)

Incoming students must have a 3.00 high school GPA with a 21 ACT (1000 SAT) to qualify following the completion of their high school contractual agreement. Recipients must take a minimum of 15 credit hours per semester and maintain a 2.50 EMU GPA for renewal.

**ROTC Service Award
Account – 18184**

\$ 30,000

Award Amount: varies (10.5 full-time equivalent awards)

Awards pay part of University residence hall charges for ROTC scholarship recipients.

**National Guard Tuition/Grant Program
Account – to be assigned**

\$ 60,000

Award Amount: \$1,600 per year - \$800 per semester (37.5 awards)

Awards will be made to students receiving Chapter 1606 benefits through the National/Air Guard.

**Academic Service Award
Account – 18153**

\$ 3,500

Award Amount: \$250 per year (14 awards)

Awards are made to students who become advisers in the Academic Advising Center. Students must have a 2.50 minimum EMU GPA.

Campus Leader Award \$ 53,000
Account – 18212

Award Amount: \$500 per year (106 awards)

Awards are made to students who have shown significant volunteer commitments and service to the university and community. Students must have a 2.50 GPA, enroll in 12 credit hours each semester. Special awards may be given upon recommendation of the Director of Financial Aid or designee.

Communication/Theatre Arts Awards \$ 65,000
Account – 18214

Award Amount: varies (approximately 60 awards)

Awards are made to students who perform in forensics, theatre arts programs or who make outstanding contributions to the Communication/Theatre Arts Department. Students must be in good academic standing.

Eastern Opportunity Grant \$ 180,000
Account – 18173

Award Amount: varies according to need (approximately 180 awards)

Grants are for needy students who are at risk academically, based on high school performance. Preference is given to students enrolled in the Summer Incentive Program who are in good academic standing. Students are expected to apply for federal and state need-based aid funds first. A commitment is made to reduce loan indebtedness in the first year.

International Student Award \$ 100,000
Account – 18211

Award Amount: \$ 2,000 per year (50 awards)

Awards are made to students from foreign countries who are not permanent residents of the U.S. and are not fully funded by foreign governments, agencies or athletics. Students must have a 3.00 cumulative GPA to be considered.

Music Service Awards \$ 45,000
Account – 18213

Award Amount: varies (approximately 100 awards)

Awards are made to students who perform in Eastern's music programs or provide outstanding service to the Music Department. Students must be in good academic standing.

Resident Hall Leadership Awards \$ 45,000
Account – 18162

Award Amount: \$500/year (90 awards)

Awards are made to students who provide outstanding service to the University residence hall programs. Students must have a 2.50 GPA, enroll in 12 credit hours and are encouraged to participate in EMU leadership activities. Award recommendations made by the Director of Housing or designee.

Undergraduate Honors Assistantship \$ 50,000
Account – 18229

Award Amount: varies (approximately 30 awards)

Throughout the grant period, Honors Undergraduate Assistants must be enrolled full-time (minimum 12 hours for fall/winter, 6 hours for spring/summer) at EMU. Recipients must have been members in good standing of the University Honors Program for at least one (1) semester, including a minimum 3.30 EMU cumulative GPA and completion of at least 56 credit hours. Recommendations for recipients are made by a scholarship committee to the Director of Financial Aid.

University Grant \$ 280,000
Account – 18220

Award Amount: varies based on need (approximately 560 awards)

Grants are given to needy students who are in good academic standing. Students are encouraged to apply for federal and state need-based aid funds first. Awards may be provided to students with unusual circumstances who may not meet federal guidelines for need-based aid.

University Award \$ 20,000
Account – 18221

Award Amount: varies (approximate 44 awards)

University Awards are given to students on the basis of academic achievement who may need assistance or who may not qualify for federal/state aid.

Graduate Fellowship & Awards \$ 230,000
Account – 18315

Fellowship Award Amount: varies from \$500 to \$4,000 (approximately 73 awards)

Fellowships are awarded to both new and continuing full-time students based on high academic achievement. Awards are also based on demonstrated outstanding leadership and service. Preference is given to entering first-year degree-admitted students and to those lacking other forms of institutional support. Fellowships are distributed equitably among degree programs. Awardees are selected by the graduate school associate dean and the director of financial aid.

Community College Scholarship Account – 18157 \$ 120,000

Award Amount: \$1,000 (120 awards)

Awards are offered to students transferring to EMU. Students must have a 3.50 minimum community college GPA and have completed 30 credit hours for consideration. This is a one-time award. Awards may be pro-rated based on less than full-time enrollment.

Valedictorian & Salutatorian Scholarship Account – 18158 \$ 100,000

Award Amount: \$2,000 (50 awards)

Scholarships are offered to new freshmen who graduate as the Valedictorian or Salutatorian from their high school. This is a one-time award.

Eagle Leadership Award Account – 18159 \$ 200,000

Award amount: \$500 one-time award (400 awards)

Awarded to incoming freshmen. Must have a minimum 3.00 high school GPA and have participated in leadership activities in high school.

Great Lakes Award Account – 18311 \$ 300,000

Award amount: \$6,000 full-time award (50 awards)

Awarded to incoming students who are residents of Canada, Minnesota, Wisconsin, Illinois, Indiana, Pennsylvania or New York. Undergraduate students must have a minimum 3.0 high school GPA and graduates must have a minimum 3.6 undergraduate GPA to receive and retain this award.

Eastern Michigan Merit Plus Award Account – 18174 \$ 528,000

Award amount: \$500 to \$1,250 (approximately 450 awards)

Awarded to incoming students who have a minimum high school GPA of 3.0 and who qualify for the Michigan Merit Award. One-time only award.

**Bilingual Teacher Training Scholarship
Account – 18340**

\$ 87,000

Award amount: approximately \$1,740 (50 awards)

Awarded to Spanish-speaking students who have a minimum high school GPA of 2.5, or students who are in good standing at EMU, and who meet the application requirements published by Bilingual Education Teacher Training Program.

**National Scholars Program
Account – 18195**

\$ 572,700

Award Amount: 30 credit hours of the difference between in-state and out-of-state tuition

60 awards at \$9,545 (rounded)

Awarded only to new freshmen and new transfer students with a minimum GPA of 3.50 who are residents of states other than Michigan and Ohio. Students must complete a minimum of 15 credits per semester and maintain a 3.00 EMU GPA for renewal. Awards are limited to a maximum of eight semesters depending on grade level at time of award. Freshman recipients must live in University Housing their first two years. Funds for this award may not be transferred to other accounts.

I. Total Academic Scholarships, Awards and Grants	\$ 6,098,452
II. Athletic Grants-in-Aid	\$ 4,647,909
III. Federal and State Required Matches	<u>\$ 729,197</u>
<i>2003/2004 Scholarship, Athletic Aid & Awards Proposal</i>	<u>\$11,475,558</u>

Total funding requested from General Fund	\$11,280,558
Total funding requested from General Fee Revenue	150,000
Total funding requested by Auxiliary Fund Revenue	45,000
Total	<u>\$11,475,558</u>

Note: Exceptions are made at the discretion of the Director of Financial Aid or designee. Funds may be transferred from under-utilized accounts to areas of need within the General fund accounts.

**2003-04 BUDGET REQUEST
02-03 03-04**

10.
CHART A

	[FS]	2002-03 Adjusted 5/20/02	[FS]	2003-04 Request 6/25/02	Increase Over 2002-03
I. Academic Scholarships, Awards and Grants					
18145 Presidential Scholarship*	42	\$448,673	44	497,071	\$48,398
18151 Regents Scholarship	445	1,157,000	475	1,235,000	\$78,000
18155 Recognition of Excellence*	502	893,259	602	1,081,046	\$187,787
18181 Wade McCree*	40	201,080	40	216,135	\$15,055
18184 ROTC Service Award	10.5	30,000	10.5	30,000	\$0
18186 National Guard Program	37.5	60,000	37.5	60,000	\$0
18153 Academic Service Award	14	3,500	14	3,500	\$0
18212 Campus Leader Award	106	53,000	106	53,000	\$0
18214 Communication & Theatre Arts	50	53,700	60	65,000	\$11,300
18173 Eastern Opportunity Grant	180	180,000	180	180,000	\$0
18211 International Student Award	50	100,000	50	100,000	\$0
18213 Music Service Award	90	40,000	100	45,000	\$5,000
18162 Residence Hall Leadership Award	90	45,000	90	45,000	\$0
18229 Undergrad Honors Assistantship	30	50,000	30	50,000	\$0
18220 University Grant	450	130,000	560	280,000	\$150,000
18221 University Award	44	20,000	44	20,000	\$0
18315 Graduate Fellowship	68	160,000	153	230,000	\$70,000
18316 Graduate Meritorious Award	60	30,000			-\$30,000
18317 Graduate Symposium Award	20	20,000			-\$20,000
18157 Community College Scholarship	120	120,000	120	120,000	\$0
18158 Valedictorian/Salutatorian	50	100,000	50	100,000	\$0
18159 Eagle Leadership	400	200,000	400	200,000	\$0
18174 Eastern Michigan Merit Award	450	528,000	450	528,000	\$0
18340 Bilingual Teacher Training Scholarship	35	72,000	50	87,000	\$15,000
18195 National Scholars Program*	60	523,980	60	572,700	\$48,720
TOTAL		\$5,219,192		\$5,798,452	\$579,260
II. Athletic Grants-in-Aid					
18200 Men's Athletic Tuition	137.9	761,680	137.9	872,827	\$111,147
18201 Men's Athletic Room & Board	137.9	771,412	137.9	801,613	\$30,201
18203 Men's Medicals	5.0	55,587	5.0	60,712	\$5,125
18209 Women's Athletic Tuition	117.0	646,240	121.0	765,860	\$119,620
18208 Women's Athletic Room & Board	117.0	654,498	121.0	703,373	\$48,875
18215 Women's Medicals	3.0	33,352	3.0	36,427	\$3,075
18197 Out-of-State Tuition Differentials	122.0	1,136,454	122.0	1,242,097	\$105,643
18207 Spring Academic Aid		120,000		120,000	\$0
Men's Football Summer Aid		30,000		30,000	\$0
Women's Basketball 5th Year Aid		15,000		15,000	\$0
TOTAL		\$4,224,223		\$4,647,909	\$423,686
III. Federal and State Required Matches					
18410 Michigan Work Study Match		65,500		65,500	\$0
18400 Federal Work Study Match		349,364		349,364	\$0
18425 Federal Perkins/NDSL Match		23,000		23,000	\$0
18180 Federal Supplemental Grant Match		291,333		291,333	\$0
TOTAL		729,197		729,197	\$0
IV. Subtotal Request					
		\$10,172,612		\$11,175,558	\$1,002,946
<i>Add Restricted Award Funds:</i>					
18311 Great Lakes Award		300,000	50	300,000	\$0
Total Expenditure Request		\$10,472,612		\$11,475,558	\$1,002,946
Funded by General Fee Revenue		\$0.00		\$150,000.00	\$150,000.00
Funded by Auxiliary Fund		45,000.00		45,000.00	0.00
Funded by General Fund		9,599,612		11,280,558	1,680,946
Funded by General Fund 02-03 Tuition Revenue		828,000.00		0.00	-828,000.00
Total Funding Request		\$10,472,612		\$11,475,558	\$1,002,946

FS = # of scholarships

*Based on 9.3% tuition rate increase and 6.2% room/board rate increase

2003-04 ATHLETICS GRANTS-IN-AID REQUEST
Detailed Analysis by Sport 6/25/02

Men's Athletic Aid			Room &	Tuition
NCAA	EMU	Sport	Board	& Fees
85.0	85.0	Football	\$494,090	\$538,016
13.0	13.0	Basketball	\$75,567	\$82,285
11.7	11.7	Baseball	\$68,010	\$74,056
4.5	3.3	Golf	\$19,182	\$20,888
9.9	9.9	Swimming	\$57,547	\$62,663
12.6	11.0	Track/Cross Country	\$63,941	\$69,626
9.9	4.0	Wrestling	\$23,251	\$25,318
<u>146.6</u>	<u>137.9</u>	Total	<u>\$801,588</u>	<u>\$872,852</u>
				\$1,674,440
5 Medicals @ \$12,142.42 (tuition, fees, room and board)				60,712
Total Men's Athletic Awards				\$1,735,152
Women's Athletic Aid			Room &	Tuition
NCAA	EMU	Sport	Board	& Fees
15.0	15.0	Basketball	\$87,192	\$94,944
12.0	12.0	Softball	\$69,754	\$75,955
12.0	12.0	Volleyball	\$69,754	\$75,955
8.0	8.0	Tennis	\$46,503	\$50,637
14.0	14.0	Swimming	\$81,379	\$88,614
12.0	12.0	Gymnastics	\$69,754	\$75,955
18.0	18.0	Track/Cross Country	\$104,631	\$113,933
12.0	12.0	Soccer	\$69,754	\$75,955
6.0	6.0	Golf	\$34,877	\$37,978
20.0	12.0	Crew	\$69,754	\$75,955
<u>129.0</u>	<u>121.0</u>	Total	<u>\$703,351</u>	<u>\$765,882</u>
				\$1,469,233
3 Medicals @ \$12,142.42 (tuition, fees, room, board)				36,427
Total Women's Athletic Awards				\$1,505,660
122 Out-of-State Differentials @ \$10,181 (rounded)				\$1,242,097
Spring Academic Aid				\$120,000
Men's Football Summer Aid				\$30,000
Women's Basketball 5th Year Aid				\$15,000
GRAND TOTAL ATHLETIC AWARDS				\$4,647,909

NOTE: Average projected tuition/fee increase of 9.3% and room/board increase of 3.9% used to calculate requested 2003/04 funding.

2002-03 ATHLETICS GRANTS-IN-AID REQUEST
Detailed Analysis by Sport (revised 5/20/02)

Men's Athletic Aid			Room &	Tuition
NCAA	EMU	Sport	Board	& Fees
85.0	85.0	Football	\$475,490	\$469,491
13.0	13.0	Basketball	\$72,722	\$71,804
11.7	11.7	Baseball	\$65,450	\$64,624
4.5	3.3	Golf	\$18,460	\$18,227
9.9	9.9	Swimming	\$55,380	\$54,682
12.6	11.0	Track/Cross Country	\$61,534	\$60,758
9.9	4.0	Wrestling	\$22,376	\$22,094
<u>146.6</u>	<u>137.9</u>	Total	<u>\$771,412</u>	<u>\$761,680</u>
				\$1,533,092
5 Medicals @ \$11,117.42 (tuition, fees, room and board)				55,587
Total Men's Athletic Awards				\$1,588,679
Women's Athletic Aid			Room &	Tuition
NCAA	EMU	Sport	Board	& Fees
15.0	15.0	Basketball	\$83,910	\$82,851
12.0	12.0	Softball	\$67,128	\$66,281
12.0	12.0	Volleyball	\$67,128	\$66,281
8.0	8.0	Tennis	\$44,752	\$44,187
14.0	14.0	Swimming	\$78,316	\$77,328
12.0	12.0	Gymnastics	\$67,128	\$66,281
18.0	18.0	Track/Cross Country	\$100,692	\$99,422
12.0	12.0	Soccer	\$67,128	\$66,281
6.0	6.0	Golf	\$33,564	\$33,141
20.0	8.0	Crew	\$44,752	\$44,187
<u>129.0</u>	<u>117.0</u>	Total	<u>\$654,498</u>	<u>\$646,240</u>
				\$1,300,738
3 Medicals @ \$11,117.42 (tuition, fees, room, board)				33,352
Total Women's Athletic Awards				1,334,090
122 Out-of-State Differentials @ \$9,315.20				1,136,454
Spring Academic Aid				120,000
Men's Football Summer Aid				\$30,000
Women's Basketball 5th Year Aid				15,000
GRAND TOTAL ATHLETIC AWARDS				<u>\$4,224,223</u>

NOTE: Average projected tuition/fee increase of 9.3% and room/board increase of 6.2% used to calculate requested 2002/03 funding.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 32
DATE: June 25, 2002

RECOMMENDATION

ELIMINATION OF TRANSCRIPT FEE

ACTION REQUESTED

It is recommended that the Board of Regents eliminate Policy 12.2.3, "Charges for Transcript of Credits". The elimination of this fee will allow for transcripts to be provided to our students and alumni free of charge effective July 1, 2002.

STAFF SUMMARY

In an effort to better serve our students and alumni, and to eliminate an inefficient administrative procedure, it is recommended that the \$5 per copy transcript fee be eliminated. The fee is not cost-effective given the effort required to collect and process the payment. The transcript release procedure, including denying the release of transcripts when outstanding financial obligations exist, will remain unchanged.

FISCAL IMPLICATIONS

The fiscal 2002 transcript fee budget is \$140,000. Through April 2002, \$115,252 in transcript fee revenue has been recognized. The base budget for fiscal 2003 has been built with this fee eliminated.

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: 33
DATE: June 25, 2002

RECOMMENDATION

POLICY REVISION: RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

ACTION REQUESTED

It is recommended that the Board of Regents amend the University's policy 12.1.1, Residence Classification for Tuition Purposes, to include the following:

Residency classification for tuition purposes does not apply to on-line courses.

STAFF SUMMARY

As Eastern Michigan University offers more courses and programs of study via the world wide web, and competes for students in a national and international market, price becomes an increasingly important consideration in marketing programs. Because the marginal cost associated with servicing a student on-line is relatively the same regardless of where they reside, the domicile of the student becomes less relevant in pricing on-line course offerings. After program content and quality, price often becomes the deciding factor for students who choose to participate in the web-based educational market.

A survey of the online tuition charges of eighteen Michigan, MAC, and private competitors showed that eleven were already charging a single tuition rate for online courses, regardless of the locale of the subscriber. Among the remaining seven institutions there was active study of offering a single rate.

FISCAL IMPLICATIONS

Implementation of this revision will allow the University to offer quality online courses at market competitive rates.

ADMINISTRATIVE RECOMMENDATION

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

University Executive ~~Officer~~

Date _____

Effective Date	Date of Revision
11-17-7109-05-02	8-26-876-25-02



Policies, Rules And Regulations

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Issue		
RESIDENCE CLASSIFICATION FOR TUITION PURPOSES		

I. REGULATIONS FOR DETERMINING RESIDENCE CLASSIFICATION

A person enrolling at Eastern Michigan University shall be classified as a resident or non-resident for tuition purposes. A student's residence status shall be determined at the time of his/her initial admission to the University. **Residency classification for tuition purposes does not apply to on-line courses.** In order to determine the domicile of a student, the following regulations will be utilized.

A. Establishment of Residence

No student shall be eligible for classification as a resident for tuition purposes unless the student has demonstrated that he/she has established domicile in Michigan.

B. Minors and Dependents over 18

The domicile of a student who is not yet 18 years of age follows that of the student's parents or legal guardian. If that student's parents or legal guardian would qualify in accordance with the University's regulations for Determining Residence Classification, that student shall be considered a Michigan resident for tuition purposes.

Students 18 years of age or over who are claimed as dependents for federal income tax purposes by their parents or guardians at the time of registration and for the tax year preceding the year in which they register will be classified for tuition purposes as though they were minors.

C. Nondependent Students

An independent student 18 years of age or older is considered eligible for residence classification if the student has demonstrated that he/she has established domicile in Michigan.

D. Spouse

The domicile of a student who otherwise would be classified as nonresident for tuition purposes will follow that of the student's spouse, if the spouse is eligible for classification as a Michigan resident for tuition purposes. (Applicable only to U.S. citizens or to aliens admitted to the United States in accordance with Subsection E.)

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E. Aliens

An Alien (noncitizen) student shall be eligible for classification as a Michigan resident for tuition purposes if he/she is domiciled in the United States and also qualifies in accordance with the University's Regulations for Determining Residence Classification.

In order to demonstrate that he/she is domiciled in the United States the student must be a permanent resident, or an alien with a G-4 visa, or an alien with other documentation from the Immigration and Naturalization Service that reflects such status.

F. Migrants

Migrants status is one factor considered when determining if a student is domiciled in Michigan for tuition purposes. Michigan migrants are defined as individuals who have made their livelihood in seasonal work in the state of Michigan, and have traveled interstate for this purpose. Migrant students shall be considered Michigan residents for tuition purposes if they or their parents or legal guardian were employed IN MICHIGAN for at least two months during each of three of the preceding five years. Verification of employment as migrant workers should be secured from the Michigan Farm Labor and Rural Manpower Services Office. Other appropriate evidence also may be used by migrant workers to establish their status.

G. Spouse or Dependent of a U.S. Military Service Person

The spouse or dependent of a person currently serving in a branch of the U.S. Military Service (excluding reserve programs) or of a person who died while serving in a branch of the U.S. Military Service shall be eligible for classification as a Michigan resident for tuition purposes if that military service person qualified in accordance with the University's Regulations for Determining Residence Classification immediately before entering the Military Service as a Michigan resident.

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H. U.S. Military Service Veteran

A veteran of a branch of the U.S. Military Service (excluding reserve programs) shall be eligible for classification as a Michigan resident for tuition purposes if that person qualified in accordance with the University's Regulations for Determining Residence Classification immediately before entering the Military Service as a Michigan resident.

