

EASTERN MICHIGAN UNIVERSITY

Board of Regents

201 Welch Hall

(734) 487-2410

Tuesday, November 19, 2002

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

AGENDA

Roll Call Attendance

Tab A Communications

Lunch

Reconvene Regular Board Meeting

Call to Order

Roll Call Attendance

Tab B Resolutions and Recognitions

- Presidential Scholarship Award Winners for 2002-2003
- USA Today and NCAA Recognition of Increase in Graduation Rates for Athletes
- Student Media

Tab C Minutes of September 24, 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: Technology Plan Implementation (FC)
- Section 7 Staff Appointments (EPC)
- Section 8 Separations/Retirements (EPC)
- Section 9 Emeritus Faculty Status (EPC)

REGULAR AGENDA

Student Affairs Committee

- Section 10 Monthly Report and Minutes (SAC)

Educational Policies Committee:

- Section 11 Monthly Report and Minutes (EPC)
- Section 12 Appointment of Charter Schools Board Members (EPC)
- Section 13 2001-2002 Charter Schools Annual Report (EPC)

Faculty Affairs Committee:

- Section 14 Monthly Report and Minutes (FAC)

Finance Committee:

- Section 15 Monthly Report (FC)
- Section 16 FY 2004 Appropriation Request (FC)
- Section 17 FY 2004 Capital Outlay Budget Request (FC)
- Section 18 Collective Bargaining Agreement Between EMU and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of American (UAW), Technical, Office and Professional (PT) Local 1976
- Section 19 Collective Bargaining Agreement Between EMU and Local 1666 Affiliated with Council 25 of the American Federation of State, County and Municipal Employees (AFSCME) and the AFL-CIO
- Section 20 2001-02 EMU Foundation Annual Report (FC)
- Section 21 2001-02 Eagle Crest Management Corporation Annual Report (FC)

EASTERN MICHIGAN UNIVERSITY

Board of Regents' Meeting

The preliminary minutes of the September 24, 2002, Board of Regents Meeting.

The Regular Meeting of the Eastern Michigan University Board of Regents was called to order by Chair Incarnati at 12:05 p.m. in Room 201, Welch Hall, Ypsilanti, Michigan.

Chairman Incarnati asked Secretary Aymond for an attendance call.

The Board Members present were:

- Chairman Philip Incarnati
- Vice Chair Rosalind Griffin
- Regent Joseph Antonini
- Regent Jan Brandon
- Regent Karen Valvo

The Board Members absent were:

- Regent Robert DeMattia
- Regent Steven Gordon
- Regent Michael Morris

Members of the Administration present were:

- President Samuel Kirkpatrick
- Vice President Patrick Doyle
- Vice President Courtney McAnuff
- Vice President Juanita Reid
- Vice President Paul Schollaert
- Vice President Stuart Starner
- Vice President Jim Vick

COMMUNICATIONS

Secretary Aymond announced there were three requests to address the Board, and, abiding by the Board guidelines, 10 minutes would be allowed for each speaker.

Adam Nekula, a member of the Interfraternity Council, spoke about the movement of the softball fields and the importance of also building tennis courts at the new facility.

Cathleen Sadlo Schulz, a resident of Ainsley Street, spoke in opposition to the softball fields and against the administration for not getting input from the neighbors.

Hillary Glowski, Student Body President, spoke about the need for more campus parking. She also was in favor of continuing the Rynearson shuttle.

The Communications portion of the agenda concluded at 12:27 p.m.
The Board recessed for lunch.

The Regular Meeting of the Eastern Michigan University Board of Regents was reconvened at 1:38 p.m. and an attendance roll call was taken.

The Board Members present were:

Chairman Philip Incarnati
Vice Chair Rosalind Griffin
Regent Joseph Antonini
Regent Jan Brandon
Regent Karen Valvo

The Board Members absent were:

Regent Robert DeMattia
Regent Steven Gordon
Regent Michael Morris

Chairman Incarnati asked for a recommendation to delete Sections 22 and 25 from the Board agenda. Regent Antonini so moved and Regent Griffin seconded the motion.