II. GUIDELINES AND CRITERIA FOR DETERMINING RESIDENCE CLASSIFICATION

Since a student normally comes to Eastern Michigan University for the primary or sole purpose of attending the University rather than to establish domicile in Michigan, one who enrolls in the University as a nonresident shall continue to be so classified throughout his/her attendance as a student, unless and until he/she demonstrates that his/her previous domicile has been abandoned and a Michigan domicile is established.

The following guidelines and criteria shall be applied when reviewing a student's classification. It is recognized that no one of the following criteria shall, standing alone, necessarily be controlling. All factors indicating an intent to make Michigan the student's domicile will be considered by the University in classifying a student.

A. The following facts and circumstances, although not necessarily conclusive, have probate value in support of a claim for residence classification:

1. Domicile in Michigan of family, guardian, or other relatives or persons legally responsible for the student.
2. Former domicile in Michigan and maintenance of significant connections therein while absent.
3. Self supporting reliance upon Michigan sources for financial support. (Verification of Michigan income tax liability must be provided.)
4. Continuous presence in Michigan during periods when not enrolled as a student.

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RESIDENCE CLASSIFICATION FOR TUITION PURPOSES

5. Long term military commitments in Michigan.
6. Acceptance of an offer of permanent employment in Michigan. (In a position not normally filled by a student.)
7. Ownership of real estate in Michigan.

B. Please note: The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to effect classification of a student as a resident under these regulations.

1. Voting or registration for voting.
2. Employment in any position normally filled by a student.
3. The lease of living quarters.
4. A statement of intention to acquire a domicile in Michigan.
5. Automobile registration, Drivers License.
6. Other public record, e.g., birth records.

Authority for Creation or Revision

Minutes of the Board of Regents, November 17, 1971; para. .1047M
Minutes of the Board of Regents, August 26, 1987; para. .3537M

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

AMENDMENT OF DEFINED CONTRIBUTION RETIREMENT PLAN AND ADOPTION OF
457(B) DEFERRED COMPENSATION PLAN

ACTION REQUESTED

It is recommended that the Board of Regents approve the attached amendments to the University's Defined Contribution Retirement Plan and approve the adoption of the attached 457(b) Deferred Compensation Plan.

STAFF SUMMARY

In accordance with Michigan Optional Retirement Act, MCLA 38.381 et seq., the University has adopted and maintains the Eastern Michigan University Defined Contribution Retirement Plan (Plan). The Plan provides eligible University employees, who are not members of the Michigan Public School Employees Retirement System (MPSERS), with a source of retirement income as a result of their service with the University. The Plan provides for the purchase of annuities described in Internal Revenue Code (IRC) Section 403(b), or for the contribution to mutual fund custodial accounts described in IRC Section 403(b) (7) on behalf of Participants. During 2001 the U.S. Congress enacted the Economic Growth and Tax Relief Reconciliation Act (EGTRRA). EGTRRA requires in part the amendment of the University's Plan documents. The attached amendments incorporate into the University's Plan documents the EGTRRA required revisions as well as other revisions required by laws enacted between 1996 and 2000. In addition to incorporating amendments required by law, the amendments, consistent with the IRC and EGTRRA, will allow the University to make supplemental retirement contributions on behalf of certain Participants.

The adoption of a 457(b) Deferred Compensation Plan by Eastern Michigan University (EMU) would allow EMU employees to voluntarily set aside a portion of their pre-tax earnings for retirement savings. No federal income taxes would be assessed on the amounts contributed, or the earnings on the amounts contributed, until the

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funds are withdrawn. EGTRRA made 457(b) plans more attractive by increasing contribution limits, eliminating dollar offsets between 457(b) and 403(b) Deferred Compensation Plans, and enhancing the portability of the Plans. EMU's Plan would be administered by the Teachers Insurance and Annuity Association/College Retirement Equities Fund TIAA-CREF.

FISCAL IMPLICATIONS

None. Adoption of the amendments to the Defined Contribution Retirement Plan will not increase the University's financial obligations in regards to Plan contributions. The 457(b) Deferred Compensation Plan provides for contributions by EMU employees only.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

**AMENDMENT OF
EASTERN MICHIGAN UNIVERSITY
DEFINED CONTRIBUTION RETIREMENT PLAN
FOR THE ECONOMIC GROWTH AND TAX RELIEF
RECONCILIATION
ACT OF 2001 ("EGTRRA")**

EASTERN MICHIGAN UNIVERSITY (the "Institution") amends its
Defined Contribution Retirement Plan as follows:

A. PREAMBLE

1. Adoption and effective date of amendment. This amendment of the Plan is adopted to reflect certain provisions of the Economic Growth and Tax Relief Reconciliation Act of 2001 ("EGTRRA"). This amendment is intended as good faith compliance with the requirements of EGTRRA and is to be construed in accordance with EGTRRA and guidance issued thereunder. Except as otherwise provided, this amendment shall be effective as of the first day of the first plan year beginning after December 31, 2001.
2. Supersession of inconsistent provisions. This amendment shall supersede the provisions of the Plan to the extent those provisions are inconsistent with the provisions of this amendment.

B. LIMITATIONS ON CONTRIBUTIONS

1. Maximum Annual Addition. The annual addition that may be contributed or allocated to a Participant's account under the Plan for any limitation year shall not exceed the lesser of:
 - a. \$40,000, as adjusted for increases in the cost-of-living under section 415(d) of the Code, or
 - b. 100 percent of the Participant's compensation, within the meaning of section 415(c)(3) of the Code, for the limitation year.

The compensation limit referred to in (b) shall not apply to any contribution for medical benefits after separation from service (within the meaning of section 401(h) or section 419(f)(2) of the Code), if any, otherwise treated as an annual addition.

2. Maximum Exclusion Allowance. Effective for plan years beginning on or after January 1, 2002, contributions to this Plan will not be

subject to the exclusion allowance limitations of section 403(b) of the Code.

- 3. Limitation Under §402(g). No Participant shall be permitted to have elective deferrals made under this Plan, or any other retirement plan maintained by the employer during any taxable year, in excess of the dollar limitation contained in section 402(g) of the Code in effect for such taxable year, except to the extent permitted under the section of this amendment that provides for catch-up contributions under EGTRRA §631 and section 414(v) of the Code.
- 4. Catch-up Contributions. All employees who are eligible to make elective deferrals under this Plan and who have attained age 50 before the close of the calendar year shall be eligible to make catch-up contributions in accordance with, and subject to the limitations of, section 414(v) of the Code. Such catch-up contributions shall not be taken into account for purposes of the provisions of the plan implementing the required limitations of section 402(g) and 415 of the Code.

C. DISTRIBUTION UPON SEVERANCE FROM EMPLOYMENT

- 1. Effective date. This section shall apply for distributions and severances from employment occurring after December 31, 2001.
- 2. New distributable event. A participant's elective deferrals, and earnings attributable to these deferrals that have at any time been invested in a mutual fund custodial account may be distributed on account of the participant's severance from employment. However, such a distribution shall be subject to the other provisions of the plan regarding distributions, other than provisions that require a separation from service before such amounts may be distributed.

D. DIRECT ROLLOVERS OF PLAN DISTRIBUTIONS

- 1. Effective date. This section shall apply to distributions made after December 31, 2001.
- 2. Modification of definition of eligible retirement plan. For purposes of the direct rollover provisions in Sec. 5.4(d) of the Plan, an eligible retirement plan shall mean a qualified retirement plan described in section 401(a) or section 403(a) of the Code, a tax sheltered annuity plan described in section 403(b) of the Code and an eligible plan under section 457(b) of the Code which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state and which agrees to separately account for amounts transferred into such plan

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from this Plan. The definition of eligible retirement plan shall also apply in the case of a distribution to a surviving spouse, or to a spouse or former spouse who is the alternate payee under a qualified domestic relation order, as defined in section 414(p) of the Code.

E. ROLLOVERS FROM OTHER PLANS

1. Direct Rollovers. As and when permitted by Sec. 3.4 of the Plan, the Plan will accept a direct rollover of an eligible rollover distribution from:
 - a. A qualified plan described in section 401(a) or 403(a) of the Code, excluding after-tax employee contributions.
 - b. A qualified tax sheltered annuity plan described in section 403(b) of the Code.
 - c. An eligible plan under section 457(b) of the Code which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state.
2. Participant Rollover Contributions from Other Plans. As and when permitted by Sec. 3.4 of the Plan, the Plan will accept a Participant contribution of an eligible rollover distribution from:
 - a. A qualified plan described in section 401(a) or 403(a) of the Code.
 - b. A tax sheltered annuity plan described in section 403(b) of the Code.
 - c. An eligible plan under section 457(b) of the Code which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state.
3. Participant Rollover Contributions from IRAs. The Plan will accept a Participant rollover contribution of the portion of a distribution from an individual retirement account or annuity described in section 408(a) or 408(b) of the Code that is eligible to be rolled over and would otherwise be includible in gross income.
4. Withdrawals of Rollover Contributions. To the extent permitted by the Funding Vehicle, a Participant may receive a cash withdrawal of any rollover contribution made on or after January 1, 2002. Withdrawals may be received while the Participant is employed by the Institution. To the extent the Plan is subject to ERISA, this right will be subject to the spouse's rights to survivor benefits.

8/27/97

Revised: 6/2002

EASTERN MICHIGAN UNIVERSITY
DEFINED CONTRIBUTION RETIREMENT PLAN
As amended and restated June, 2002

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**EASTERN MICHIGAN UNIVERSITY
DEFINED CONTRIBUTION RETIREMENT PLAN**

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M1:0282622.02
8/27/97
Revised: 6/2002

**EASTERN MICHIGAN UNIVERSITY
DEFINED CONTRIBUTION RETIREMENT PLAN**

**Article I
Introduction**

Sec. 1.1 Name and Type of Plan. The name of the retirement plan set forth in this document is the "Eastern Michigan University Defined Contribution Retirement Plan." It is sometimes referred to as the "Plan". The Plan is intended to purchase annuities described in § 403(b) of the Internal Revenue Code ("Code") or contribute to mutual fund custodial accounts described in Code § 403(b)(7) on behalf of Participants. The Plan is intended both (i) to meet the requirements of the Code with respect to such annuities and custodial accounts and (ii) to constitute an "optional retirement program" (as provided for in Mich. Comp. Laws §§ 38.381 to 38.387) with respect to certain eligible employees, and will be construed and administered consistent with that intent. The Plan has been established by Eastern Michigan University (the "University") so that eligible employees, who are not members of the Michigan Public School Employees' Retirement System ("MPERS") (provided for in Mich. Comp. Laws §§ 38.201 to 38.234), may have a source of retirement income as a result of their service with Eastern Michigan University.

Sec. 1.2 Effective Date. The "Effective Date" of the Plan, the date as of which the Plan was established, is January 1, 1996. The Plan continues the prior optional retirement plan maintained by the University since 1969. This document amends and restates the Plan effective for plan years beginning after 1996, unless a different effective date is specified, and is intended to meet applicable requirements of the Internal Revenue Code of 1986, as amended by the Uruguay Round Agreements Act, the Small Business Job Protection Act of 1996, the Taxpayer Relief Act of 1997, the Uniformed Services Employment and Reemployment Rights Act of 1994, the Internal Revenue Service Restructuring and Reform Act of 1998, the Community Renewal Tax Relief Act of 2000, and all rulings and regulations issued thereunder:

**Article II
Plan Participation**

Sec. 2.1 Eligible Employees Hired Prior to January 1, 1996. Any full-time faculty, administrative professional, or other salaried employee of the University who was hired by the University prior to January 1, 1996 and who elected to participate in the optional retirement program in accordance with Mich. Comp. Laws § 38.385, or any other employee of the University hired prior to January 1, 1996 who transfers or is promoted or reclassified to such a position on or after January 1, 1996 and who makes an irrevocable election to participate in this Plan as an optional retirement plan, shall be an Eligible Employee under this Plan. Once the irrevocable election has been made to participate in the optional retirement plan in lieu of MPERS, the employee will continue to be an Eligible Employee under this Plan until the individual terminates employment with the University, regardless of the individual's position with the University.

Sec. 2.2 Eligible Employees Hired On or After January 1, 1996. An employee of the University who was hired or rehired by the University on or after January 1, 1996 is an "Eligible Employee" under this Plan in accordance with the following rules:

- (a) The employee is an Eligible Employee if the employee is classified by the University as a regular employee with a full-time or 50 percent or more part-time appointment, who is employed by the University in one of the following positions: (1) an athletic coach (an "AC Employee"); (2) an administrative professional (an "AP Employee"); (3) campus police (a "CP Employee"); (4) faculty; (5) a police sergeant (a "PS Employee"); (6) a professional technical (a "PT Employee"); (7) a 100% full-time lecturer; or (8) effective June 1, 1997, a confidential clerical (a "CC Employee"). Any Eligible Employee whose collective appointments drop below 50 percent shall cease to be an Eligible Employee for such period as the appointments are less than 50 percent.
- (b) Eligible Employees do not include employees classified by the University as temporary employees, employee consultants, student employees, or student employees working as staff.
- (c) Eligibility of employees in a collective bargaining unit to participate in the Plan is subject to negotiations with the representative of that unit. During any period that an employee is covered by the provisions of a collective bargaining agreement between the University and such representative, the employee shall not be considered an Eligible Employee for purposes of this Plan unless such agreement expressly so provides. For purposes of this section only, such an agreement shall be deemed to continue after its formal expiration during collective bargaining negotiations pending the execution of a new agreement.

Sec. 2.3 Commencement of Participation. An Eligible Employee becomes a Participant in the Plan for purposes of eligibility for University contributions on the earliest date (on or after the Effective Date of the Plan) on which the employee is an Eligible Employee.

Sec. 2.4 Duration of Participation. A Participant shall continue to be a Participant in this Plan until the individual is no longer an Eligible Employee; provided, however, that a former Participant shall be entitled to the benefits accrued during the period of participation until those benefits are distributed in accordance with Article V. Participation in the Plan does not constitute a guarantee or contract of employment with the University. Such participation shall in no way interfere with any rights the University would have in the absence of such participation to determine the duration of an employee's employment.

Article III Contributions

Sec. 3.1 University Contributions. On a payroll period basis, the University shall make a contribution to the applicable Investment Provider for each Participant, equal to a percentage of the Participant's Recognized Compensation. Such percentage shall result in an allocation to the Participant not less than the greater of (a) the contribution required Mich. Comp. Laws sec. 38.387(b) or (b) the contribution required by the current collective bargaining agreement

covering such Participant (if applicable). Such contribution shall be in keeping with the University's objective to provide competitive retirement benefits; provided that the rate and amount of each Participant's allocation shall be within applicable limits prescribed by the Code. Each Participant shall be fully and immediately vested in such contributions on behalf of the Participant. Notwithstanding any provision of this Plan to the contrary, contributions, benefits and service credit with respect to qualified military service will be provided in accordance with Code § 414(u).

Sec. 3.2 Recognized Compensation. "Recognized Compensation" of a Participant from the University for any year means the amount determined by the University to be the total earnings paid to the Participant during such year for service as an Eligible Employee, subject to the following:

- (a) Recognized Compensation includes any contributions made by salary reduction to any other plan which meets the requirements of Code sections 125, 403(b) or 457 or, for plan years beginning on and after January 1, 2001, by reason of Code § 132(f)(4), whether or not such contributions are actually excludable from the Participant's gross income for federal income tax purposes.
- (b) Recognized Compensation does not include any compensation paid to the Participant that is classified by the University as payoff of accrued vacation or sick pay at retirement or termination, severance pay, tuition assistance benefits, or payments or contributions for insurance or other employee benefit or fringe benefit plans.
- (c) Recognized Compensation of a Participant for any calendar year shall not exceed the annual compensation amount determined by the IRS and adjusted for each year after 1996 to take into account any cost of living increase provided for that year in accordance with regulations prescribed by the Secretary of the Treasury under Code § 401(a)(17). Notwithstanding the foregoing, the limitations of this subsection shall not apply to any Participant described in Sec. 2.1 who was a participant in the optional retirement plan prior to January 1, 1996.

Sec. 3.3 Limitations on Contributions. In no event shall the amount of the University's contribution for any Participant under this Plan for any year exceed the lesser of:

- (a) For plan years prior to 2002, the maximum exclusion allowance (as defined in Code § 403(b)(2) with respect to the Participant for said year, except when made inapplicable pursuant an election under Code § 415(c)(4)(C).
- (b) The maximum allocation permitted with respect to the Participant under Code § 415, after taking into account any special elections made by the Participant under Code § 415(c)(4).

Sec. 3.4 Rollover Contributions. With the consent of the University and the applicable Investment Provider, an Eligible Employee may request that an annuity contract or custodial account under this Plan accept a transfer of an amount that constitutes a Rollover Contribution. Such consent shall be granted only if it is certain that the amount transferred will constitute a

proper Rollover Contribution. For purposes of this section, a "Rollover Contribution" means a contribution of an amount which may be rolled over to an annuity contract or custodial account pursuant to Code §§ 403(b)(8), 408(d)(3)(A)(iii), or any other provision of the Code that may permit rollovers to an annuity contract described in § 403(b) or to a custodial account described in § 403(b)(7) from time to time. The Eligible Employee shall be treated the same as a Participant under this Plan from the time of the Rollover Contribution, but shall not actually be a Participant and shall not be eligible to receive an allocation of University contributions until he or she has satisfied the requirements of Sec. 2.3.

Sec. 3.5 Elective Deferrals: Each Participant may elect that up to the maximum amount of his or her Recognized Compensation permitted under Code §402(g)(5) be withheld each plan year as an elective deferral, except that with respect to any Participant who is described in Code §402(g)(8)(C), the annual dollar limitation on elective deferrals will be increased by the amount described in Code §402(g)(8)(A). The terms of Code §402(g)(8) are incorporated in the Plan by reference. Notwithstanding the foregoing, the minimum annual elective deferral permitted hereunder will be \$200. Elective deferrals will be made subject to the following provisions:

- (a) Elective deferrals may be made in whole percentage increments of Recognized Compensation or in specific dollar amounts as designated by the Participant. The University will have the right to direct that such increments of Compensation be rounded to the next highest or lowest dollar.
- (b) In accordance with such procedures as may be established by the University, each Participant may complete (or amend) a Salary Deferral Agreement with the University, which will be legally binding between the University and Participant, and will further be irrevocable with respect to Recognized Compensation earned while the agreement is in effect. A Participant may cancel the agreement at any time with respect to Recognized Compensation not yet earned. If a Participant cancels his or her Salary Deferral Agreement, the Participant will not be permitted to put a new Salary Deferral Agreement into effect until such time as set forth in the written policy established by the University.
- (c) An Elective Deferral will constitute a payroll deduction authorization for purposes of applicable Michigan law.

**Article IV
Investments & Investment Providers**

Sec. 4.1 Annuity Contracts or Mutual Funds Available Under Plan. Investments under the Plan shall be limited to such classes of annuity contracts or regulated investment company stock ("mutual funds") as shall be designated for such purpose by the University from time to time in the sole discretion of the University. The University may in its sole discretion add additional annuity contract or mutual fund options or delete existing options (with respect to future contributions) at any time. Any annuity contract designated by the University shall meet the applicable requirements of Code § 401(g).

Sec. 4.2 Participant Directed Investments. Each Participant shall direct the investment of contributions made on his or her behalf under this Plan, and the earnings thereon, subject to the following:

- (a) The investment options available to the Participant shall be those classes of annuity contracts or mutual funds designated by the University pursuant to Sec. 4.1. All investment directions shall be filed with the University, or with such agent or agents as may be designated from time to time by the University for this purpose, in the manner prescribed by the University or applicable Investment Provider from time to time. Each investment direction shall remain in effect until a new investment direction is filed by the Participant. An initial investment direction shall be filed when an Eligible Employee first becomes a Participant. Thereafter, a Participant may change the investment of the existing balances (including transfers between available Investment Providers) and future contributions in accordance with such rules as may be established by the University and the applicable Investment Provider.
- (b) All investment directions by a Participant shall be complete as to the terms of the investment transaction. An investment direction shall provide for both the investment of existing balances under any annuity contracts or custodial accounts and the investment of future contributions on behalf of the Participant. No Investment Provider shall have any obligation whatsoever to select annuity contracts or mutual funds on behalf of a Participant, its sole duty being to follow within a reasonable period of time all proper directions of the Participant which are made in accordance with the Plan. If a Participant fails to provide directions as to the investment of any contributions required to be made under the Plan, the University may in its sole discretion designate an investment vehicle to be used to hold such funds.
- (a) Following the death of the Participant, each of his or her Beneficiaries shall have the right to direct the investment of the portion of the Participant's annuity contract or custodial account held on behalf of the Beneficiary, subject to the same terms and conditions as applied to the Participant prior to death.
- (b) All investment directions shall be in accordance with such rules and regulations as the University or the Investment Provider may establish from time to time for this purpose.

Sec. 4.3 Designation of Investment Provider. The contributions made on behalf of each Participant, and the earnings and accumulations thereon, may be held and invested as one fund or may be divided into any number of parts for investment purposes and shall be held and invested by one or more insurance companies or one or more custodians. The insurance company or custodian so acting with respect to any part of such plan contributions is referred to herein as the "Investment Provider" with respect to such part. The selection and appointment of each Investment Provider shall be made by the University. The University shall have the right at any time to remove an Investment Provider and appoint a successor with respect to future contributions under the Plan, subject only to the terms of any annuity contract or custodial account agreement. The University shall have the right to determine the form and substance of

each annuity contract or custodial account agreement under which any part of the contributions under the Plan are held, subject only to the requirement that they are not inconsistent with the provisions of the Plan.

Sec. 4.4 No Diversion. The annuity contracts and custodial accounts shall be for the exclusive purpose of providing benefits to Participants under the Plan and their beneficiaries and defraying reasonable expenses of administering the Plan. No part of the annuity contracts or custodial account may be used for, or diverted to, purposes other than for the exclusive benefit of employees of the University or their beneficiaries. Notwithstanding the foregoing, if any contribution or portion thereof is made by the University by a mistake of fact, the applicable Investment Provider shall, upon written request of the University within one year after the payment of the contribution to the Investment Provider, return such contribution or portion thereof to the University as soon as possible.

**Article V
Distributions**

Sec. 5.1 Retirement Distributions After Termination of Employment. Following a Participant's termination of employment with the University (for any reason other than death), the Participant shall be entitled to distributions from his or her annuity contract or custodial account . The distribution shall be paid at the time and in the manner determined under Sec. 5.4.

Sec. 5.2 Distributions to Beneficiary After Death. If a Participant's termination of employment is the result of death, his or her Beneficiary shall be entitled to distributions from the Participant's annuity contract or custodial account. The distribution shall be paid at the time and in the manner determined under Sec. 5.4. A Participant's "Beneficiary" shall be determined in accordance with the provisions of the applicable annuity contract or custodial account agreement. Any designation or revocation of a prior designation of Beneficiary by a Participant shall be in writing on a form acceptable to the applicable Investment Provider and shall be filed with the Investment Provider. If there is not on file with the Investment Provider an effective designation of Beneficiary by a deceased Participant, and if the applicable annuity contract or custodial account agreement does not provide otherwise, then the Participant's Beneficiary shall be the Participant's personal representative (executor or administrator).

Sec. 5.3 No Withdrawals Before Termination of Employment. A Participant may not withdraw amounts from his or her annuity contract or custodial account at any time prior to the Participant's termination of employment with the University.

Sec. 5.4 Time and Method of Payment. Distributions to which a Participant or Beneficiary become entitled pursuant to sections 5.1 or 5.2 with respect to a particular annuity contract or custodial account shall be distributed to that individual at such time as he or she elects and according to the method that he or she elects in accordance with the terms of the applicable annuity contract or custodial account agreement, subject to the following rules:

- (a) Distributions may be made by one or more of the following methods that may be permitted under the applicable annuity contract or custodial account agreement, as the Participant or Beneficiary may select:

- (1) Payment in a single sum.
 - (2) Payment in a series of annual or more frequent installments.
 - (3) Payments under an annuity contract (which by its terms cannot be transferred by the Participant or Beneficiary to provide payments to anyone else) providing for substantially non-increasing payments.
- (b) All distributions made under the Plan will be determined and made in accordance with Code §§ 401(a)(9) and 403(b)(10) and with the regulations issued under Code § 401(a)(9), including the minimum distribution incidental benefit requirement of proposed regulation § 1.401(a)(9)-2, and any provisions in this Plan which reflect Code §§ 401(a)(9) and/or 403(b)(10) will override any distribution options which are inconsistent with such Code section and regulations. If Participant's benefit is paid in a form that is based on life expectancies through other than the purchase of an immediate annuity, the joint life expectancies of the Participant and his or her Beneficiary will be recalculated annually unless the Participant elects the non-recalculation method of determining life expectancy.
- (c) A distributee may elect, at the time and in the manner prescribed by the Investment Provider, to have any portion of an eligible rollover distribution paid directly to an eligible retirement plan specified by the distributee in a direct rollover. For purposes of this subsection:
- (1) An "eligible rollover distribution" is any distribution of all or any portion of the balance to the credit of the distributee, except that an eligible rollover distribution does not include any distribution that is one of a series of substantially equal periodic payments (not less frequently than annually) made for the life (or life expectancy) of the distributee or the joint lives (or life expectancies) of the distributee and the distributee's designated beneficiary, or for a specified period of ten years or more; and any distribution to the extent such distribution is required under Code § 403(b)(10).
 - (2) An "eligible retirement plan" is an individual retirement account described in Code § 408(a), an individual retirement annuity described in Code § 408(b), an annuity described in Code § 403(b), or a custodial account described in Code § 403(b)(7), that accepts the distributee's eligible rollover distribution. However, in the case of an eligible rollover distribution to the surviving spouse, an eligible retirement plan is an individual retirement account or individual retirement annuity.
 - (3) A "distributee" includes a Participant or former Participant. In addition, the Participant's or former Participant's surviving spouse and the Participant's or former Participant's spouse or former spouse who is the alternate payee under a qualified domestic relations order, as defined in Code § 414(p), are distributees with regard to the interest of the spouse or former spouse.

- (4) A “direct rollover” is a payment from the applicable annuity contract or custodial account to the eligible retirement plan specified by the distributee.

Sec. 5.5 Source of Benefits. All benefits to which persons become entitled hereunder shall be provided only out of the Participant’s annuity contracts or custodial accounts and only to the extent that such annuity contracts or custodial accounts are adequate therefor. No benefits are provided by the University under the Plan except those expressly described herein.

Sec. 5.6 Benefits May Not Be Assigned or Alienated. Except as otherwise expressly permitted by the Plan or required by law, the interests of persons entitled to benefits under the Plan may not in any manner whatsoever be assigned or alienated, whether voluntarily or involuntarily, or directly or indirectly. However, the Plan shall comply with the provisions of any court order which the University or Investment Provider determines is a qualified domestic relations order as defined in Code § 414(p). Notwithstanding any provisions in the Plan to the contrary, an individual who is entitled to payments from an annuity contract or custodial account as an “alternate payee” pursuant to a qualified domestic relations order may receive a lump sum payment as soon as administratively feasible after the date of the determination by the University or Investment Provider that the order is a qualified domestic relations order to the extent consistent with the terms of the applicable annuity contract or custodial account, unless the order specifically provides for payment to be made at a later time or in a different form permitted under Sec. 5.4.

Article VI Administration of Plan

Sec. 6.1 Administration by University. Except as to responsibilities allocated to the Investment Provider under the terms of any annuity contract or custodial account agreement, the University shall control and manage the operation and administration of the Plan and make all decisions and determinations incident thereto. In carrying out its Plan responsibilities, the University shall have discretionary authority to construe the terms of the Plan, determine eligibility for participation in the Plan, and determine the amount of contributions required under the Plan. Action on behalf of the University may be taken by any person or persons, or committee, to whom such authority is delegated by the Board of Regents or President of the University.

Sec. 6.2 Correction of Errors. It is recognized that in the operation and administration of the Plan certain mathematical and accounting errors may be made or mistakes may arise by reason of factual errors in information supplied to the University or Investment Provider. The University shall have power to cause such equitable adjustments to be made to correct for such errors as the University in its discretion considers appropriate. Such adjustments shall be final and binding on all persons. Any return of a contribution due to a mistake in fact will be subject to Sec. 4.3.

Article VII Amendment and Termination

Sec. 7.1 Amendment. Subject to the non-diversion provisions of Sec. 4.3, the University, by action of its President, or by action of a person so authorized by the President,

may amend the Plan at any time and from time to time. No amendment of the Plan shall have the effect of changing the rights, duties, and liabilities of any Investment Provider without its written consent. Also, no amendment shall divest a Participant or Beneficiary of amounts held under annuity contracts or custodial accounts accrued prior to the amendment. Promptly upon adoption of any amendment to the Plan, the University will furnish a copy of the amendment, together with a certificate evidencing its due adoption, to each Investment Provider then acting.

Sec. 7.2 Termination. The University, by action of its President, may terminate the Plan at any time. After such termination, no employee shall become a Participant, and no further contributions shall be made. The annuity contracts or custodial accounts of each Participant in the employ of the University at the time of such termination shall be nonforfeitable. Notwithstanding the foregoing, any annuity contract or custodial account agreement with an Investment Provider shall remain in effect, and distributions shall be made to Participants and Beneficiaries as they become entitled to distributions under Article V.

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or former Participant's spouse or former spouse who is the alternate payee under a qualified domestic relations order, as defined in Code § 414(p), are distributees with regard to the interest of the spouse or former spouse.

- (4) A "direct rollover" is a payment from the applicable annuity contract or custodial account to the eligible retirement plan specified by the distributee.

Sec. 5.5 Source of Benefits. All benefits to which persons become entitled hereunder shall be provided only out of the Participant's annuity contracts or custodial accounts and only to the extent that the such annuity contracts or custodial accounts are adequate therefor. No benefits are provided by the University under the Plan except those expressly described herein.

Sec. 5.6 Benefits May Not Be Assigned or Alienated. Except as otherwise expressly permitted by the Plan or required by law, the interests of persons entitled to benefits under the Plan may not in any manner whatsoever be assigned or alienated, whether voluntarily or involuntarily, or directly or indirectly. However, the Plan shall comply with the provisions of any court order which the University or Investment Provider determines is a qualified domestic relations order as defined in Code § 414(p). Notwithstanding any provisions in the Plan to the contrary, an individual who is entitled to payments from an annuity contract or custodial account as an "alternate payee" pursuant to a qualified domestic relations order may receive a lump sum payment as soon as administratively feasible after the date of the determination by the University or Investment Provider that the order is a qualified domestic relations order to the extent consistent with the terms of the applicable annuity contract or custodial account, unless the order specifically provides for payment to be made at a later time or in a different form permitted under Sec. 5.4.

**Article VI
Administration of Plan**

Sec. 6.1 Administration by University. Except as to responsibilities allocated to the Investment Provider under the terms of any annuity contract or custodial account agreement, the University shall control and manage the operation and administration of the Plan and make all decisions and determinations incident thereto. In carrying out its Plan responsibilities, the University shall have discretionary authority to construe the terms of the Plan, determine eligibility for participation in the Plan, and determine the amount of contributions required under the Plan. Action on behalf of the University may be taken by any person or persons, or committee, to whom such authority is delegated by the Board of Regents or President of the University.

Sec. 6.2 Correction of Errors. It is recognized that in the operation and administration of the Plan certain mathematical and accounting errors may be made or mistakes may arise by reason of factual errors in information supplied to the University or Investment Provider. The University shall have power to cause such equitable adjustments to be made to correct for such errors as the University in its discretion considers appropriate. Such adjustments shall be final and binding on all persons. Any return of a contribution due to a mistake in fact will be subject to Sec. 4.4.

**Article VII
Amendment and Termination**

Sec. 7.1 Amendment. Subject to the non-diversion provisions of Sec. 4.3, the University, by action of its President, or by action of a person so authorized by the President, may amend the Plan at any time and from time to time. No amendment of the Plan shall have the effect of changing the rights, duties, and liabilities of any Investment Provider without its written consent. Also, no amendment shall divest a Participant or Beneficiary of amounts held under annuity contracts or custodial accounts accrued prior to the amendment. Promptly upon adoption of any amendment to the Plan, the University will furnish a copy of the amendment, together with a certificate evidencing its due adoption, to each Investment Provider then acting. While a collective bargaining agreement remains in effect with respect to a group of Eligible Employees, the University shall not amend, modify or suspend the Plan as applied to such group without the consent of the bargaining representative for the group, except to the extent necessary to provide for or to maintain the tax-qualified status of the Plan.

Sec. 7.2 Termination. The University, by action of its President, may terminate the Plan at any time. After such termination, no employee shall become a Participant, and no further contributions shall be made. The annuity contracts or custodial accounts of each Participant in the employ of the University at the time of such termination shall be nonforfeitable. Notwithstanding the foregoing, any annuity contract or custodial account agreement with an Investment Provider shall remain in effect, and distributions shall be made to Participants and Beneficiaries as they become entitled to distributions under Article V. While a collective bargaining agreement remains in effect with respect to a group of Eligible Employees, the University shall not terminate the Plan as applied to such group without the consent of the bargaining representative for the group.

each annuity contract or custodial account agreement under which any part of the contributions under the Plan are held, subject only to the requirement that they are not inconsistent with the provisions of the Plan.

Sec. 4.4 No Diversion. The annuity contracts and custodial accounts shall be for the exclusive purpose of providing benefits to Participants under the Plan and their beneficiaries and defraying reasonable expenses of administering the Plan. No part of the annuity contracts or custodial account may be used for, or diverted to, purposes other than for the exclusive benefit of employees of the University or their beneficiaries. Notwithstanding the foregoing, if any contribution or portion thereof is made by the University by a mistake of fact, the applicable Investment Provider shall, upon written request of the University within one year after the payment of the contribution to the Investment Provider, return such contribution or portion thereof to the University as soon as possible.

**Article V
Distributions**

Sec. 5.1 Retirement Distributions After Termination of Employment. Following a Participant's termination of employment with the University (for any reason other than death), the Participant shall be entitled to distributions from the vested and nonforfeitable portions of his or her annuity contract or custodial account after the Participant has attained age 60 (or, if earlier, after the Participant has attained the designated retirement age applicable to the employee under the University's personnel policies). The distribution shall be paid at the time and in the manner determined under Sec. 5.4.

Sec. 5.2 Distributions to Beneficiary After Death. If a Participant's termination of employment is the result of death, his or her Beneficiary shall be entitled to distributions from the Participant's annuity contract or custodial account. The distribution shall be paid at the time and in the manner determined under Sec. 5.4. A Participant's "Beneficiary" shall be determined in accordance with the provisions of the applicable annuity contract or custodial account agreement. Any designation or revocation of a prior designation of Beneficiary by a Participant shall be in writing on a form acceptable to the applicable Investment Provider and shall be filed with the Investment Provider. If there is not on file with the Investment Provider an effective designation of Beneficiary by a deceased Participant, and if the applicable annuity contract or custodial account agreement does not provide otherwise, then the Participant's Beneficiary shall be the Participant's personal representative (executor or administrator).

Sec. 5.3 No Withdrawals Before Termination of Employment. A Participant may not withdraw amounts from his or her annuity contract or custodial account at any time prior to the Participant's termination of employment with the University.

Sec. 5.4 Time and Method of Payment. Distributions to which a Participant or Beneficiary become entitled pursuant to sections 5.1 or 5.2 with respect to a particular annuity contract or custodial account shall be distributed to that individual at such time as he or she elects and according to the method that he or she elects in accordance with the terms of the applicable annuity contract or custodial account agreement, subject to the following rules:

- (a) Distributions may be made by one or more of the following methods that may be permitted under the applicable annuity contract or custodial account agreement, as the Participant or Beneficiary may select:
- (1) Payment in a single sum.
 - (2) Payment in a series of annual or more frequent installments.
 - (3) Payments under an annuity contract (which by its terms cannot be transferred by the Participant or Beneficiary to provide payments to anyone else) providing for substantially non-increasing payments.
- (b) All distributions made under the Plan will be determined and made in accordance with Code §§ 401(a)(9) and 403(b)(10) and with the regulations issued under Code § 401(a)(9), including the minimum distribution incidental benefit requirement of proposed regulation § 1.401(a)(9)-2, and any provisions in this Plan which reflect Code §§ 401(a)(9) and/or 403(b)(10) will override any distribution options which are inconsistent with such Code section and regulations. If Participant's benefit is paid in a form that is based on life expectancies through other than the purchase of an immediate annuity, the joint life expectancies of the Participant and his or her Beneficiary will be recalculated annually unless the Participant elects the non-recalculation method of determining life expectancy.
- (c) A distributee may elect, at the time and in the manner prescribed by the Investment Provider, to have any portion of an eligible rollover distribution paid directly to an eligible retirement plan specified by the distributee in a direct rollover. For purposes of this subsection:
- (1) An "eligible rollover distribution" is any distribution of all or any portion of the balance to the credit of the distributee, except that an eligible rollover distribution does not include any distribution that is one of a series of substantially equal periodic payments (not less frequently than annually) made for the life (or life expectancy) of the distributee or the joint lives (or life expectancies) of the distributee and the distributee's designated beneficiary, or for a specified period often years or more; and any distribution to the extent such distribution is required under Code § 403(b)(10).
 - (2) An "eligible retirement plan" is an individual retirement account described in Code § 408(a), an individual retirement annuity described in Code § 408(b), an annuity described in Code § 403(b), or a custodial account described in Code § 403(b)(7), that accepts the distributee's eligible rollover distribution. However, in the case of the an eligible rollover distribution to the surviving spouse, an eligible retirement plan is an individual retirement account or individual retirement annuity.
 - (3) A "distributee" includes a Participant or former Participant. In addition, the Participant's or former Participant's surviving spouse and the Participant's

account under this Plan accept a transfer of an amount that constitutes a Rollover Contribution. Such consent shall be granted only if it is certain that the amount transferred will constitute a proper Rollover Contribution. For purposes of this section, a "Rollover Contribution" means a contribution of an amount which may be rolled over to an annuity contract or custodial account pursuant to Code §§ 403(b)(8), 408(d)(3)(A)(iii), or any other provision of the Code that may permit rollovers to an annuity contract described in § 403(b) or to a custodial account described in § 403(b)(7) from time to time. The Eligible Employee shall be treated the same as a Participant under this Plan from the time of the Rollover Contribution, but shall not actually be a Participant and shall not be eligible to receive an allocation of University contributions until he or she has satisfied the requirements of Sec. 2.2. Notwithstanding the provisions of Sec. 3.5, amounts attributable to Rollover Contributions shall be nonforfeitable at all times.

Sec. 3.5 Vesting Requirements for University Contributions. A Participant shall not be vested in the University contributions made on behalf of the Participant under this Plan until the Participant is credited with five years of continuous service, subject to the following:

- (a) Service prior to the date the Eligible Employee became a Participant in the Plan shall be disregarded in determining the Participant's continuous service for purposes of vesting. If a nonvested Participant terminates employment with the University, service prior to the break-in service shall be disregarded upon any subsequent rehire.
- (b) If a Participant terminates employment with the University prior to the date the Participant becomes vested in the University contributions made on his or her behalf, the Participant shall not be entitled to a distribution from any annuity contract or custodial account holding amounts attributable to University contributions under this Plan. The amounts attributable to University contributions shall be forfeited by the Participant and reallocated as provided in Sec. 3.6.

Sec. 3.6 Allocation of Forfeitures. As of the end of each fiscal year of the University (June 30), amounts forfeited during that fiscal year pursuant to Sec. 3.5(b) shall be reallocated among all Participants who are Eligible Employees as of the last day of such fiscal year as an additional University contribution. Such forfeiture reallocation shall be made to each such Participant, during the first quarter of the following fiscal year, in the same proportion that each such Participant's account balance bears to the total of all account balances of all such Participants.

**Article IV
Investments & Investment Providers**

Sec. 4.1 Annuity Contracts or Mutual Funds Available Under Plan. Investments under the Plan shall be limited to such classes of annuity contracts or regulated investment company stock ("mutual funds") as shall be designated for such purpose by the University from time to time in the sole discretion of the University. The University may in its sole discretion add additional annuity contract or mutual fund options or delete existing options (with respect to future contributions) at any time. Any annuity contract designated by the University shall meet the applicable requirements of Code § 401(g).

Sec. 4.2 Participant Directed Investments. Each Participant shall direct the investment of contributions made on his or her behalf under this Plan, and the earnings thereon, subject to the following:

- (a) The investment options available to the Participant shall be those classes of annuity contracts or mutual funds designated by the University pursuant to Sec. 4.1. All investment directions shall be filed with the University, or with such agent or agents as may be designated from time to time by the University for this purpose, in the manner prescribed by the University or applicable Investment Provider from time to time. Each investment direction shall remain in effect until a new investment direction is filed by the Participant. An initial investment direction shall be filed when an Eligible Employee first becomes a Participant. Thereafter, a Participant may change the investment of the existing balances (including transfers between available Investment Providers) and future contributions in accordance with such rules as may be established by the University and the applicable Investment Provider.
- (b) All investment directions by a Participant shall be complete as to the terms of the investment transaction. An investment direction shall provide for both the investment of existing balances under any annuity contracts or custodial accounts and the investment of future contributions on behalf of the Participant. No Investment Provider shall have any obligation whatsoever to select annuity contracts or mutual funds on behalf of a Participant, its sole duty being to follow within a reasonable period of time all proper directions of the Participant which are made in accordance with the Plan. If a Participant fails to provide directions as to the investment of any contributions required to be made under the Plan, the University may in its sole discretion designate an investment vehicle to be used to hold such funds.
- (c) Following the death of the Participant, each of his or her Beneficiaries shall have the right to direct the investment of the portion of the Participant's annuity contract or custodial account held on behalf of the Beneficiary, subject to the same terms and conditions as applied to the Participant prior to death.
- (d) All investment directions shall be in accordance with such rules and regulations as the University or the Investment Provider may establish from time to time for this purpose.

Sec. 4.3 Designation of Investment Provider. The contributions made on behalf of each Participant, and the earnings and accumulations thereon, may be held and invested as one fund or may be divided into any number of parts for investment purposes and shall be held and invested by one or more insurance companies or one or more custodians. The insurance company or custodian so acting with respect to any part of such plan contributions is referred to herein as the "Investment Provider" with respect to such part. The selection and appointment of each Investment Provider shall be made by the University. The University shall have the right at any time to remove an Investment Provider and appoint a successor with respect to future contributions under the Plan, subject only to the terms of any annuity contract or custodial account agreement. The University shall have the right to determine the form and substance of

employee continues in the same category of eligible position in which the individual was employed when the individual became a Participant.