Motion Carried.

RESOLUTION: to recognize Cultural Heritage Months

Regent Griffin moved and Regent Brandon seconded to support the Resolution for Cultural Heritage Months.

WHEREAS, Eastern Michigan University recognizes that respect for cultural differences is important, and seeks to demonstrate an appreciation of human diversity by providing an atmosphere of mutual respect through its programs and activities; and

WHEREAS, Eastern Michigan University continues to be cited for its commitment to campus diversity in the annual "America's Best Colleges" published by U.S. News and World Report as a place where students can learn from others whose backgrounds are different from their own; and

WHEREAS, African American, Hispanic American and Native American people have all distinguished themselves, have made significant contributions to the history of the state of Michigan and the United States, and continue to enrich our nation intellectually, socially and culturally; and

WHEREAS, Congress has established September 15 through October 15 as National Hispanic Heritage Month in recognition of the contributions and achievements of Hispanic people; and

WHEREAS, the month of November has historically been designated as National Native American History Month, Eastern Michigan University will celebrate the month with an array of campus programs, as well as host the eleventh annual Traditional Pow Wow October 12 and 13, 2002; and

WHEREAS, the President of the United States has traditionally designated the month of February as Black History Month, African Americans and other members of the Eastern Michigan University community will host a variety of activities and programs;

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents calls upon the Eastern Michigan University community to join the President of the United States, the Governor of the great State of Michigan and communities across the Nation in recognizing the many contributions made by African Americans, Hispanic Americans and Native Americans to our state and to our nation by honoring these observances through participation in these programs, ceremonies and activities, and by dedicating themselves to the pursuit of equality.

Motion Carried.

**RESOLUTION: for Roger Coryell
Mid-American Conference Coach of the Year**

Regent Brandon recommended and Regent Antonini seconded the Resolution for Roger Coryell.

Roger Coryell - Mid-American Conference Coach of the Year

WHEREAS, Roger Coryell, head coach of the Eastern Michigan University baseball team, was selected Mid-American Conference (MAC) Coach of the Year for the first time in his career; and

WHEREAS, the baseball team won the West Division championship with a Mid-American Conference record of 19 wins and 9 losses and was 30-26 overall; and

WHEREAS, the team's record was its best since 1990; and

WHEREAS, EMU shortstop Brian Bixler was named MAC Freshman of the Year and sophomore outfielder Ryan Goleski was named to the MAC All Conference First Team;

NOW, THEREFORE BE IT RESOLVED, that the Eastern Michigan University Board of Regents congratulates and commends Head Coach Roger Coryell, Brian Bixler and Ryan Goleski for the honor and distinction they have brought themselves and Eastern Michigan University.

September 24, 2002

Motion Carried.

**RESOLUTION: for Dave Farmer
Mid-American Conference Coach of the Year**

Regent Valvo moved and Regent Brandon seconded the motion to support the Resolution for Dave Farmer.

Dave Farmer - Mid-American Conference Coach of the Year

WHEREAS, Dave Farmer, head coach of the Eastern Michigan University women's tennis team, was selected as the Mid-American Conference Coach of the Year for 2001-02; and

WHEREAS, the women's tennis team was 9-0 in the Mid-American Conference season, 17-3 overall and runner-up in the 2002 Mid-American Conference tournament; and

WHEREAS, Coach Farmer has led the Eagles to a record of 97-61 over the last seven years since he was named head coach in 1995; and

WHEREAS, Coach Farmer led the Eagles to their first Mid-American Conference championship in 1998 and a runner-up finish in 1999 as well as in 2002; and

WHEREAS, Coach Farmer earned his Bachelor of Science degree in sports medicine and Master's degree in exercise physiology from Eastern Michigan University;

NOW, THEREFORE BE IT RESOLVED, that the Eastern Michigan University Board of Regents congratulates and commends Head Coach Dave Farmer for the honor and distinction he has brought himself and Eastern Michigan University.