- (b) Eligible Employees do not include employees classified by the University as temporary employees, employee consultants, student employees, or student employees working as staff.
- (c) Eligibility of employees in a collective bargaining unit to participate in the Plan is subject to negotiations with the representative of that unit. During any period that an employee is covered by the provisions of a collective bargaining agreement between the University and such representative, the employee shall not be considered an Eligible Employee for purposes of this Plan unless such agreement expressly so provides. For purposes of this section only, such an agreement shall be deemed to continue after its formal expiration during collective bargaining negotiations pending the execution of a new agreement.

Sec. 2.2 Commencement of Participation. An Eligible Employee becomes a Participant in the Plan for purposes of eligibility for University contributions on the earliest date (on or after the Effective Date of the Plan) on which the employee is an Eligible Employee who has completed at least one year of continuous service for the University.

Sec. 2.3 Duration of Participation. A Participant shall continue to be a Participant in this Plan until the individual is no longer an Eligible Employee; provided, however, that a former Participant shall be entitled to the benefits accrued during the period of participation until those benefits are distributed in accordance with Article V. Participation in the Plan does not constitute a guarantee or contract of employment with the University. Such participation shall in no way interfere with any rights the University would have in the absence of such participation to determine the duration of an employee's employment.

**Article III
Contributions**

Sec. 3.1 University Contributions. On a payroll period basis, the University shall make a contribution on behalf of each Participant to the applicable Investment Provider in an amount determined as follows:

- (a) For each Participant who is classified by the University as a CS Employee, the University contribution shall be equal to eight percent (8%) of that Participant's Recognized Compensation for the payroll period.
- (b) For each Participant who is classified by the University as an FM Employee, the University contribution shall be equal to whichever of the following applies, at the election of the Participant: (1) eight percent (8%) of that Participant's Recognized Compensation for the payroll period, with no requirement for an employee contribution; or (2) seven percent (7%) of that Participant's Recognized Compensation for the payroll period, if the Participant contributes 3% of Recognized Compensation to a voluntary tax deferred annuity or custodial account

arrangement described in § 403(b) of the Code and designated by the University for such purpose.

Such contributions on behalf of each Participant are subject to the vesting conditions described in Sec. 3.5. Notwithstanding any provision of this Plan to the contrary, contributions, benefits and service credit with respect to qualified military service will be provided in accordance with Code § 414(u).

Sec. 3.2 Recognized Compensation. “Recognized Compensation” of a Participant from the University for any year means the amount determined by the University to be the total earnings paid to the Participant during such year for service as an Eligible Employee, subject to the following:

- (a) Recognized Compensation includes any contributions made by salary reduction to any other plan which meets the requirements of Code sections 125, 403(b) or 457 or, for plan years beginning on and after January 1, 2001, by reason of Code § 132(f)(4), whether or not such contributions are actually excludable from the Participant’s gross income for federal income tax purposes.
- (b) Recognized Compensation does not include any compensation paid to the Participant that is classified by the University as payoff of accrued vacation or sick pay at retirement or termination, severance pay, tuition assistance benefits, or payments or contributions for insurance or other employee benefit or fringe benefit plans.
- (c) Recognized Compensation of a Participant for any calendar year shall not exceed the annual compensation amount determined by the IRS and adjusted for each year after 1996 to take into account any cost of living increase provided for that year in accordance with regulations prescribed by the Secretary of the Treasury under Code § 401(a)(17).

Sec. 3.3 Limitations on Contributions. In no event shall the amount of the University’s contribution for any Participant under this Plan for any year exceed the lesser of:

- (a) For plan years beginning prior to July 1, 2002, the maximum exclusion allowance (as defined in Code § 403(b)(2) with respect to the Participant for said year, except when made inapplicable pursuant an election under Code § 415(c)(4)(C).
- (b) The maximum allocation permitted with respect to the Participant under Code § 415, after taking into account any special elections made by the Participant under Code § 415(c)(4).

For purposes of subsection (a), in accordance with the requirements of Code § 403(b)(6), amounts contributed by the University that are not yet vested pursuant to the provisions of Sec. 3.5 shall be treated as contributed by the University as of the time they become nonforfeitable.

Sec. 3.4 Rollover Contributions. With the consent of the University and the applicable Investment Provider, an Eligible Employee may request that an annuity contract or custodial

EASTERN MICHIGAN UNIVERSITY
DEFINED CONTRIBUTION RETIREMENT PLAN
FOR CERTAIN COLLECTIVELY BARGAINED EMPLOYEES

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**EASTERN MICHIGAN UNIVERSITY
DEFINED CONTRIBUTION RETIREMENT PLAN
FOR CERTAIN COLLECTIVELY BARGAINED EMPLOYEES**

**Article I
Introduction**

Sec. 1.1 Name and Type of Plan. The name of the retirement plan set forth in this document is the "Eastern Michigan University Defined Contribution Retirement Plan for Certain Collectively Bargained Employees." It is sometimes referred to as the "Plan". The Plan is intended to purchase annuities described in § 403(b) of the Internal Revenue Code ("Code") or contribute to mutual fund custodial accounts described in Code § 403(b)(7) on behalf of Participants. The Plan is intended both (i) to meet the requirements of the Code with respect to such annuities and custodial accounts and (ii) to constitute an "optional retirement program" (as provided for in Mich. Comp. Laws §§ 38.381 to 38.387) with respect to certain eligible employees, and will be construed and administered consistent with that intent. The Plan has been established by Eastern Michigan University (the "University") so that eligible employees, who are not members of the Michigan Public School Employees' Retirement System ("MPSERS") (provided for in Mich. Comp. Laws §§ 38.201 to 38.234), may have a source of retirement income as a result of their service with Eastern Michigan University.

Sec. 1.2 Effective Date. The "Effective Date" of the Plan, the date as of which the Plan is established, is January 1, 1996. This document amends and restates the Plan effective for plan years beginning after 1996, unless a different effective date is specified, and is intended to meet applicable requirements of the Internal Revenue Code of 1986, as amended by the Uruguay Round Agreements Act, the Small Business Job Protection Act of 1996, the Taxpayer Relief Act of 1997, the Uniformed Services Employment and Reemployment Rights Act of 1994, the Internal Revenue Service Restructuring and Reform Act of 1998, the Community Renewal Tax Relief Act of 2000, and all rulings and regulations issued thereunder.

**Article II
Plan Participation**

Sec. 2.1 Eligible Employees. An employee of the University who was hired or rehired by the University on or after January 1, 1996 is an "Eligible Employee" under this Plan in accordance with the following rules:

- (a) The employee is an Eligible Employee if the employee is classified by the University as a regular employee with a full-time or 50 percent or more part-time appointment who is employed by the University in either (1) a clerical secretarial position (a "CS Employee"), or (2) a food service, custodial, or maintenance position (an "FM Employee"). Any Eligible Employee who has become a Participant in the Plan but whose collective appointments drop below 50 percent shall nevertheless continue to be an Eligible Employee for such period as the

- c. An eligible plan under section 457(b) of the Code which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state.
- 3. Participant Rollover Contributions from IRAs. The Plan will accept a Participant rollover contribution of the portion of a distribution from an individual retirement account or annuity described in section 408(a) or 408(b) of the Code that is eligible to be rolled over and would otherwise be includible in gross income.
- 4. Withdrawals of Rollover Contributions. To the extent permitted by the Funding Vehicle, a Participant may receive a cash withdrawal of any rollover contribution made on or after January 1, 2002. Withdrawals may be received while the Participant is employed by the Institution. To the extent the Plan is subject to ERISA, this right will be subject to the spouse's rights to survivor benefits.

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Revised: 6/2002

**EASTERN MICHIGAN UNIVERSITY
DEFINED CONTRIBUTION RETIREMENT PLAN
FOR CERTAIN COLLECTIVELY BARGAINED EMPLOYEES**

**AMENDMENT OF
EASTERN MICHIGAN UNIVERSITY
DEFINED CONTRIBUTION RETIREMENT PLAN
FOR CERTAIN COLLECTIVELY BARGAINED EMPLOYEES
FOR THE ECONOMIC GROWTH AND TAX RELIEF
RECONCILIATION
ACT OF 2001 ("EGTRRA")**

EASTERN MICHIGAN UNIVERSITY (the "Institution") amends its Defined Contribution Retirement Plan for Certain Collectively Bargained Employees as follows:

A. PREAMBLE

1. Adoption and effective date of amendment. This amendment of the Plan is adopted to reflect certain provisions of the Economic Growth and Tax Relief Reconciliation Act of 2001 ("EGTRRA"). This amendment is intended as good faith compliance with the requirements of EGTRRA and is to be construed in accordance with EGTRRA and guidance issued thereunder. Except as otherwise provided, this amendment shall be effective as of the first day of the first plan year beginning after December 31, 2001.
2. Supersession of inconsistent provisions. This amendment shall supersede the provisions of the Plan to the extent those provisions are inconsistent with the provisions of this amendment.

B. LIMITATIONS ON CONTRIBUTIONS

1. Maximum Annual Addition. The annual addition that may be contributed or allocated to a Participant's account under the Plan for any limitation year shall not exceed the lesser of:
 - a. \$40,000, as adjusted for increases in the cost-of-living under section 415(d) of the Code, or
 - b. 100 percent of the Participant's compensation, within the meaning of section 415(c)(3) of the Code, for the limitation year.

The compensation limit referred to in (b) shall not apply to any contribution for medical benefits after separation from service (within the meaning of section 401(h) or section 419(f)(2) of the Code), if any, otherwise treated as an annual addition.

2. Maximum Exclusion Allowance. Effective for plan years beginning on or after January 1, 2002, contributions to this Plan will not be subject to the exclusion allowance limitations of section 403(b) of the Code.

C. DIRECT ROLLOVERS OF PLAN DISTRIBUTIONS

1. Effective date. This section shall apply to distributions made after December 31, 2001.
2. Modification of definition of eligible retirement plan. For purposes of the direct rollover provisions in Sec. 5.4(c) of the Plan, an eligible retirement plan shall mean a qualified retirement plan described in section 401(a) or section 403(a) of the Code, a tax sheltered annuity plan described in section 403(b) of the Code and an eligible plan under section 457(b) of the Code which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state and which agrees to separately account for amounts transferred into such plan from this Plan. The definition of eligible retirement plan shall also apply in the case of a distribution to a surviving spouse, or to a spouse or former spouse who is the alternate payee under a qualified domestic relation order, as defined in section 414(p) of the Code.

D. ROLLOVERS FROM OTHER PLANS

1. Direct Rollovers. As and when permitted by Sec. 3.4 of the Plan, the Plan will accept a direct rollover of an eligible rollover distribution from:
 - a. A qualified plan described in section 401(a) or 403(a) of the Code, excluding after-tax employee contributions.
 - b. A qualified tax sheltered annuity plan described in section 403(b) of the Code.
 - c. An eligible plan under section 457(b) of the Code which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state.
2. Participant Rollover Contributions from Other Plans. As and when permitted by Sec. 3.4 of the Plan, the Plan will accept a Participant contribution of an eligible rollover distribution from:
 - a. A qualified plan described in section 401(a) or 403(a) of the Code.
 - b. A tax sheltered annuity plan described in section 403(b) of the Code.

457(b) DEFERRED
COMPENSATION PLAN
OF
EASTERN MICHIGAN UNIVERSITY

Teachers Insurance and Annuity Association
College Retirement Equities Fund
730 Third Avenue
New York, New York 10017

INTRODUCTION

The purpose of the Plan is to provide deferred compensation for employees covered under the Plan.

The Plan document and the Adoption Agreement are designated as constituting parts of a plan intended to constitute an eligible deferred compensation plan within the meaning of Section 457 of the Internal Revenue Code of 1986, as amended, regulations issued thereunder and other applicable law.

An employer shall be eligible to adopt this Plan provided the employer is a State or local government, or a political subdivision, agency or instrumentality thereof.

ARTICLE I – DEFINITIONS

- 1.1 **Adoption Agreement** means the separate agreement that is executed by the Employer which sets forth the elective provisions of the Plan. The Adoption Agreement and this Plan document collectively constitute the Plan. The provisions of the Adoption Agreement are incorporated in the Plan.
- 1.2 **Beneficiary** means the individual, trustee, estate or legal entity entitled to receive benefits under this Plan which become payable in the event of the Participant's death.
- 1.3 **Code** means the Internal Revenue Code of 1986, as amended. Reference to a specific section of the Code includes not only the section but any comparable section or sections of any future legislation that amends, supplements or supersedes the section.
- 1.4 **Compensation** means the total amount of cash remuneration earned by an Employee for personal services rendered to the Employer for the calendar year. In all cases, Compensation shall include amounts deferred under this Plan and any reductions pursuant to a salary reduction agreement with the Employer with regard to any plan established under Code Section 457(b), 403(b), 401(k), 125 or 132(f).
- 1.5 **Effective Date** means January 1, 2002.
- 1.6 **Elective Deferral** means the annual amount of Compensation that a Participant elects to defer pursuant to a properly executed Voluntary Salary Deferral Agreement.
- 1.7 **Eligible Deferred Compensation Plan or Eligible Plan** means a plan that constitutes an eligible plan within the meaning of Section 457 of the Code.
- 1.8 **Eligible Employee** means any person who performs services for the Employer as an Employee and who is eligible to participate in this Plan. Eligible Employee shall not include (i) any individual who is deemed to be an independent contractor, as determined by the Plan Administrator in its sole and absolute discretion, other than a trustee of the Employer who shall be deemed an Eligible Employee or (ii) any individual who is performing services for the Employer pursuant to an agreement that provides that such individual shall not be eligible to participate in this Plan or other benefit plans of the Employer such as any temporary employee, less than 50% regular employee, graduate assistants, students, employee consultants, and less than 50% lecturers. If any individual is not classified as an Eligible Employee by the Employer and is subsequently reclassified as an Eligible Employee by any overriding governmental or

regulatory authority, such individual shall nevertheless be deemed to have become an Eligible Employee prospectively only, effective as of the date of such reclassification (and not retroactive to the date on which he or she was found to have first become eligible for any other purposes), and then only if he or she otherwise satisfies the requirements of this Plan.

- 1.9 **Employee** means any person who performs services for the Employer to whom compensation is paid on a regular basis. Employee shall also include any leased employee as defined in Section 494(n) of the Code. The term Employee shall not include any self-employed individual or any individual classified by the Employer as an independent contractor, other than a trustee of the Employer, in accordance with its general administrative policies.
- 1.10 **Employer** means the entity that has adopted this Plan.
- 1.11 **Includible Compensation** means compensation for services performed for the Employer which is currently includible in the Employee's gross income for the taxable year for Federal income tax purposes (W-2 earnings). Such term does not include any amount excludible from gross income under this Plan or any other plan described in Section 457(b) of the Code, or any amount excludible from gross income under Section 403(b) of the Code, Section 401(k) of the Code, Section 125 of the Code or Section 132(f) of the Code.
- 1.12 **Investment Options** means the accounts offered by TIAA-CREF under the TIAA Group Supplemental Retirement Annuity ("TIAA-GSRA") and the CREF Group Supplemental Retirement Annuity ("CREF-GSRA") and any other investment alternatives made available by any other investment Sponsor and designated pursuant to the terms of this Plan document and the Adoption Agreement as being available for the purpose of allocating contributions, rollovers and/or transfers under this Plan. All such accounts offered by TIAA and CREF and any such accounts offered by TIAA and CREF in the future will automatically be made available to all Participants in the future.
- 1.13 **Investment Sponsors** means TIAA-CREF and any other insurance company, regulated investment company, or other entity providing Investment Options under the Plan.
- 1.14 **Normal Retirement Age** will not be age 65. Instead, Normal Retirement Age will be the age specified in Employer's retirement policy for non-represented employees, and the age specified in each of the collective bargaining agreements between Employer and the respective unions: EMU-AAUP; UAW Local 1975; UAW Local 1976; AFSCME Local 1666; Campus Police POLC; Campus Sergeants POLC; and EMU-FT, for represented employees.
- 1.15 **Participant** means an Eligible Employee or former Eligible Employee who shall have become a Participant in the Plan in accordance with Article II hereof. An

Employee shall cease to become a Participant at such time as he or she no longer has any interest in contracts of accounts under the Plan. An "Active Participant" means a Participant who is an Employee other than one who is no longer an Eligible Employee.

- 1.16 **Plan** means the 457(b) Deferred Compensation Plan set forth herein and in the Adoption Agreement, as amended from time to time.
- 1.17 **Plan Administrator** means the individuals or committee appointed by the Employer to administer the Plan. If the Employer fails to make such appointment, the Employer shall be the Plan Administrator.
- 1.18 **Plan Year** means the twelve consecutive month period designated by the Employer in the Adoption Agreement.
- 1.19 **TIAA-CREF** means Teachers Insurance and Annuity Association and College Retirement Equities Fund.
- 1.20 **Voluntary Salary Deferral Agreement** means the agreement between a Participant and the Employer to defer receipt by the Participant of Compensation not yet paid or otherwise made available. Such agreement shall state the Elective Deferral amount to be withheld from a Participant's Compensation and shall become effective no earlier than the first day of the month following execution of such agreement. Once executed, the Voluntary Salary Deferral Agreement shall be legally binding and irrevocable with regard to amounts paid or otherwise made available while the agreement is in effect.

ARTICLE II – PARTICIPATION IN THE PLAN

2.1 Eligibility.

- (a) If this is a new plan, any Employee who is classified as an Eligible Employee as of the Effective Date shall be eligible to participate in the Plan on the Effective Date. If this is a restated plan, each present Participant shall continue to be a Participant in the Plan. Any other Employee who is classified as an Eligible Employee as of the Restated Effective Date shall be eligible to participate in the Plan on the Restated Effective Date.
- (b) If this is a new plan, any Employee who is not eligible to participate in the Plan as of the Effective Date pursuant to paragraph (a) above, shall be eligible to participate in the Plan upon classification as an Eligible Employee. If this is a restated plan, any Employee who is not eligible to participate in the Plan as of the Restated Effective Date pursuant to

paragraph (a) above, shall be eligible to participate in the Plan upon classification as an Eligible Employee.

- 2.2 **Enrollment in Plan.** To participate in the Plan, each Eligible Employee shall complete and return the applicable forms, including a Voluntary Salary Deferral Agreement, and submit them to the Employer or its designee. Enrollment shall be effective on or after the first day of the month following the date the enrollment forms are properly completed by the Employee and accepted by the Employer or its designee.

ARTICLE III --DEFERRAL OF COMPENSATION

- 3.1 **Elective Deferrals.** An Eligible Employee may elect to make Elective Deferrals to the Plan pursuant to a Voluntary Salary Deferral Agreement with the Employer. Any such Elective Deferrals may be made up to the maximum amount permitted by law. Subject to the rules of the applicable Investment Sponsor, each Eligible Employee who elects to contribute to the Plan pursuant to a Voluntary Salary Deferral Agreement must agree to voluntarily defer a minimum of twenty-five (\$25) per pay period.
- 3.2 **Modifications to Amount Deferred.** A Participant may elect to change his or her Elective Deferral rate with respect to future Compensation by submitting a new properly executed Voluntary Salary Deferral Agreement to the Employer or its designee. Such change shall take effect as soon as administratively practicable but not earlier than the first pay period commencing with or during the first month following receipt by the Employer or its designee of such Voluntary Salary Deferral Agreement.
- 3.3 **Termination of Deferral.** A Participant may terminate his or her election to have Compensation deferred by so notifying the Employer or its designee in writing. Such termination shall take effect as soon as administratively practicable, but not earlier than the first pay period commencing with or during the first month following receipt by the Employer or its designee of satisfactory written notice of such revocation.
- 3.4 **Employer Non-Elective Contributions.** The Employer shall not make non-elective contributions (other than Employer matching contributions, if any, made pursuant to Section 3.5 below) to the Plan on behalf of each Active Participant. No Participant shall have the right to elect to receive any amount to be contributed pursuant to this Section 3.4 as cash in lieu of a contribution.
- 3.5 **Employer Matching Contributions.** The Employer will not make any matching contributions to the Plan.
- 3.6 **Maximum Deferral.**

- (a) **Primary Limitation.** The maximum amount that may be contributed to the Plan pursuant to Sections 3.1, 3.4 and 3.5 hereof on behalf of any Participant, other than by means of a rollover or transfer, shall be X or Y, as applicable. X shall apply to any taxable year beginning on or after January 1, 2002 and shall not exceed the lesser of: (1) the applicable dollar amount, as set forth in Code Section 457 (e)(15) (\$11,000 in 2002), or (2) 100% of the Participant's includible Compensation for the taxable year. Y shall apply to any taxable year beginning on or before December 31, 2001 and shall not exceed the lesser of \$7,500, as adjusted, or 33 1/3 % of the Participant's Includible Compensation for the taxable year.
- (b) **General Catch-Up Limitation.** For one or more of the last three taxable years ending before a Participant's attainment of Normal Retirement Age, the maximum amount that may be contributed to the Plan pursuant to Section 3.1, 3.4 and 3.5 hereof on behalf of a Participant, other than by means of a rollover or transfer, shall be the lesser of X or Y. X shall be, for any taxable year beginning on or after January 1, 2002, twice the applicable dollar amount in effect under Code Section 457(b)(2)(A) or, for any taxable year beginning on or before December 31, 2001, X shall be \$15,000. Y shall be the sum of (i) the primary limitation amount determined under Section 3.6(a) above for the year, and (ii) that portion of the primary limitation amount determined under Section 3.6(a) above not utilized by the Participant in prior taxable years (beginning after 1978) in which the Participant was eligible to participate in the Plan. The general catch-up limitation is available to a Participant during one three-year period only. If the Participant uses the general catch-up limitation and then postpones retirement or returns to work after retirement, the general catch-up limitation shall not be available again.
- (c) **Catch-Up Limitation for Individuals Age 50 or Over.** Effective January 1, 2002, to the extent permitted by law, in the case of any individual who has attained the age of 50 before the close of a taxable year, the maximum Elective Deferral amount that may be contributed pursuant to Section 3.1 hereof for such taxable year shall be increased by the applicable amount set forth in Section 414(v) of the Code. Notwithstanding the immediately preceding sentence, contributions shall not be made in accordance with this Section 3.6(c) during any year in which Section 3.6(b) hereof applies.
- (d) **Coordination With Other Plans.** If a Participant participates in more than one Code Section 457(b) plan, the maximum deferral under all such plans shall not exceed the applicable limit described in Section 3.6(a) above (subject to modification by the catch-up limitation described in Section 3.6(b) or (c) above). For years beginning on or before December 31, 2001, if a Participant participates in a plan described in Section 403(b) of the Code and, effective January 1, 1989, and for all years after such date and beginning on or before December 31, 2001, a plan described in

Sections 401(k), 408(k) or 501(c)(18) of the Code, amounts deferred by the Participant to any such plan or plans and excluded from his or her gross income in any such taxable year under such plan or plans shall reduce the primary limitation amount described in Section 3.6(a) hereof and the catch-up limitation described in Section 3.6(b) hereof.