September 24, 2002

Motion Carried.

RESOLUTION: For the Banner Finance Process Team

Regent Antonini moved and Regent Griffin seconded to support the Resolution for the Banner Finance Process Team.

WHEREAS, the Banner Finance Process Team has successfully completed the implementation of the finance portion of the Banner enterprise computing system within planned timeframes and budgets; and

WHEREAS, the Banner Finance Process Team has consistently demonstrated leadership for the Banner project and an unwavering commitment to teamwork and cooperation; and

WHEREAS, the members of the Banner Finance Process Team have demonstrated their commitment to improving business processes and procedures to make Eastern Michigan University an outstanding example of best practices in the higher education enterprises;

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents congratulates and commends the Banner Finance Process Team for its outstanding service and dedication to Eastern Michigan University.

Motion Carried.

MINUTES OF THE JUNE 25, 2002, BOARD MEETING

Regent Griffin moved and Regent Antonini seconded to approve the minutes of the June 25, 2002 Board Meeting.

Motion Carried.

PRESIDENT'S REPORT

We started the fall semester at EMU with many new faces among our students, faculty and staff, and new activities and facilities improvements to support our mission. Most important, we have more students, reflecting a series of student access and success initiatives developed from our strategic plan. Offering more students learning opportunities in this changing information-age economy is a top priority.

Overall enrollment is up 1 ½ percent and we expect to meet our budgeted credit hour requirements enabling us to balance the budget during a difficult fiscal period. Graduate student enrollment increased 2 ½ percent and our largest group, returning undergraduates, is up 1 ½ percent, reflecting the good work of faculty and staff through programs such as Supplemental Instruction and our first-year student contracts in the Holman Learning Center. These contracts permit us to correspond with student's parents regarding their academic progress during their first year at EMU. Research shows that students who sign such contracts are retained at a higher level and I am pleased to report that 60 percent of our new freshmen and their parents are participating compared to 35 percent last fall.

As a result of more focused activities to enhance transfer student enrollment, including the new Undergraduate Transfer Center which has updated over 50 curriculum guides for posting transfer equivalencies for 30 community colleges and 10 universities on the web, our transfer enrollment is up 3 percent over last fall. We also are continuing to see a rapid increase, over 5 percent, in students enrolled for a second bachelor's degree. All of this comes on the heels of a robust 5 percent enrollment increase in the summer session we just completed.

While the number of first-year students is down slightly, our campus housing is full. We are encouraged by the fact that the number of students who attended our tours in August was higher than last year and that 50,000 high school seniors in Michigan, Ohio, Illinois, and northern Indiana are receiving regular e-mail messages from EMU through E-Cruit, our new web-based recruiting program.

Enrollment is obviously of critical importance to our budget as we are in a fiscal year without an increase in State funding, as is the case for other Michigan public universities. This means that nearly all of our new resources are coming from students and their parents and that the University is seeing a further decline in the proportion of its budget supported by the State. Excluding restricted grants and gifts, only 36 percent of EMU's budget now comes from the State of Michigan.

Unlike almost all other State funded agencies and budget categories, the public universities were fortunate to avoid budget cuts during the last fiscal year and at the outset of the new year. However, the State faces continued revenue shortfalls and has already employed a variety of corrections and stopgap measures to cushion the impact of declining revenues. There is a statewide ballot initiative to redirect funds from the student Merit Scholarship Program to health areas, which would cost EMU students \$3 million in lost scholarship funds, and constitutionally mandate budget allocations harmful to higher education. With the prospect of continued shortfalls, EMU has initiated a budget contingency planning process to identify up to 2 percent cuts in our new fiscal year budget in anticipation of the possibility of State funding reductions. We believe this is prudent under these conditions.