- (e) To the extent that any amount deferred hereunder for any taxable year exceeds the limitations of this Section 3.6, such excess shall be deemed to be a contribution under a plan described in Code Section 457(f). Such excess shall first be deemed to be attributable to contributions made pursuant to Section 3.5 hereof, and then to the extent required, attributable to contributions made pursuant to Section 3.4 hereof, and then, to the extent required, attributable to contributions made pursuant to a Voluntary Salary Deferral Agreement under Section 3.1 hereof.
- 3.7 **Vesting.** A Participant shall be fully vested at all times in his or her accrued benefits under this Plan. Such accrued benefits shall be non-forfeitable at all times.
- 3.8 **Transfers of Funds from Another Plan.** A Participant may elect to make, and each Investment Sponsor shall accept, subject to the rules of such Investment Sponsor, contributions which are transferred directly from any other eligible deferred compensation plan. Notwithstanding the foregoing, transfers shall be permitted only to the extent the foregoing, transfers shall be permitted only to the extent permitted by law. Such funds and the accumulation generated from them shall be fully vested and non-forfeitable at all times.
- 3.9 **Acceptance of Rollover Contributions.** On or after January 1, 2002, a Participant is entitled to receive, and elects to receive, a distribution from another eligible deferred compensation plan maintained by a State, political subdivision of a State or any agency or instrumentality of a State or political subdivision of a State, or from a plan qualified under Section 401(a) or 403(a) of the Code, or a plan described in Section 403(b) of the Code, that is in each case an eligible rollover distribution under the Code, each Investment Sponsor shall, subject to the rules of such investment Sponsor, accept such amount under this Plan, provided that the rollover to this Plan is made either directly from another such plan or by the Participant within sixty days of the receipt of the distribution. Any such amounts rolled over from any such plan shall be accounted for separately upon acceptance as a rollover under this Plan. Such funds and the accumulation generated from them shall be fully vested and non-forfeitable at all times.

ARTICLE IV – DISTRIBUTIONS

- 4.1 **Eligibility for Payment.** Distribution of benefits from the Plan shall be made no earlier than: (i) for distributions on or after January 1, 2002, severance from Employment, or for distributions on or before December 31, 2001, Separation

from Service, (ii) the calendar year in which the Participant attains age 70 ½ or (iii) in the event of an approved financial hardship due to an Unforeseeable Emergency, as defined below.

- (a) “Severance from Employment” and “Separation from Service” mean the termination of a Participant’s employment with the Employer for any reason including the Participant’s death, disability or retirement. Effective for distributions on or after January 1, 2002, a Participant will be deemed to have incurred a Severance from Employment without regard to whether such Participant continues in the same job for a different employer following a liquidation, merger, consolidation or other similar transaction.
- (b) “Unforeseeable Emergency” means a severe financial hardship to the Participant resulting from a sudden and unexpected illness or accident of the Participant or of a dependent of the Participant, loss of the Participant’s property due to casualty, or other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the Participant. The circumstances that will constitute an Unforeseeable Emergency will depend upon the facts of each case, but, in any case, payment may not be made to the extent that such hardship is or may be relieved:
 - (1) Through reimbursement or compensation by insurance or otherwise;
 - (2) By liquidation of the Participant’s assets, to the extent that liquidation of such assets would not itself cause severe financial hardship; or
 - (3) By cessation of deferrals under the Plan.

The need to send a Participant’s child to college or the desire to purchase a home shall not be considered to be an Unforeseeable Emergency.

- 4.2 **Distribution Due to Unforeseeable Emergency.** A Participant may request a distribution due to an Unforeseeable Emergency by submitting a written request to the Employer or its designee, accompanied by evidence to demonstrate that the circumstances being experienced qualify as an Unforeseeable Emergency. The Employer or its designee shall have the authority to require such evidence, as it deems necessary to determine if a distribution shall be warranted. If an application for a distribution due to an Unforeseeable Emergency is approved, the distribution shall be limited to an amount sufficient to meet the Unforeseeable Emergency.

4.3 **Commencement of Distributions.**

- (a) For distributions on or after January 1, 2002, a Participant may commence distribution of benefits at any time following Severance from Employment.
- (b) For distributions on or before December 31, 2001, a Participant shall commence distribution of benefits on the date selected by the Participant during the sixty day period following Separation from Service, unless the Participant subsequently makes a one time irrevocable written election in accordance with Code Section 457(e)(9)(B) to defer commencement of benefits to a specified later date. In the event a Participant fails to make an election during the sixty day period following Separation from Service, the Participant shall receive a lump sum distribution within ninety days following Separation from Service.
- (c) Notwithstanding the provisions of Sections 4.3(a) and 4.3(b) above, in no event shall distribution of benefits commence with respect to any Participant later than the April 1st of the calendar year following the calendar year in which the Participant attains age 70 ½, or if later, the April 1st of the calendar year following the calendar year in which the Participant separates from service.

Notwithstanding anything in this Section 4.3 to the contrary, for years beginning on or before December 31, 2001, if the total amounts held under this Plan for a Participant total \$5,000 or less, the Participant has experienced a Separation from Service and the Participant may not defer additional amounts under the Plan, the Participant may at any time elect a lump sum distribution of his or her benefits, and such distribution shall occur as soon as practicable after the Participant files a written request for such a distribution with the Employer or its designee.

4.4 **Distribution Requirements.**

- (a) **General Rule.** This Section 4.4 is intended to comply with Code Section 457(d) and the regulations issued thereunder. To the extent that there is any conflict between the provisions of Code Section 457(d) and the regulations issued thereunder and any other provision in this Plan, the provisions of Code Section 457(d) and the regulations issued thereunder will control.
- (b) **Limits on Income Options.** Distributions, if not made in a single lump sum shall be made over a period that does not exceed:
 - (1) the life of the Participant;
 - (2) the lives of the Participant and his or her designated Beneficiary;

- (3) a period certain not extending beyond the life expectancy of the Participant; or
- (4) a period certain not extending beyond the life expectancies of the Participant and his or her designated Beneficiary.

Any distribution on or before December 31, 2001 payable over a period of more than one year shall be made only in substantially non-increasing amounts paid not less frequently than annually.

- (c) **Minimum Amounts to be Distributed.** If a Participant's retirement payments are to be distributed in a form other than a single lump sum, the amount to be distributed each year, and the times those amounts are paid, shall satisfy the requirements specified in Section 401(a)(9) of the Code and the regulations issued thereunder.
- (d) **Death Distribution Provisions.**
 - (1) **Death After Distributions Begin.** If the Participant dies after distribution of his or her interest has commenced, the remaining portion of such interest shall continue to be distributed at least as rapidly as the method of distribution being used prior to the Participant's death.
 - (2) **Death before Distributions Begin.** If the Participant dies before distribution of his or her interest has commenced, distribution of the Participant's entire interest shall be completed by the December 31 of the calendar year containing the fifth anniversary of the Participant's death, except to the extent that the recipient of such benefits elects to receive distributions in accordance with (i) or (ii) below:
 - (i) If any portion of the Participant's interest is payable to a designated Beneficiary, distributions may be made in substantially equal annual payments over the life of the designated Beneficiary, or over a period certain not extending beyond the life expectancy of the designated Beneficiary, and commencing no later than the December 31 of the calendar year immediately following the calendar year in which the participant died;
 - (ii) If the designated Beneficiary is the Participant's surviving spouse, the date distributions are required to begin in accordance with (i) above shall be the December 31 immediately following the calendar year in which the

Participant died or, if later, the December 31 of the calendar year in which the Participant would have attained age 70 ½.

If the Participant has not made an election pursuant to this Section 4.4 by the time of his or her death, the Participant's designated Beneficiary must elect the method of distribution no later than the earlier of (1) the December 31 of the calendar year in which distributions would be required to begin under this Section 4.4, or (2) the December 31 of the calendar year which contains the fifth anniversary of the date of death of the Participant. If the Participant has no designated Beneficiary, or if the designated Beneficiary does not elect a method of distribution, distribution of the Participant's entire interest must be completed by the December 31 of the calendar year containing the fifth anniversary of the Participant's death.

- (3) For purposes of Section 4.4(d), if the surviving spouse dies after the Participant, but before payments to such spouse begin, the provisions of Section 4.4(d) with the exception of paragraph (ii) shall be applied as if the surviving spouse were the Participant.
- (4) For purposes of this Section 4.4, any amount paid to a child of the Participant will be treated as if it had been paid to the surviving spouse if the amount becomes payable to the surviving spouse when the child reaches the age of majority.
- (5) For the purposes of this Section 4.4, distribution of a Participant's interest is considered to begin on the Participant's required beginning date (or, if applicable, the date distribution is required to begin to the surviving spouse). If distribution in the form of an annuity irrevocably commences to the Participant before the required beginning date, the date distribution is considered to begin is the date distribution actually commences.

4.5 Plan-to-Plan Transfers/Direct Rollovers.

- (a) Notwithstanding any provision of the Plan to the contrary, to the extent permitted by law, all or any part of the account balance of a Participant in the Plan shall be transferred to another eligible deferred compensation plan in which the former Participant has become a participant, if: (i) the

plan receiving such amounts provides for acceptance of such transfers and (ii) the Participant gives written direction to the Employer or its designee in a satisfactory form to make such transfer.

- (b) Notwithstanding any provision of the Plan to the contrary that would otherwise limit a distributee's election under this Section 4.5(b), a distributee may elect, to the extent permitted by law, at the time and in the manner prescribed by the Employer or its designee, to have any portion of an eligible rollover distribution paid directly to an eligible retirement plan specified by the distributee as direct rollover in accordance with Section 457(e)(16) of the Code.

ARTICLE V – FORMS OF PAYMENTS

5.1 **Election.** Subject to the rules of the investment Sponsor, a Participant or Beneficiary may elect the form of distribution of his or her benefits and may revoke that election, with or without a new election, at any time at least thirty days before his or her benefits begin, or such other time as permitted by the Employer or its designee, by notifying the Employer or its designee in writing of his or her election.

5.2 **Forms of Payments.** The forms of benefit payments shall include:

- (a) **Lump Sum.** A single lump sum payment of the entire balance credited to a Participant's account.
- (b) **Single Life Annuity.** An annuity payable in equal installments for the life of the Participant that terminates upon the Participant's death.
- (c) **Joint Life Annuity.** An annuity payable in equal installments for the joint lives of the Participant and his or her Beneficiary.
- (d) **Fixed Period Payments.** Payments for a fixed period of not less than five years and not more than thirty years.

All forms of payments shall be subject to the limitations of the applicable investment Sponsor.

5.3 **Failure to Make Election.** If a Participant or Beneficiary fails to elect a form of payment in a timely manner, benefits shall be paid in a lump sum.

ARTICLE VI – BENEFICIARY INFORMATION

6.1 **Designation.** A Participant shall have the right to designate a Beneficiary, and amend or revoke such designation at any time prior to commencement of benefits, in writing, in a form approved by the Employer or its designee. Such designation,

amendment or revocation shall be effective upon satisfactory receipt by the Employer or its designee.

- 6.2 **Failure to Designate a Beneficiary.** Benefits shall be paid to the Participant's estate if, prior to the date a Participant commences to receive payment of benefits under the Plan, the Participant has not designated a Beneficiary or no designated Beneficiary survives the Participant and benefits are payable following the Participant's death.

ARTICLE VII – PLAN ADMINISTRATION

- 7.1 **Plan Administration.** The Employer shall be responsible for appointing a Plan Administrator to administer the Plan. The Plan Administrator may authorize a committee comprised (to the extent possible) of not less than three persons, to act collectively with regard to administration of the Plan. The Plan Administrator shall have sole discretionary responsibility for the interpretation of the Plan, enrolling Participants in the Plan, sending contributions on behalf of each participant to the applicable Investment Sponsor, and for performing other duties required for the operation of the Plan. Any action taken on any matter within the discretion of the Plan Administrator shall be made in its sole and absolute discretion based on this Plan document and the Adoption Agreement, and shall be final, conclusive, and binding on all parties. In order to discharge its duties hereunder, the Plan Administrator shall have the power and authority to delegate ministerial duties and to employ such outside professionals as may be required for prudent administration of the Plan. The Plan Administrator shall also have authority to enter into agreements on behalf of the employer necessary to implement this Plan.
- 7.2 **Accounts and Expenses.** The Employer shall establish and maintain contracts and/or accounts on behalf of each Participant. Such Participant's contracts and/or accounts shall be valued at fair market value as of the last day of the Plan Year and such other dates are necessary or desired for the proper administration of the Plan. Each Participant shall receive a written notice of his or her contract value or account balance following such valuation or valuations, provided that such notice shall not be required to be given more than one time per calendar quarter. Each Participant's contract value and account balance shall reflect the aggregate of his or her aggregate Elective Deferrals, Employer non-elective contributions, Employer matching contributions, transfers and rollovers, if any, and shall also reflect investment experience credited to such contracts and/or accounts and shall reflect expense charges applied to, and distributions made from such contract and/or account.
- 7.3 **Investments.** A Participant may request that amounts contributed to the Plan on his or her behalf be allocated among the available Investment Options established under the Plan. The Investment Options shall include the Investment Options made available by TIAA-CREF and may, in addition, include Investment Options

made available by additional approved Investment Sponsors. The initial allocation request may be made at the time of enrollment. Once made, an investment allocation request shall remain in effect for all subsequent contributions until changed by the Participant. A Participant may change his or her investment allocation by submitting a written request to the Employer or its designee on such form as may be required by the Employer or its designee. Such changes shall become effective as soon as administratively feasible after the Employer or its designee receives a satisfactory written request. Although the Employer intends to invest contributions according to the Participant's request, it reserves the right to invest without regard to such requests.

ARTICLE VIII-AMENDMENT OR TERMINATION OF PLAN

- 8.1 **Amendment and Termination.** While it is expected that this Plan will continue indefinitely, the Employer reserves the right at any time to amend, otherwise modify, or terminate the Plan without any liability for such action. No amendment shall increase the duties or responsibilities of any Investment Sponsor without its prior consent thereto in writing. In the event of a termination of the Plan, the Employer shall notify Participants of the termination.

ARTICLE IX – MISCELLANEOUS

- 9.1 **Plan Non-Contractual.** Nothing contained in this Plan will be construed as a commitment or agreement on the part of any person to continue his or her employment with the Employer, and nothing contained in this Plan will be construed as a commitment on the part of the employer to continue the employment or the rate of compensation of any person for any period, and all Employees of the Employer will remain subject to discharge to the same extent as if the Plan had never been put into effect.
- 9.2 **Claims of Other Persons.** The provisions of the Plan will in no event be construed as giving any Participant or any other person, firm, corporation or other legal entity, any legal or equitable right against the Employer, its officers, employees, directors or trustees, except the rights as are specifically provided for in this Plan or created in accordance with the terms and provisions of this Plan.
- 9.3 **Assignments.** No benefit or interest available hereunder will be subject to assignment or alienation, either voluntarily or involuntarily, other than as provided under Section 401(a)(13) of the Code. The preceding sentence shall also apply to the creation, assignment, or recognition of a right to any benefit payable with respect to a Participant pursuant to a domestic relations order, unless, effective with respect to distributions made on or after January 1, 2002, such order is determined to be a qualified domestic relations order, as defined in Section 414(p) of the Code.

- 9.4 **Contracts.** The terms of each arrangement pursuant to which an Investment Option is offered hereunder, the terms of a trust in which an Investment Option may be held, and any contract issued on behalf of a Participant or certificate issued to a Participant, are a part of the Plan as if fully set forth in the Plan document and the provisions of which are hereby incorporated by reference into the Plan. In the case where there is any inconsistency or ambiguity between the terms of the Plan and those of any contract, certificate or trust, if any, funding the Plan, the terms of the Plan control.
- 9.5 **Pronouns.** Whenever used herein, the masculine pronoun is deemed to include the feminine. The singular form, whenever used herein, shall mean or include the plural form where applicable, and vice versa.
- 9.6 **Representations.** The Employer does not represent or guarantee that any particular Federal or State income, payroll, personal property or other tax consequence will result from participation in this Plan. A Participant should consult with professional tax advisors to determine the tax consequences of his or her participation. Furthermore, the Employer does not represent or guarantee investment returns with respect to any Investment Options and shall not be required to restore any loss which may result from such investment or lack of investment.
- 9.7 **Severability.** If a court of competent jurisdiction holds any provision of this Plan to be invalid or unenforceable, the remaining provisions of the Plan shall continue to be fully effective.
- 9.8 **Applicable Law.** This Plan shall be construed in accordance with applicable Federal law and, to the extent otherwise applicable, the laws of the State in which the Employer is located.

8/27/97

Revised: 6/2002

EASTERN MICHIGAN UNIVERSITY
DEFINED CONTRIBUTION RETIREMENT PLAN
As amended and restated June, 2002

EASTERN MICHIGAN UNIVERSITY
DEFINED CONTRIBUTION RETIREMENT PLAN

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**EASTERN MICHIGAN UNIVERSITY
DEFINED CONTRIBUTION RETIREMENT PLAN**

**Article I
Introduction**

Sec. 1.1 Name and Type of Plan. The name of the retirement plan set forth in this document is the "Eastern Michigan University Defined Contribution Retirement Plan." It is sometimes referred to as the "Plan". The Plan is intended to purchase annuities described in § 403(b) of the Internal Revenue Code section 403(b"Code") or contribute to mutual fund custodial accounts described in Internal Revenue Code section § 403(b)(7) on behalf of Participants. The Plan is intended both (i) to meet the requirements of the ~~Internal Revenue Code~~ with respect to such annuities and custodial accounts and (ii) to constitute an "optional retirement program" (as provided for in Mich. Comp. Laws §§ 38.381 to 38.387) with respect to certain eligible employees, and will be construed and administered consistent with that intent. The Plan has been established by Eastern Michigan University (the "University") so that eligible employees, who are not members of the Michigan Public School Employees' Retirement System ("MPSERS") (provided for in Mich. Comp. Laws §§ 38.201 to 38.234), may have a source of retirement income as a result of their service with Eastern Michigan University.

Sec. 1.2 Effective Date. The "Effective Date" of the Plan, the date as of which the Plan ~~is~~ was established, is January 1, 1996. The Plan ~~is a restatement of~~ continues the prior optional retirement plan maintained by the University since 1969. This document amends and restates the Plan effective for plan years beginning after 1996, unless a different effective date is specified, and is intended to meet applicable requirements of the Internal Revenue Code of 1986, as amended by the Uruguay Round Agreements Act, the Small Business Job Protection Act of 1996, the Taxpayer Relief Act of 1997, the Uniformed Services Employment and Reemployment Rights Act of 1994, the Internal Revenue Service Restructuring and Reform Act of 1998, the Community Renewal Tax Relief Act of 2000, and all rulings and regulations issued thereunder:

**Article II
Plan Participation**

Sec. 2.1 Eligible Employees Hired Prior to January 1, 1996. Any full-time faculty, administrative professional, or other salaried employee of the University who was hired by the University prior to January 1, 1996 and who elected to participate in the optional retirement program in accordance with Mich. Comp. Laws § 38.385, or any other employee of the University hired prior to January 1, 1996 who transfers or is promoted or reclassified to such a position on or after January 1, 1996 and who makes an irrevocable election to participate in this Plan as an optional retirement plan, shall be an Eligible Employee under this Plan. Once the irrevocable election has been made to participate in the optional retirement plan in lieu of MPSERS, the employee will continue to be an Eligible Employee under this Plan until the individual terminates employment with the University, regardless of the individual's position with the University.

Sec. 2.2 Eligible Employees Hired On or After January 1, 1996. An employee of the University who was hired or rehired by the University on or after January 1, 1996 is an “Eligible Employee” under this Plan in accordance with the following rules:

- (a) The employee is an Eligible Employee if the employee is classified by the University as a regular employee with a full-time or 50 percent or more part-time appointment, who is employed by the University in one of the following positions: (1) an athletic coach (an “AC Employee”); (2) an administrative professional (an “AP Employee”); (3) campus police (a “CP Employee”); (4) faculty; (5) a police sergeant (a “PS Employee”); (6) a professional technical (a “PT Employee”); (7) a 100% full-time lecturer; or (8) effective June 1, 1997, a confidential clerical (a “CC Employee”). Any Eligible Employee whose collective appointments drop below 50 percent shall cease to be an Eligible Employee for such period as the appointments are less than 50 percent.
- (b) Eligible Employees do not include employees classified by the University as temporary employees, employee consultants, student employees, or student employees working as staff.
- (c) Eligibility of employees in a collective bargaining unit to participate in the Plan is subject to negotiations with the representative of that unit. During any period that an employee is covered by the provisions of a collective bargaining agreement between the University and such representative, the employee shall not be considered an Eligible Employee for purposes of this Plan unless such agreement expressly so provides. For purposes of this section only, such an agreement shall be deemed to continue after its formal expiration during collective bargaining negotiations pending the execution of a new agreement.

Sec. 2.3 Commencement of Participation. An Eligible Employee becomes a Participant in the Plan for purposes of eligibility for University contributions on the earliest date (on or after the Effective Date of the Plan) on which the employee is an Eligible Employee.

Sec. 2.4 Duration of Participation. A Participant shall continue to be a Participant in this Plan until the individual is no longer an Eligible Employee; provided, however, that a former Participant shall be entitled to the benefits accrued during the period of participation until those benefits are distributed in accordance with Article V. Participation in the Plan does not constitute a guarantee or contract of employment with the University. Such participation shall in no way interfere with any rights the University would have in the absence of such participation to determine the duration of an employee’s employment.

**Article III
Contributions**

Sec. 3.1 University Contributions. On a payroll period basis, the University shall make a contribution on behalf of each Participant to the applicable Investment Provider in an amount determined as follows:

- (a) ~~For the following bargaining units: Campus Police for each Participant, Faculty, 100% full-time Lecturers, Police Sergeants, and Professional Technical employees, the University contribution shall equal to a percentage of of the Participant's recognized compensation as determined by their current collective bargaining agreements~~ Recognized Compensation.
- (b) ~~For~~ Such percentage shall result in an allocation to the Participant not less than the greater of (a) the non-bargained for employees (Athletic Coach, Administrative Professional and Confidential Clerical), contribution required Mich. Comp. Laws sec. 38.387(b) or (b) the University contribution required by the current collective bargaining agreements agreement covering such Participant (if applicable). Such contribution shall equal a percentage of the Participant's recognized compensation be in keeping with its mission of providing competitive and market-driven the University's objective to provide competitive retirement benefits; provided that the rate and amount of each Participant's allocation shall be within applicable limits prescribed by the Code. Each Participant shall be fully and immediately vested in such contributions on behalf of the Participant. Notwithstanding any provision of this Plan to the contrary, contributions, benefits and service credit with respect to qualified military service will be provided in accordance with Code § 414(u).

Sec. 3.2 Recognized Compensation. "Recognized Compensation" of a Participant from the University for any year means the amount determined by the University to be the total earnings paid to the Participant during such year for service as an Eligible Employee, subject to the following:

- (a) Recognized Compensation includes any contributions made by salary reduction to any other plan which meets the requirements of ~~Internal Revenue Code sections 425 or 403(b)~~ 125, 403(b) or 457 or, for plan years beginning on and after January 1, 2001, by reason of Code § 132(f)(4), whether or not such contributions are actually excludable from the Participant's gross income for federal income tax purposes.
- (b) Recognized Compensation does not include any compensation paid to the Participant that is classified by the University as payoff of accrued vacation or sick pay at retirement or termination, severance pay, tuition assistance benefits, or payments or contributions for insurance or other employee benefit or fringe benefit plans.
- (c) Recognized Compensation of a Participant for any calendar year shall not exceed the annual compensation amount determined by the IRS and adjusted for each year after 1996 to take into account any cost of living increase provided for that year in accordance with regulations prescribed by the Secretary of the Treasury under ~~Internal Revenue Code section~~ § 401(a)(17). Notwithstanding the foregoing, the

limitations of this subsection shall not apply to any Participant described in Sec. 2.1 who was a participant in the optional retirement plan prior to January 1, 1996.

Sec. 3.3 Limitations on Contributions. In no event shall the amount of the University's contribution for any Participant under this Plan for any year exceed the lesser of:

- (a) ~~The~~ For plan years prior to 2002, the maximum exclusion allowance (as defined in Internal Revenue Code section § 403(b)(2) with respect to the Participant for said year, except when made inapplicable pursuant an election under Internal Revenue Code section § 415(c)(4)(C).
- 3-
- (b) The maximum allocation permitted with respect to the Participant under Internal Revenue Code section § 415, after taking into account any special elections made by the Participant under Internal Revenue Code section § 415(c)(4).

Sec. 3.4 Rollover Contributions. With the consent of the University and the applicable Investment Provider, an Eligible Employee may request that an annuity contract or custodial account under this Plan accept a transfer of an amount that constitutes a Rollover Contribution. Such consent shall be granted only if it is certain that the amount transferred will constitute a proper Rollover Contribution. For purposes of this section, a "Rollover Contribution" means a contribution of an amount which may be rolled over to an annuity contract or custodial account pursuant to Internal Revenue Code section §§ 403(b)(8), 408(d)(3)(A)(iii), or any other provision of the Internal Revenue Code that may permit rollovers to an annuity contract described in section § 403(b) or to a custodial account described in section § 403(b)(7) from time to time. The Eligible Employee shall be treated the same as a Participant under this Plan from the time of the Rollover Contribution, but shall not actually be a Participant and shall not be eligible to receive an allocation of University contributions until he or she has satisfied the requirements of Sec. 2.3.

Sec. 3.5 Elective Deferrals: Each Participant may elect that up to the maximum amount of his or her Recognized Compensation permitted under Code §402(g)(5) be withheld each plan year as an elective deferral, except that with respect to any Participant who is described in Code §402(g)(8)(C), the annual dollar limitation on elective deferrals will be increased by the amount described in Code §402(g)(8)(A). The terms of Code §402(g)(8) are incorporated in the Plan by reference. Notwithstanding the foregoing, the minimum annual elective deferral permitted hereunder will be \$200. Elective deferrals will be made subject to the following provisions:

- (a) Elective deferrals may be made in whole percentage increments of Recognized Compensation or in specific dollar amounts as designated by the Participant. The University will have the right to direct that such increments of Compensation be rounded to the next highest or lowest dollar.
- (b) In accordance with such procedures as may be established by the University, each Participant may complete (or amend) a Salary Deferral Agreement with the University, which will be legally binding between the University and Participant, and will further be irrevocable with respect to Recognized Compensation earned

while the agreement is in effect. A Participant may cancel the agreement at any time with respect to Recognized Compensation not yet earned. If a Participant cancels his or her Salary Deferral Agreement, the Participant will not be permitted to put a new Salary Deferral Agreement into effect until such time as set forth in the written policy established by the University.

- (c) An Elective Deferral will constitute a payroll deduction authorization for purposes of applicable Michigan law.

**Article IV
Investments & Investment Providers**

Sec. 4.1 Annuity Contracts or Mutual Funds Available Under Plan. Investments under the Plan shall be limited to such classes of annuity contracts or regulated investment company stock ("mutual funds") as shall be designated for such purpose by the University from time to time in the sole discretion of the University. The University may in its sole discretion add additional annuity contract or mutual fund options or delete existing options (with respect to future contributions) at any time. Any annuity contract designated by the University shall meet the applicable requirements of Code § 401(g).

Sec. 4.2 Participant Directed Investments. Each Participant shall direct the investment of contributions made on his or her behalf under this Plan, and the earnings thereon, subject to the following:

- (a) The investment options available to the Participant shall be those classes of annuity contracts or mutual funds designated by the University pursuant to Sec. 4.1. All investment directions shall be filed with the University, or with such agent or agents as may be designated from time to time by the University for this purpose, in the manner prescribed by the University or applicable Investment Provider from time to time. Each investment direction shall remain in effect until a new investment direction is filed by the Participant. An initial investment direction shall be filed when an Eligible Employee first becomes a Participant. Thereafter, a Participant may change the investment of the existing balances (including transfers between available Investment Providers) and future contributions in accordance with such rules as may be established by the University and the applicable Investment Provider.

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- ~~(b) All investment directions by a Participant shall be complete as to the terms of the investment transaction. An investment direction shall provide for both the~~
(b) All investment directions by a Participant shall be complete as to the terms of the investment transaction. An investment direction shall provide for both the investment of existing balances under any annuity contracts or custodial accounts and the investment of future contributions on behalf of the Participant. No Investment Provider shall have any obligation whatsoever to select annuity contracts or mutual funds on behalf of a Participant, its sole duty being to follow within a reasonable period of time all proper directions of the Participant which are made in accordance with the Plan. If a Participant fails to provide directions as to

the investment of any contributions required to be made under the Plan, the University may in its sole discretion designate an investment vehicle to be used to hold such funds.

- (a) ~~(c)~~ Following the death of the Participant, each of his or her Beneficiaries shall have the right to direct the investment of the portion of the Participant's annuity contract or custodial account held on behalf of the Beneficiary, subject to the same terms and conditions as applied to the Participant prior to death.
- (b) ~~(d)~~ All investment directions shall be in accordance with such rules and regulations as the University or the Investment Provider may establish from time to time for this purpose.

Sec. 4.3 Designation of Investment Provider. The contributions made on behalf of each Participant, and the earnings and accumulations thereon, may be held and invested as one fund or may be divided into any number of parts for investment purposes and shall be held and invested by one or more insurance companies or one or more custodians. The insurance company or custodian so acting with respect to any part of such plan contributions is referred to herein as the "Investment Provider" with respect to such part. The selection and appointment of each Investment Provider shall be made by the University. The University shall have the right at any time to remove an Investment Provider and appoint a successor with respect to future contributions under the Plan, subject only to the terms of any annuity contract or custodial account agreement. The University shall have the right to determine the form and substance of each annuity contract or custodial account agreement under which any part of the contributions under the Plan are held, subject only to the requirement that they are not inconsistent with the provisions of the Plan.

Sec. 4.4 No Diversion. The annuity contracts and custodial accounts shall be for the exclusive purpose of providing benefits to Participants under the Plan and their beneficiaries and defraying reasonable expenses of administering the Plan. No part of the annuity contracts or custodial account may be used for, or diverted to, purposes other than for the exclusive benefit of employees of the University or their beneficiaries. Notwithstanding the foregoing, if any contribution or portion thereof is made by the University by a mistake of fact, the applicable Investment Provider shall, upon written request of the University within one year after the payment of the contribution to the Investment Provider, return such contribution or portion thereof to the University as soon as possible.

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Article V
Distributions

Sec. 5.1 Retirement Distributions After Termination of Employment. Following a Participant's termination of employment with the University (for any reason other than death), the Participant shall be entitled to distributions from his or her annuity contract or custodial account. The distribution shall be paid at the time and in the manner determined under Sec. 5.4.

Sec. 5.2 Distributions to Beneficiary After Death. If a Participant's termination of employment is the result of death, his or her Beneficiary shall be entitled to distributions from

the Participant's annuity contract or custodial account. The distribution shall be paid at the time and in the manner determined under Sec. 5.4. A Participant's "Beneficiary" shall be determined in accordance with the provisions of the applicable annuity contract or custodial account agreement. Any designation or revocation of a prior designation of Beneficiary by a Participant shall be in writing on a form acceptable to the applicable Investment Provider and shall be filed with the Investment Provider. If there is not on file with the Investment Provider an effective designation of Beneficiary by a deceased Participant, and if the applicable annuity contract or custodial account agreement does not provide otherwise, then the Participant's Beneficiary shall be the Participant's personal representative (executor or administrator).

Sec. 5.3 No Withdrawals Before Termination of Employment. A Participant may not withdraw amounts from his or her annuity contract or custodial account at any time prior to the Participant's termination of employment with the University.

Sec. 5.4 Time and Method of Payment. Distributions to which a Participant or Beneficiary become entitled pursuant to sections 5.1 or 5.2 with respect to a particular annuity contract or custodial account shall be distributed to that individual at such time as he or she elects and according to the method that he or she elects in accordance with the terms of the applicable annuity contract or custodial account agreement, subject to the following rules:

- (a) Distributions may be made by one or more of the following methods that may be permitted under the applicable annuity contract or custodial account agreement, as the Participant or Beneficiary may select:
 - (1) Payment in a single sum.
 - (2) Payment in a series of annual or more frequent installments.
 - (3) Payments under an annuity contract (which by its terms cannot be transferred by the Participant or Beneficiary to provide payments to anyone else) providing for substantially non-increasing payments.
- (b) Distributions All distributions made under this Plan shall will be determined and made in accordance with the requirements of Internal Revenue Code sections §§ 401(a)(9) and 403(b)(10) and with the regulations issued under Code § 401(a)(9), including the minimum distribution incidental death-benefit requirements of proposed regulation § 1.401(a)(9)-2, and any provisions in this Plan which reflect Code §§ 401(a)(9) and/or 403(b)(10) will override any distribution options which are inconsistent with such Code section 401(a)(9)(C) and the regulations . If Participant's benefit is paid in a form that is based on life expectancies through other than the purchase of an immediate annuity, the joint life expectancies of the Participant and his or her Beneficiary will be recalculated annually unless the Participant elects the non-recalculation method of determining life expectancy.

thereunder. No distribution option otherwise permitted under this Plan, an annuity contract, or a custodial account will be available to a Participant or Beneficiary if

~~such distribution option does not meet the requirements of Internal Revenue Code sections 403(b)(10) and 401(a)(9), including subparagraph (G) thereof. Pursuant to these requirements, distributions must commence by the required beginning date as follows:~~

~~(1) A Participant's entire benefit must be distributed, or installments or life annuity payments must commence, by April 1 of the calendar year following the calendar year in which the Participant reaches age 70 1/2 (or in which the Participant terminates employment with the University, if later), unless the Participant's death occurs before that date. Installments during the life of the Participant shall be paid no less rapidly than by reference to one of the following periods: (i) a period certain not longer than the life expectancy of the Participant, or (ii) a period certain not longer than the joint life and last survivor expectancy of the Participant and the designated Beneficiary. Notwithstanding the foregoing, if the designated Beneficiary is not the Participant's spouse, installments during the life of the Participant shall be limited to the maximum period permitted under Proposed Treasury Regulation § 1.401(a)(9)-2.~~

~~(2) If the Participant dies before April 1 of the calendar year following the calendar year in which the Participant would have reached age 70 1/2, the Participant's total annuity contracts and custodial accounts shall be distributed to the Participant's Beneficiary not later than December 31 of the year containing the fifth anniversary of the Participant's death, subject to the following:~~

~~(i) Distributions to a designated Beneficiary may extend beyond five years from the death of the Participant if they are in the form of installment payments over a period certain not exceeding the Beneficiary's life expectancy, provided such payments begin not later than December 31 of the year following the year in which the Participant's death occurred.~~

~~(ii) If the designated Beneficiary under paragraph (i) is the surviving spouse of the Participant, payments pursuant to paragraph (i) may commence at any time on or before the later of (I) December 31 of the year in which the Participant would have reached age 70 1/2, or (II) December 31 of the year following the year in which the Participant's death occurred.~~

~~If a surviving spouse who is entitled to benefits under this subsection dies before distributions to the surviving spouse begin, this subsection (other than paragraph (ii)) shall be applied as if the surviving spouse were the Participant, with the date of death of the surviving spouse being substituted for the date of death of the Participant.~~

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~~(3) Any installment method under paragraphs (1) or (2) above shall be selected by a written election filed with the Investment Provider by the person~~

entitled to the distributions, which shall specify the method for determining life expectancies. The life expectancy of a Participant or the life expectancy of a designated Beneficiary who is the Participant's spouse, or both of their life expectancies, may be recalculated each year if so elected by the Participant (or spouse) in accordance with the terms of the applicable annuity contract or custodial account agreement. The election shall be irrevocable after the date payments are required to commence under paragraph (1) or (2), except that the individual entitled to payments may elect to receive a larger amount at any time. If no election regarding recalculation of life expectancies is made by that date, life expectancies will not be recalculated.

- (c) A distributee may elect, at the time and in the manner prescribed by the Investment Provider, to have any portion of an eligible rollover distribution paid directly to an eligible retirement plan specified by the distributee in a direct rollover. For purposes of this subsection:
- (1) An "eligible rollover distribution" is any distribution of all or any portion of the balance to the credit of the distributee, except that an eligible rollover distribution does not include any distribution that is one of a series of substantially equal periodic payments (not less frequently than annually) made for the life (or life expectancy) of the distributee or the joint lives (or life expectancies) of the distributee and the distributee's designated beneficiary, or for a specified period of ten years or more; and any distribution to the extent such distribution is required under Internal Revenue Code section § 403(b)(10).
 - ~~(2) An "eligible retirement plan" is an individual retirement account described in Internal Revenue Code section 408(a), an individual retirement annuity described in Internal Revenue Code section 408(b), an annuity described in Internal Revenue Code section 403(b), or a custodial account described in~~
 - (2) An "eligible retirement plan" is an individual retirement account described in Code § Revenue Code section 408(a), an individual retirement annuity described in Code § Revenue Code section 408(b), an annuity described in Code § Revenue Code section 403(b), or a custodial account described in Code § 403(b)(7), that accepts the distributee's eligible rollover distribution. However, in the case of an eligible rollover distribution to the surviving spouse, an eligible retirement plan is an individual retirement account or individual retirement annuity.
 - (3) A "distributee" includes a Participant or former Participant. In addition, the Participant's or former Participant's surviving spouse and the Participant's or former Participant's spouse or former spouse who is the alternate payee under a qualified domestic relations order, as defined in Internal Revenue Code section § 414(p), are distributees with regard to the interest of the spouse or former spouse.

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- (4) A “direct rollover” is a payment from the applicable annuity contract or custodial account to the eligible retirement plan specified by the distributee.

Sec. 5.5 Source of Benefits. All benefits to which persons become entitled hereunder shall be provided only out of the Participant’s annuity contracts or custodial accounts and only to the extent that such annuity contracts or custodial accounts are adequate therefor. No benefits are provided by the University under the Plan except those expressly described herein.

Sec. 5.6 Benefits May Not Be Assigned or Alienated. Except as otherwise expressly permitted by the Plan or required by law, the interests of persons entitled to benefits under the Plan may not in any manner whatsoever be assigned or alienated, whether voluntarily or involuntarily, or directly or indirectly. However, the Plan shall comply with the provisions of any court order which the University or Investment Provider determines is a qualified domestic relations order as defined in Internal Revenue Code section § 414(p). Notwithstanding any provisions in the Plan to the contrary, an individual who is entitled to payments from an annuity contract or custodial account as an “alternate payee” pursuant to a qualified domestic relations order may receive a lump sum payment as soon as administratively feasible after the date of the determination by the University or Investment Provider that the order is a qualified domestic relations order to the extent consistent with the terms of the applicable annuity contract or custodial account, unless the order specifically provides for payment to be made at a later time or in a different form permitted under Sec. 5.4.

Article VI Administration of Plan

Sec. 6.1 Administration by University. Except as to responsibilities allocated to the Investment Provider under the terms of any annuity contract or custodial account agreement, the University shall control and manage the operation and administration of the Plan and make all decisions and determinations incident thereto. In carrying out its Plan responsibilities, the University shall have discretionary authority to construe the terms of the Plan, determine eligibility for participation in the Plan, and determine the amount of contributions required under the Plan. Action on behalf of the University may be taken by any person or persons, or committee, to whom such authority is delegated by the Board of Regents or President of the University.

Sec. 6.2 Correction of Errors. It is recognized that in the operation and administration of the Plan certain mathematical and accounting errors may be made or mistakes may arise by reason of factual errors in information supplied to the University or Investment Provider. The University shall have power to cause such equitable adjustments to be made to correct for such errors as the University in its discretion considers appropriate. Such adjustments shall be final and binding on all persons. Any return of a contribution due to a mistake in fact will be subject to Sec. 4.3.

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Article VII Amendment and Termination

Sec. 7.1 Amendment. Subject to the non-diversion provisions of Sec. 4.3, the University, by action of its President, or by action of a person so authorized by the President, may amend the Plan at any time and from time to time. No amendment of the Plan shall have the effect of changing the rights, duties, and liabilities of any Investment Provider without its written consent. Also, no amendment shall divest a Participant or Beneficiary of amounts held under annuity contracts or custodial accounts accrued prior to the amendment. Promptly upon adoption of any amendment to the Plan, the University will furnish a copy of the amendment, together with a certificate evidencing its due adoption, to each Investment Provider then acting.

Sec. 7.2 Termination. The University, by action of its President, may terminate the Plan at any time. After such termination, no employee shall become a Participant, and no further contributions shall be made. The annuity contracts or custodial accounts of each Participant in the employ of the University at the time of such termination shall be nonforfeitable. Notwithstanding the foregoing, any annuity contract or custodial account agreement with an Investment Provider shall remain in effect, and distributions shall be made to Participants and Beneficiaries as they become entitled to distributions under Article V.

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11/3/97
Revised: 6/2002

**EASTERN MICHIGAN UNIVERSITY
DEFINED CONTRIBUTION RETIREMENT PLAN
FOR CERTAIN COLLECTIVELY BARGAINED EMPLOYEES**

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FOR CERTAIN COLLECTIVELY BARGAINED EMPLOYEES

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**EASTERN MICHIGAN UNIVERSITY
DEFINED CONTRIBUTION RETIREMENT PLAN
FOR CERTAIN COLLECTIVELY BARGAINED EMPLOYEES**

**Article I
Introduction**

Sec. 1.1 Name and Type of Plan. The name of the retirement plan set forth in this document is the "Eastern Michigan University Defined Contribution Retirement Plan for Certain Collectively Bargained Employees." It is sometimes referred to as the "Plan". The Plan is intended to purchase annuities described in § 403(b) of the Internal Revenue Code section 403(b)"Code" or contribute to mutual fund custodial accounts described in Internal Revenue Code section § 403(b)(7) on behalf of Participants. The Plan is intended both (i) to meet the requirements of the Internal Revenue Code with respect to such annuities and custodial accounts and (ii) to constitute an "optional retirement program" (as provided for in Mich. Comp. Laws §§ 38.381 to 38.387) with respect to certain eligible employees, and will be construed and administered consistent with that intent. The Plan has been established by Eastern Michigan University (the "University") so that eligible employees, who are not members of the Michigan Public School Employees' Retirement System ("MPERS") (provided for in Mich. Comp. Laws §§ 38.201 to 38.234), may have a source of retirement income as a result of their service with Eastern Michigan University.

Sec. 1.2 Effective Date. The "Effective Date" of the Plan, the date as of which the Plan is established, is January 1, 1996. This document amends and restates the Plan effective for plan years beginning after 1996, unless a different effective date is specified, and is intended to meet applicable requirements of the Internal Revenue Code of 1986, as amended by the Uruguay Round Agreements Act, the Small Business Job Protection Act of 1996, the Taxpayer Relief Act of 1997, the Uniformed Services Employment and Reemployment Rights Act of 1994, the Internal Revenue Service Restructuring and Reform Act of 1998, the Community Renewal Tax Relief Act of 2000, and all rulings and regulations issued thereunder.

**Article II
Plan Participation**

Sec. 2.1 Eligible Employees. An employee of the University who was hired or rehired by the University on or after January 1, 1996 is an "Eligible Employee" under this Plan in accordance with the following rules:

- (a) The employee is an Eligible Employee if the employee is classified by the University as a regular employee with a full-time or 50 percent or more part-time appointment who is employed by the University in either (1) a clerical secretarial position (a "CS Employee"), or (2) a food service, custodial, or maintenance position (an "FM Employee"). Any Eligible Employee who has become a Participant in the Plan but whose collective appointments drop below 50 percent shall nevertheless continue to be an Eligible Employee for such period as the

employee continues in the same category of eligible position in which the individual was employed when the individual became a Participant.

- (b) Eligible Employees do not include employees classified by the University as temporary employees, employee consultants, student employees, or student employees working as staff.
- (c) Eligibility of employees in a collective bargaining unit to participate in the Plan is subject to negotiations with the representative of that unit. During any period that an employee is covered by the provisions of a collective bargaining agreement between the University and such representative, the employee shall not be considered an Eligible Employee for purposes of this Plan unless such agreement expressly so provides. For purposes of this section only, such an agreement shall be deemed to continue after its formal expiration during collective bargaining negotiations pending the execution of a new agreement.

Sec. 2.2 Commencement of Participation. An Eligible Employee becomes a Participant in the Plan for purposes of eligibility for University contributions on the earliest date (on or after the Effective Date of the Plan) on which the employee is an Eligible Employee who has completed at least one year of continuous service for the University.

Sec. 2.3 Duration of Participation. A Participant shall continue to be a Participant in this Plan until the individual is no longer an Eligible Employee; provided, however, that a former Participant shall be entitled to the benefits accrued during the period of participation until those benefits are distributed in accordance with Article V. Participation in the Plan does not constitute a guarantee or contract of employment with the University. Such participation shall in no way interfere with any rights the University would have in the absence of such participation to determine the duration of an employee's employment.

Article III Contributions

Sec. 3.1 University Contributions. On a payroll period basis, the University shall make a contribution on behalf of each Participant to the applicable Investment Provider in an amount determined as follows:

- (a) For each Participant who is classified by the University as a CS Employee, the University contribution shall be equal to eight percent (8%) of that Participant's Recognized Compensation for the payroll period.
- (b) For each Participant who is classified by the University as an FM Employee, the University contribution shall be equal to whichever of the following applies, at the election of the Participant: (1) eight percent (8%) of that Participant's Recognized Compensation for the payroll period, with no requirement for an employee contribution; or (2) seven percent (7%) of that Participant's Recognized Compensation for the payroll period, if the Participant contributes 3% of Recognized Compensation to a voluntary tax deferred annuity or custodial account

arrangement described in ~~section~~ § 403(b) of the ~~Internal Revenue Code~~ and designated by the University for such purpose.

Such contributions on behalf of each Participant are subject to the vesting conditions described in Sec. 3.5. Notwithstanding any provision of this Plan to the contrary, contributions, benefits and service credit with respect to qualified military service will be provided in accordance with Code § 414(u).

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Sec. 3.2 Recognized Compensation. “Recognized Compensation” of a Participant from the University for any year means the amount determined by the University to be the total earnings paid to the Participant during such year for service as an Eligible Employee, subject to the following:

- (a) Recognized Compensation includes any contributions made by salary reduction to any other plan which meets the requirements of ~~Internal Revenue Code sections 125 or 403(b)~~ 125, 403(b) or 457 or, for plan years beginning on and after January 1, 2001, by reason of Code § 132(f)(4). whether or not such contributions are actually excludable from the Participant’s gross income for federal income tax purposes.
- (b) Recognized Compensation does not include any compensation paid to the Participant that is classified by the University as payoff of accrued vacation or sick pay at retirement or termination, severance pay, tuition assistance benefits, or payments or contributions for insurance or other employee benefit or fringe benefit plans.
- (c) Recognized Compensation of a Participant for any calendar year shall not exceed the annual compensation amount determined by the IRS and adjusted for each year after 1996 to take into account any cost of living increase provided for that year in accordance with regulations prescribed by the Secretary of the Treasury under ~~Internal Revenue Code section~~ § 401(a)(17).

Sec. 3.3 Limitations on Contributions. In no event shall the amount of the University’s contribution for any Participant under this Plan for any year exceed the lesser of:

- (a) ~~The~~ For plan years beginning prior to July 1, 2002, the maximum exclusion allowance (as defined in ~~Internal Revenue Code section~~ § 403(b)(2) with respect to the Participant for said year, except when made inapplicable pursuant an election under ~~Internal Revenue Code section~~ § 415(c)(4)(C).
- (b) The maximum allocation permitted with respect to the Participant under ~~Internal Revenue Code section~~ § 415, after taking into account any special elections made by the Participant under ~~Internal Revenue Code section~~ § 415(c)(4).

For purposes of subsection (a), in accordance with the requirements of ~~Internal Revenue Code section~~ § 403(b)(6), amounts contributed by the University that are not yet vested pursuant to the provisions of Sec. 3.5 shall be treated as contributed by the University as of the time they become nonforfeitable.

Sec. 3.4 Rollover Contributions. With the consent of the University and the applicable Investment Provider, an Eligible Employee may request that an annuity contract or custodial account under this Plan accept a transfer of an amount that constitutes a Rollover Contribution. Such consent shall be granted only if it is certain that the amount transferred will constitute a proper Rollover Contribution. For purposes of this section, a "Rollover Contribution" means a contribution of an amount which may be rolled over to an annuity contract or custodial account

~~3~~ pursuant to Internal Revenue Code section§§ 403(b)(8), 408(d)(3)(A)(iii), or any other provision of the Internal Revenue Code that may permit rollovers to an annuity contract described in section§ 403(b) or to a custodial account described in section§ 403(b)(7) from time to time. The Eligible Employee shall be treated the same as a Participant under this Plan from the time of the Rollover Contribution, but shall not actually be a Participant and shall not be eligible to receive an allocation of University contributions until he or she has satisfied the requirements of Sec. 2.2. Notwithstanding the provisions of Sec. 3.5, amounts attributable to Rollover Contributions shall be nonforfeitable at all times.

Sec. 3.5 Vesting Requirements for University Contributions. A Participant shall not be vested in the University contributions made on behalf of the Participant under this Plan until the Participant is credited with five years of continuous service, subject to the following:

- (a) Service prior to the date the Eligible Employee became a Participant in the Plan shall be disregarded in determining the Participant's continuous service for purposes of vesting. If a nonvested Participant terminates employment with the University, service prior to the break-in service shall be disregarded upon any subsequent rehire.
- (b) If a Participant terminates employment with the University prior to the date the Participant becomes vested in the University contributions made on his or her behalf, the Participant shall not be entitled to a distribution from any annuity contract or custodial account holding amounts attributable to University contributions under this Plan. The amounts attributable to University contributions shall be forfeited by the Participant and reallocated as provided in Sec. 3.6.

Sec. 3.6 Allocation of Forfeitures. As of the end of each fiscal year of the University (June 30), amounts forfeited during that fiscal year pursuant to Sec. 3.5(b) shall be reallocated among all Participants who are Eligible Employees as of the last day of such fiscal year as an additional University contribution. Such forfeiture reallocation shall be made to each such Participant, during the first quarter of the following fiscal year, in the same proportion that each such Participant's account balance bears to the total of all account balances of all such Participants.

**Article IV
Investments & Investment Providers**

Sec. 4.1 Annuity Contracts or Mutual Funds Available Under Plan. Investments under the Plan shall be limited to such classes of annuity contracts or regulated investment

company stock ("mutual funds") as shall be designated for such purpose by the University from time to time in the sole discretion of the University. The University may in its sole discretion add additional annuity contract or mutual fund options or delete existing options (with respect to future contributions) at any time. Any annuity contract designated by the University shall meet the applicable requirements of Code § 401(g).

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Sec. 4.2 Participant Directed Investments. Each Participant shall direct the investment of contributions made on his or her behalf under this Plan, and the earnings thereon, subject to the following:

- (a) The investment options available to the Participant shall be those classes of annuity contracts or mutual funds designated by the University pursuant to Sec. 4.1. All investment directions shall be filed with the University, or with such agent or agents as may be designated from time to time by the University for this purpose, in the manner prescribed by the University or applicable Investment Provider from time to time. Each investment direction shall remain in effect until a new investment direction is filed by the Participant. An initial investment direction shall be filed when an Eligible Employee first becomes a Participant. Thereafter, a Participant may change the investment of the existing balances (including transfers between available Investment Providers) and future contributions in accordance with such rules as may be established by the University and the applicable Investment Provider.
- (b) All investment directions by a Participant shall be complete as to the terms of the investment transaction. An investment direction shall provide for both the investment of existing balances under any annuity contracts or custodial accounts and the investment of future contributions on behalf of the Participant. No Investment Provider shall have any obligation whatsoever to select annuity contracts or mutual funds on behalf of a Participant, its sole duty being to follow within a reasonable period of time all proper directions of the Participant which are made in accordance with the Plan. If a Participant fails to provide directions as to the investment of any contributions required to be made under the Plan, the University may in its sole discretion designate an investment vehicle to be used to hold such funds.
- (c) Following the death of the Participant, each of his or her Beneficiaries shall have the right to direct the investment of the portion of the Participant's annuity contract or custodial account held on behalf of the Beneficiary, subject to the same terms and conditions as applied to the Participant prior to death.
- (d) All investment directions shall be in accordance with such rules and regulations as the University or the Investment Provider may establish from time to time for this purpose.

Sec. 4.3 Designation of Investment Provider. The contributions made on behalf of each Participant, and the earnings and accumulations thereon, may be held and invested as one fund or may be divided into any number of parts for investment purposes and shall be held and

invested by one or more insurance companies or one or more custodians. The insurance company or custodian so acting with respect to any part of such plan contributions is referred to herein as the "Investment Provider" with respect to such part. The selection and appointment of each Investment Provider shall be made by the University. The University shall have the right at any

~~5~~time to remove an Investment Provider and appoint a successor with respect to future contributions under the Plan, subject only to the terms of any annuity contract or custodial account agreement. The University shall have the right to determine the form and substance of each annuity contract or custodial account agreement under which any part of the contributions under the Plan are held, subject only to the requirement that they are not inconsistent with the provisions of the Plan.

Sec. 4.4 No Diversion. The annuity contracts and custodial accounts shall be for the exclusive purpose of providing benefits to Participants under the Plan and their beneficiaries and defraying reasonable expenses of administering the Plan. No part of the annuity contracts or custodial account may be used for, or diverted to, purposes other than for the exclusive benefit of employees of the University or their beneficiaries. Notwithstanding the foregoing, if any contribution or portion thereof is made by the University by a mistake of fact, the applicable Investment Provider shall, upon written request of the University within one year after the payment of the contribution to the Investment Provider, return such contribution or portion thereof to the University as soon as possible.

**Article V
Distributions**

Sec. 5.1 Retirement Distributions After Termination of Employment. Following a Participant's termination of employment with the University (for any reason other than death), the Participant shall be entitled to distributions from the vested and nonforfeitable portions of his or her annuity contract or custodial account after the Participant has attained age 60 (or, if earlier, after the Participant has attained the designated retirement age applicable to the employee under the University's personnel policies). The distribution shall be paid at the time and in the manner determined under Sec. 5.4.

Sec. 5.2 Distributions to Beneficiary After Death. If a Participant's termination of employment is the result of death, his or her Beneficiary shall be entitled to distributions from the Participant's annuity contract or custodial account. The distribution shall be paid at the time and in the manner determined under Sec. 5.4. A Participant's "Beneficiary" shall be determined in accordance with the provisions of the applicable annuity contract or custodial account agreement. Any designation or revocation of a prior designation of Beneficiary by a Participant shall be in writing on a form acceptable to the applicable Investment Provider and shall be filed with the Investment Provider. If there is not on file with the Investment Provider an effective designation of Beneficiary by a deceased Participant, and if the applicable annuity contract or custodial account agreement does not provide otherwise, then the Participant's Beneficiary shall be the Participant's personal representative (executor or administrator).

Sec. 5.3 No Withdrawals Before Termination of Employment. A Participant may not withdraw amounts from his or her annuity contract or custodial account at any time prior to the Participant's termination of employment with the University.

Sec. 5.4 Time and Method of Payment. Distributions to which a Participant or Beneficiary become entitled pursuant to sections 5.1 or 5.2 with respect to a particular annuity contract or custodial account shall be distributed to that individual at such time as he or she elects and according to the method that he or she elects in accordance with the terms of the applicable annuity contract or custodial account agreement, subject to the following rules:

- (a) Distributions may be made by one or more of the following methods that may be permitted under the applicable annuity contract or custodial account agreement, as the Participant or Beneficiary may select:
 - (1) Payment in a single sum.
 - (2) Payment in a series of annual or more frequent installments.
 - (3) Payments under an annuity contract (which by its terms cannot be transferred by the Participant or Beneficiary to provide payments to anyone else) providing for substantially non-increasing payments.

- (b) ~~Distributions~~All distributions made under this Plan shall will be determined and made in accordance with the requirements of Internal Revenue Code sections §§ 401(a)(9) and 403(b)(10) and with the regulations issued under Code § 401(a)(9), including the minimum distribution incidental death-benefit requirements of proposed regulation § 1.401(a)(9)-2, and any provisions in this Plan which reflect Code §§ 401(a)(9) and/or 403(b)(10) will override any distribution options which are inconsistent with such Code section 401(a)(9)(G) and the regulations thereunder. No distribution option otherwise permitted under this Plan. If Participant's benefit is paid in a form that is based on life expectancies through other than the purchase of an immediate annuity contract, or a custodial account will be available to a Participant the joint life expectancies of the Participant and his or her Beneficiary if such distribution option does not meet the requirements of Internal Revenue Code sections 403(b)(10) and 401(a)(9), including subparagraph (G) thereof will be recalculated annually unless the Participant elects the non-recalculation method of determining life expectancy. Pursuant to these requirements, distributions must commence by the required beginning date as follows:
 - (1) ~~A Participant's entire benefit must be distributed, or installments or life annuity payments must commence, by April 1 of the calendar year following the calendar year in which the Participant reaches age 70 1/2 (or in which the Participant terminates employment with the University, if later).~~

unless the Participant's death occurs before that date. Installments during the life of the Participant shall be paid no less rapidly than by reference to one of the following periods: (i) a period certain not longer than the life expectancy of the Participant, or (ii) a period certain not longer than the joint life and last survivor expectancy of the Participant and the designated Beneficiary. Notwithstanding the foregoing, if the designated Beneficiary is not the Participant's spouse, installments during the life of the Participant shall be limited to the maximum period permitted under Proposed Treasury Regulation § 1.401(a)(9)-2.

- ~~(2) If the Participant dies before April 1 of the calendar year following the calendar year in which the Participant would have reached age 70½, the Participant's total annuity contracts and custodial accounts shall be~~

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~~distributed to the Participant's Beneficiary not later than December 31 of the year containing the fifth anniversary of the Participant's death, subject to the following:~~

- ~~(i) Distributions to a designated Beneficiary may extend beyond five years from the death of the Participant if they are in the form of installment payments over a period certain not exceeding the Beneficiary's life expectancy, provided such payments begin not later than December 31 of the year following the year in which the Participant's death occurred.~~
- ~~(ii) If the designated Beneficiary under paragraph (i) is the surviving spouse of the Participant, payments pursuant to paragraph (i) may commence at any time on or before the later of (I) December 31 of the year in which the Participant would have reached age 70½, or (II) December 31 of the year following the year in which the Participant's death occurred.~~

~~If a surviving spouse who is entitled to benefits under this subsection dies before distributions to the surviving spouse begin, this subsection (other than paragraph (ii)) shall be applied as if the surviving spouse were the Participant, with the date of death of the surviving spouse being substituted for the date of death of the Participant.~~

- ~~(3) Any installment method under paragraphs (1) or (2) above shall be selected by a written election filed with the Investment Provider by the person entitled to the distributions, which shall specify the method for determining life expectancies. The life expectancy of a Participant or the life expectancy of a designated Beneficiary who is the Participant's spouse, or both of their life expectancies, may be recalculated each year if so elected by the Participant (or spouse) in accordance with the terms of the applicable annuity contract or custodial account agreement. The election shall be~~

irrevocable after the date payments are required to commence under paragraph (1) or (2), except that the individual entitled to payments may elect to receive a larger amount at any time. If no election regarding recalculation of life expectancies is made by that date, life expectancies will not be recalculated.

- (c) A distributee may elect, at the time and in the manner prescribed by the Investment Provider, to have any portion of an eligible rollover distribution paid directly to an eligible retirement plan specified by the distributee in a direct rollover. For purposes of this subsection:

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(1) An "eligible rollover distribution" is any distribution of all or any portion of the balance to the credit of the distributee, except that an eligible rollover distribution does not include any distribution that is one of a series of substantially equal periodic payments (not less frequently than annually) made for the life (or life expectancy) of the distributee or the joint lives (or life expectancies) of the distributee and the distributee's designated beneficiary, or for a specified period often years or more; and any distribution to the extent such distribution is required under Internal Revenue Code section § 403(b)(10).

(2) An "eligible retirement plan" is an individual retirement account described in Internal Revenue Code section § 408(a), an individual retirement annuity described in Internal Revenue Code section § 408(b), an annuity described in Internal Revenue Code section § 403(b), or a custodial account described in Internal Revenue Code section § 403(b)(7), that accepts the distributee's eligible rollover distribution. However, in the case of the an eligible rollover distribution to the surviving spouse, an eligible retirement plan is an individual retirement account or individual retirement annuity.

~~(3)~~ (3) A "distributee" includes a Participant or former Participant. In addition, the Participant's or former Participant's surviving spouse and the Participant's or former Participant's spouse or former spouse who is the alternate payee under a qualified domestic relations order, as defined in Internal Revenue Code section § 414(p), are distributees with regard to the interest of the spouse or former spouse.

~~(4)~~ (4) A "direct rollover" is a payment from the applicable annuity contract or custodial account to the eligible retirement plan specified by the distributee.

Sec. 5.5 Source of Benefits. All benefits to which persons become entitled hereunder shall be provided only out of the Participant's annuity contracts or custodial accounts and only to the extent that the such annuity contracts or custodial accounts are adequate therefor. No benefits are provided by the University under the Plan except those expressly described herein.

Sec. 5.6 Benefits May Not Be Assigned or Alienated. Except as otherwise expressly permitted by the Plan or required by law, the interests of persons entitled to benefits under the

Plan may not in any manner whatsoever be assigned or alienated, whether voluntarily or involuntarily, or directly or indirectly. However, the Plan shall comply with the provisions of any court order which the University or Investment Provider determines is a qualified domestic relations order as defined in Internal Revenue Code section § 414(p). Notwithstanding any provisions in the Plan to the contrary, an individual who is entitled to payments from an annuity contract or custodial account as an "alternate payee" pursuant to a qualified domestic relations order may receive a lump sum payment as soon as administratively feasible after the date of the determination by the University or Investment Provider that the order is a qualified domestic

~~or~~ relations order to the extent consistent with the terms of the applicable annuity contract or custodial account, unless the order specifically provides for payment to be made at a later time or in a different form permitted under Sec. 5.4.

Article VI Administration of Plan

Sec. 6.1 Administration by University. Except as to responsibilities allocated to the Investment Provider under the terms of any annuity contract or custodial account agreement, the University shall control and manage the operation and administration of the Plan and make all decisions and determinations incident thereto. In carrying out its Plan responsibilities, the University shall have discretionary authority to construe the terms of the Plan, determine eligibility for participation in the Plan, and determine the amount of contributions required under the Plan. Action on behalf of the University may be taken by any person or persons, or committee, to whom such authority is delegated by the Board of Regents or President of the University.

Sec. 6.2 Correction of Errors. It is recognized that in the operation and administration of the Plan certain mathematical and accounting errors may be made or mistakes may arise by reason of factual errors in information supplied to the University or Investment Provider. The University shall have power to cause such equitable adjustments to be made to correct for such errors as the University in its discretion considers appropriate. Such adjustments shall be final and binding on all persons. Any return of a contribution due to a mistake in fact will be subject to Sec. 4.4.

Article VII Amendment and Termination

Sec. 7.1 Amendment. Subject to the non-diversion provisions of Sec. 4.3, the University, by action of its President, or by action of a person so authorized by the President, may amend the Plan at any time and from time to time. No amendment of the Plan shall have the effect of changing the rights, duties, and liabilities of any Investment Provider without its written consent. Also, no amendment shall divest a Participant or Beneficiary of amounts held under annuity contracts or custodial accounts accrued prior to the amendment. Promptly upon adoption of any amendment to the Plan, the University will furnish a copy of the amendment, together with a certificate evidencing its due adoption, to each Investment Provider then acting. While a collective bargaining agreement remains in effect with respect to a group of Eligible Employees, the University shall not amend, modify or suspend the Plan as applied to such group without the

consent of the bargaining representative for the group, except to the extent necessary to provide for or to maintain the tax-qualified status of the Plan.

Sec. 7.2 Termination. The University, by action of its President, may terminate the Plan at any time. After such termination, no employee shall become a Participant, and no further contributions shall be made. The annuity contracts or custodial accounts of each Participant in the employ of the University at the time of such termination shall be nonforfeitable. Notwithstanding the foregoing, any annuity contract or custodial account agreement with an Investment Provider shall remain in effect, and distributions shall be made to Participants and Beneficiaries as they become entitled to distributions under Article V. While a collective bargaining agreement remains in effect with respect to a group of Eligible Employees, the University shall not terminate the Plan as applied to such group without the consent of the bargaining representative for the group.

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BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 35

DATE:

June 25, 2002

RECOMMENDATION

EQUALIZED BENEFITS FOR AP/AC/CC EMPLOYEES

ACTION REQUESTED

It is recommended that the Board of Regents approve changes to the benefit plan for AP/AC/CC non-bargained for employees.

STAFF SUMMARY

Historically, Eastern Michigan University has given non-bargained for employees the same benefits as those negotiated by employees represented by bargaining units. Due to changes in the benefits for represented employees as a result of the latest contract agreements, the benefit package for non-bargained for employees is no longer consistent with that of represented employees. It is proposed that the following changes be made to the benefits of non-bargained for employees to bring their level of benefits up to that of represented employees:

1. Increase life insurance death benefits from \$5,000 to \$7,000 upon reaching age and service requirements for retirement
2. Allow retirees to indefinitely purchase dental insurance at group rates (presently they can purchase COBRA for up to 18 months at the higher COBRA rate)
3. Increase the monthly Medicare Supplement Reimbursement for retirees from \$90 to \$100 for 2000-2002, \$110 for 2002-2003, and \$120 for 2003-2004.
4. Increase the healthcare waiver from \$900 to \$1,000 for those employees who are covered under someone else's plan and waive EMU's healthcare benefits
5. Add eligibility for domestic partner health care and dental benefits
6. Increase Long Term Disability benefits from 60% of base salary/\$5,000 per month maximum to 65% of based salary/\$7,000 per month maximum
7. Change tuition waiver eligibility for the employee from a year after hire to the semester following hire

The adoption of these seven changes to AP/AC/CC employee benefits will eliminate any discrepancies that presently exist between them and employees represented by bargaining units.

FISCAL IMPLICATIONS

The incremental costs to EMU associated with the change to AP/AC/CC employee benefits is projected to be in the range of \$35,000/year.

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: 36
DATE: June 25, 2002

RECOMMENDATION

PRAY HARROLD MODERNIZATION – PROGRAM STATEMENT

ACTION REQUESTED

It is recommended that the Board of Regents approve the Program Statement for the modernization of the Pray-Harrold building.

STAFF SUMMARY

The University has worked with Barton Malow Design during the last several months resulting in the issuance of a Program Statement And Schematic Design Submission for the modernization of the Pray-Harrold building. The Introduction/Executive Summary of this submission is attached which highlights the project description, alternatives considered, economic benefits to the State of Michigan, project cost model, and phasing schedule.

FISCAL IMPLICATIONS

Total expenditures of \$39,985,000 will be required for the Pray-Harrold modernization project. Of this total, 25% or \$9,996,250 in matching funds may be required by the University.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

Introduction / Executive Summary

Total Project Cost: \$39,985,000
Capital Funding Required by EMU: \$ 9,996,250

Match Resources

The University request that the fire restoration proceeds, to the extent they were used to address elements included in the original modernization project description (estimated to be \$8.5 million), be accepted as part of the University's match. To the extent insurance proceeds are not allowed or other matching dollars are required, the University is prepared to issue bonds that will be supported by student fee revenue.

Does authorization for this project exist in any public act? Yes No

Is the project for instructional purposes? Yes No

Is the project a renovation or new construction? Reno New

Are professionally developed program statement and/or schematics available? Yes No

Are required match resources currently available? Yes No

Has the University identified available operating funds? Yes No

Project Description Narrative

In 1969, Pray-Harrold opened as the State of Michigan's single largest classroom building. For the past 33 years the building has been, and continues to be, utilized at near full capacity 14 hours each instructional day. Constructed prior to the personal computer revolution, the building systems were not designed to accommodate this now essential instruction tool. Although limited success in adapting the building systems for high technology usage have been realized, they are no longer able to further accommodate instructional and program needs. Demands for electrical power and temperature control continue to increase. Allocation of limited University resources to infrastructure, often at the expense of aesthetics, instrumentation, and furnishings has also resulted in the need for modernization. Existing space design and configuration is not compatible with optimum delivery of instruction.

An accidental fire in the mechanical penthouse in March 2000 resulted in damage to the roof, much of the air handling equipment and excessive

smoke damage. Fire restoration proceeds of over \$10 million allowed the University to clean and restore the building to its pre-fire state. In addition, some mechanical systems were either upgraded or replaced, major roofing repairs were made, new lighting and ceiling tiles were installed, and asbestos abatement was completed on floors 3 thru 7 of the building. As a result, the University believes that this is the most opportune time to continue the building renewal. If authorized to continue, an energy management system will be installed and electrical capacity and flexibility will be extended to meet the technological and instructional needs of the 21st century. Construction of a covered walkway connecting Pray-Harrold with the College of Education Building, which would both enhance student safety and allow for shared utilization of special media laboratories and proposed common spaces is proposed. Reconfiguration of classrooms will also be achieved, providing more varied and flexible space enhancing instructional delivery. The interior finishes will be replaced, and integrated technology will be available throughout the building. Furnishings and instrumentation needed to effectively deliver instruction will be provided as well as conversion of electrical cabling and building transformers to accommodate the required electrical power.

A modest expansion of the building will accommodate reconfiguration of the large classrooms on the 2nd floor to provide more varied and flexible space. This reconfiguration and expansion, especially on floors 2 through 4, will provide cluster arrangements of computing facilities, student advising space, and common areas for studying and student interaction. This will provide students, particularly commuter students, with an atmosphere where they can stay and engage themselves in their academic life. The clustering of common areas will help to enhance our interdisciplinary initiatives and promote team building. It will also provide an environment to build learning communities among our first-year students, a proven factor in academic success and retention. The upper floors will be reconfigured to focus on strategically designed classroom space, faculty-student areas for consultations, study groups, and faculty offices and facilities. This focus will be extensively on multi-purpose rooms with moveable furniture.

Other Alternatives Considered

Consideration to construct a brand-new classroom building was widely debated. However, as stated above, the \$10 million fire restoration addressed some of the building's basic shortcomings. If the modernization can continue and complete the renewal of building systems, building envelope, integrated technology, electrical distribution systems, furnishings, finishes, and instrumentation, Pray-Harrold will be an outstanding facility for at least another 30 years. It is estimated that to

construct a new facility of equal benefit would cost in excess of \$70 million. Also, because of the size of the building, volume of use and the diversified programs conducted, leased space or long-distance learning are not viable alternatives. If the project is not authorized, an opportunity will be missed to significantly enhance the learning experience of a significantly large number of students.

Economic Benefit to State of Michigan

Multiple economic benefits would accrue to the State of Michigan as a result of authorizing and funding this project. Included is the ongoing economic benefit of a well-educated work force to attract and retain industry within the state and the quality of life educated citizens harvest from challenging and rewarding careers.

In addition, the local economy would benefit because of the construction project's economic activity and the University would benefit from lower operating costs throughout the life cycle of a modern energy-efficient facility.

Program Statement

The priority of issues for developing this program as agreed by the University users, administrators and Physical Plant focuses on the following program elements:

- Upgrade the building's infrastructure to support present and future user needs while at the same time making necessary maintenance repairs. This includes architectural, mechanical, electrical, accessibility and life safety issues.
- Improve the Classroom environment. Provide classrooms to accommodate a variety of class sizes. Fit-up classrooms with multi-media technology.
- Provide additional faculty office space. Provide each full time tenure-track faculty and non-tenure full time lecturer with a private office. Part time faculty are to share office space.
- Improve the image and identity of Pray-Harrold. Consider a new main entrance, common spaces for students and faculty and a visual connection to the surrounding campus.
- Provide an enclosed connection to the Porter College of Education Building to encourage a more effective utilization of both buildings.
- Consider a Project budget of in the range of \$37.8 million.

These statements are the basis for the developed concept for the Pray-Harrold project and will be used to measure any decisions made in future design phases.

Two program strategies were developed during the course of the programming effort. The first plan is the "Base-Line" program that resulted from the Quality Model Seminar and interviews with the Individual users of the facility. The second program, the "Balance Program" was developed after the cost model for the Base-Line strategy significantly exceeded the initial project budget. With the input of the user group, Physical Plant and University executives the Base-Line was streamlined to fall within range of the budget. This version became the Balance Program.

The Base-Line program dictated a large building addition of approximately 94,000 s.f to meet the desired space descriptions. It also necessitates most of the existing space to be substantially renovated. After realizing the infeasibility of this plan, different strategies were conceived that basically balanced to varying degrees, the amount of the renovated space versus building addition. One initial scheme was to eliminate a building addition and only renovate the existing building. The compromise was that the existing building and structure did not lend itself to larger classroom areas, which the programming process indicated was a high priority. The result would be a renovated building that lacked optimum use of space. Also, there was concern that Pray-Harrold would still fail to establish a sense of place as the home of the College of Arts and Sciences if some type of building addition were not incorporated into a concept.

The Balance program strategy that was adopted attempts to upgrade the existing building environment and systems while limiting the extent of major building renovation such as demolishing and reconstructing large portions of the interior. By doing so, it reserves funds for an addition that will address the need for larger classrooms and student spaces. Additionally, Pray-Harrold will have a new face that will engage the surrounding campus and provide a sense of "home" for the user.

Concept Summary

Implementing the Balanced Program, a concept for the Pray-Harrold Modernization was developed. Following are the essential elements to this proposal.

- Reconfiguring existing spaces only as necessary to accommodate additional classroom and computer lab space on floors 2 thru 4.

Providing new finishes and technology to enhance the learning environment.

- Building addition to accommodate large classroom and lecture spaces and student common areas while projecting a new image for the College of Arts and Sciences.
- Addition of new technology components to enhance the learning environment.
- Minimum reconfiguration of floors 5 thru 7 to accommodate additional faculty office space.
- Upgrade the existing infrastructure to meet the future demands for the facility. These items include:
 - Adding a new dedicated electrical primary service
 - Replacing and modifying the HVAC
 - Upgrading the existing elevators
 - Wire building for information technology
 - Making necessary repairs including replacement of architectural, structural, mechanical and electrical systems
 - Upgrade building to comply with ADA requirements
 - Address all code issues including life safety
- Provide an enclosed bridge connection to the Porter Building to create a synergy between the two buildings.

Cost Model Summary

A cost model was developed utilizing unit costs developed for substantial renovation (which included demolition and reconstruction of interior architectural elements) and finish upgrades of existing spaces. The Cost model takes into account various “soft costs” associated with a project of this type, which are in addition to “hard” construction costs. These soft costs include design and construction management fees, testing, insurance, permits, moving costs, temporary relocations, escalation for inflation, and contingencies. Following are the Cost Model highlights for the Balance Program:

• Infrastructure	\$14,377,000
• Renovation	\$5,006,000
• Addition	\$6,708,000
• Technology	\$4,027,000
• <u>“Soft” Costs</u>	<u>\$9,867,000</u>
• Total Project Estimate	\$39,985,000

6.

Schedule

Because the building must remain operational to the extent possible during construction, the construction must be phased and coordinated with the academic calendar. It was stated by the university that the project delivery was to be a traditional design-bid-build process. With that in mind a phased project schedule was outlined with the following steps:

- Design Phase 10 months
- Bidding 1 month
- Building Addition Construction 12-16 months
- Classroom Renovation 8 months
- Office Renovation 4 months

The total project would then take approximately 35 to 39 months from start of design to completion of construction. The length of office renovation is based on the faculty being located off-site during construction. If they need to remain on-site, the renovation could stretch out another 8 months.

Conclusion

This is a significant project for the university. Given the nature of the building and the classes held there, almost every undergraduate student on campus would utilize the building in one way or another during their education. The entire university would benefit from an enhanced learning environment proposed by this modernization.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 37
DATE: June 25, 2002

RECOMMENDATION

COLLECTIVE BARGAINING AGREEMENT BETWEEN EASTERN MICHIGAN UNIVERSITY AND THE EASTERN MICHIGAN UNIVERSITY POLICE OFFICERS LABOR COUNCIL

ACTION REQUESTED

It is recommended that the Board of Regents approve the Collective Bargaining Agreement between Eastern Michigan University and the Eastern Michigan University Police Officers Labor Council and authorize the President and the University's Bargaining Committee to execute the Agreement on behalf of the Board of Regents.

STAFF SUMMARY

The recommendation is based on outcomes of negotiations with the Eastern Michigan University Police Officers Labor Council for a new four-year Collective Bargaining Agreement covering the period July 1, 2002 to June 30, 2006.

FISCAL IMPLICATIONS

The proposed Agreement is projected to increase the University's Department of Public Safety Police Officers' fiscal year 2002-03 compensation costs by \$76,883. A cost projection for the duration of the Agreement is attached as Exhibit A. A summary of negotiated changes in the Agreement is attached as Exhibit B.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

Settlement Cost Estimate
Police Officers Labor Council

	Current Salary/Cost (Fiscal Year 2001/02)	July 1, 2002	July 1, 2003	July 1, 2004	Remarks
Total Base Wages	737,841	785,376	828,426	864,639	4.0% each year for 3 years with wage reopener 4th year; Eliminate 1 year wait for education bonus if have degree.
Fringe Benefits @ 31.37%	231,461	246,372	259,877	271,237	Assumes constant benefits rate
Longevity	10,693	11,121	11,566	12,028	No contract changes; includes effect of 4.0% wage adjustments
Overtime	160,300	166,712	173,380	180,316	Includes effect of 4.0% wage adjustments
Shift Premium	10,678	13,775	13,775	13,775	10 cents per hour inc: \$0.40 for afternoon; \$0.50 for midnight and swing
Uniforms	7,200	11,700	11,700	11,700	\$250 per year inc to \$650 per year allowance
Total Compensation Costs	<u>1,158,172</u>	<u>1,235,056</u>	<u>1,298,725</u>	<u>1,353,695</u>	
Cost variance from base fiscal year (July 1, 2001 thru June 30 2002)-Base Wages		47,535	90,586	126,798	
Cost variance from base fiscal year-Fringe Benefits		14,912	28,417	39,777	
Cost variance from base fiscal year-Longevity		428	873	1,335	
Cost variance from base fiscal year-Overtime		6,412	13,080	20,016	
Cost variance from base fiscal year-Shift		3,097	3,097	3,097	
Cost variance from base fiscal year-Uniform		4,500	4,500	4,500	
Total cost variance from base fiscal prior year		<u>76,883</u>	<u>140,553</u>	<u>195,522</u>	

Note: Base wage cost figures include estimate of actual step increases but with full year year cost impact as if effective July 1 of each year

Exhibit B

SUMMARY OF NEGOTIATED CHANGES IN COLLECTIVE BARGAINING AGREEMENT BETWEEN EASTERN MICHIGAN UNIVERSITY AND EASTERN MICHIGAN UNIVERSITY POLICE OFFICERS LABOR COUNCIL

<u>ARTICLE</u>	<u>DESCRIPTION OF CHANGE</u>
XVIII	<u>Work Shifts and Shift Premium</u> – Increase shift premiums by \$.10 per hour.
XXIII	<u>Wage Adjustment</u> – See Exhibit A.
XXIV	<u>Group Benefits and Insurance</u>
	(A) <u>Hospitalization-Group Medical Benefits</u> – Replace language which was agreed to on December 17, 2001, during 2001 health care task force bargaining (previously approved by the Board of Regents.)
	(B) <u>Group Life and Accidental Death and Dismemberment Insurance</u> – Modified language for clarification.
	(D) <u>Short Term Sickness and Accident Benefits</u> - Changed heading to SHORT TERM DISABILITY BENEFITS
	<ol style="list-style-type: none"> 1. The University agrees to provide and maintain short-term disability benefits for each employee regularly assigned to work twenty (20) or more hours per week.... The amount of such benefits shall not be less than sixty percent (60%) of the employee’s regular weekly earnings, up to a maximum of \$300.00 \$350.00 per week. 2. Benefits shall begin on the eighth (8th) day of an absence due to illness, an accident, or hospitalization, and may continue up to a maximum of thirteen (13) weeks. Employees receiving short term sickness and accident disability benefits as herein described who have available sick leave benefits under the parties’ sick leave program as provided in Article XXI.F shall not be eligible to supplement with such sick leave benefits, the sum to equal one hundred percent (100%) of maximum regular daily earnings, and be charged five (5) hours a day against such sick leave benefits. 3. An employee’s short-term disability benefits plan shall terminate on the date that an employee terminates, is laid off, retires, the short-term disability benefits plan terminates, or the employee goes on an unpaid leave of absence.
	(E) <u>LONG TERM DISABILITY BENEFITS</u> – Update to clarify changes to benefits amounts: “Changes...compensation.”

Exhibit B

SUMMARY OF NEGOTIATED CHANGES IN COLLECTIVE BARGAINING AGREEMENT BETWEEN EASTERN MICHIGAN UNIVERSITY AND EASTERN MICHIGAN UNIVERSITY POLICE OFFICERS LABOR COUNCIL

- XXV RETIREMENT BENEFITS - Replace fifty-five (55) years of age and fifteen (15) years of service to fifty (50) years of age and ten (10) years of service. Change is for consistency among collective bargaining agreements.
XXVI UNIFORMS AND EQUIPMENT - Increase uniform allowance to \$650 per year and to \$835 per year for civilian clothes allowance for plain-clothes duty.
XXIX FIREARMS QUALIFICATIONS - Replace present procedures section in its entirety with the following:
In order to ensure the safety of the Department of Public Safety, employees, students and the general public, each Campus Police Officer must be qualified in the operation of firearms used in the performance of their duties. Therefore, the parties agree to adhere to the Firearms Qualification provisions contained in the University's Department of Public Safety Policy and Procedures Manual.
XXIX PARKING FACILITIES - Employees shall be provided parking space, without charge, in facilities generally comparable to those which exist as of the effective date of this Agreement.
XXXI DURATION AND AMENDMENT - Four-year agreement expiring on June 30, 2006.

APPENDIX:

- D FLEXIBLE SPENDING ACCOUNT N- December 17, 2001 Memorandum of Understanding providing the bargaining unit employees the opportunity to participate in a pre-tax flexible spending account for medical care expenses.
E DOMESTIC PARTNER BENEFITS - December 17, 2001 Memorandum of Understanding providing for Domestic Partner benefits.
F MEMORANDUM OF UNDERSTANDING - PROMOTIONS (New). The parties agree to adhere to the promotional provisions contained in the University's Department of Public Safety Policy and Procedure Manual.

Collective Bargaining Agreement
Between Eastern Michigan University
and AFSCME (Tentative)ⁱ

ⁱ No documents are available at this time. Negotiations are in progress.