Despite the state funding chill, the campus is alive with activities. The new students we are serving at EMU received an even warmer welcome this fall than in the past. We had over 1,700 new freshmen participate in orientation beginning Labor Day weekend, assisted by our student orientation leaders and 400 volunteers who helped with move-in. We hosted a picnic for more than 5,000 students and parents and dining services served over 18,000 meals during our multi-day orientation program. The new mandatory fee now associated with orientation yielded record numbers of commuter and transfer students participating in these important programs that ease the transition to college and assist with persistence and retention. This year, our activities are more robust than ever. Special events and activities are planned every day for the first month of classes, and more than 170 freshmen participated in Community Plunge, a day of volunteer service to Ypsilanti non-profit agencies, and more than 3,500 students participated in Meijer Madness.

These events followed a summer that included many activities on campus and excellent use of our facilities. In addition to our SummerQuest programs, such as new ones in theater and forensics, and our Summer Institutes and Upward Bound programs, the Rec/IM hosted 27 sports camps, 9 cheerleading camps, and variety of leadership academies and corporate outings that further showcased the EMU campus.

Like most institutions throughout the country, we recently completed a weeklong series of programs and activities to remember the events of September 11. These included a campus-wide remembrance ceremony and a memorial garden dedication. The week culminated with a day-long conference sponsored by the Department of Psychology, entitled "A Brave New World: The Lasting Effects of September 11."

Earlier this month the University and the EMU Foundation sponsored a special President's Donor Recognition Dinner to express appreciation to over 250 donors who have been sustained supporters of EMU. Forthcoming events of special interest include a wide-array of activities associated with Homecoming, culminating on Saturday, September 28; the Freshman Scholarship Convocation and Family Day activities scheduled for Saturday, October 12; and a concert by a country music star, Toby Keith, at the Convocation Center on Thursday, October 17.

New faces on campus also include faculty and staff. The Provost has conducted a series of orientation activities for our 41 new regular faculty at EMU and we have welcomed new academic administrators, including Linda Pritchard, Dean of the College of Arts and Sciences, who has joined us from a similar position at Arkansas State University; Ian Haslam, Department Head of HPERD, who has joined us from Nanyang Technological University in Singapore; and Rachel Cheng, our new University Librarian, who came from Wesleyan University. Through the continued good support of our donors, the John W. Porter Chair in Education has been filled this year by Nel Noddings, former president of both the Philosophy of Education Society and the John Dewey Society and a professor of Philosophy and Education at Teachers College, Columbia University. We are especially pleased to welcome Stu Starner, our new Vice President for Advancement and Executive Director of the EMU Foundation who joins us from the University of Houston. The Foundation is in the process of building a fundraising structure supported by constituency-based professional staff, with development officers assigned to each of the colleges and athletics. This constituency-based model ensures that fundraisers are close to the academic areas and other programs they are charged to support and that deans and faculty have expanded roles in fundraising. The Foundation development office is characterized by some new assignments and some new faces as well. Alice Preketes is working full-time for the College of Health and Human Services and Susan Rink is now working full-time for the College of Education. A search also is underway for fundraising leadership for the College of Technology. New Foundation staff include: Anna Schmitt Reichert, Director of Development for Athletics, a graduate with experience at Dominos; and Brad Hodson, Development Officer for the College of Business, who joins us from Central Missouri State University. Tom Stevick, the new Executive Director of Development, from Arizona State University, will join the Foundation staff the second week in October.

There have been advanced appointments in selected other areas of the University, many of which have campus-wide implications. These include Jennifer Schrage, Director of Student Judicial Services, who replaced Karen Simpkins now serving as Assistant Vice President for Student Affairs; Rhonda DeLong, the University's first-ever Director of Web Communications; Malverne Winborne, Assistant Director of Charter Schools; and our new Executive Director of Institutional Research and Information Management, Mark Boyd, who will be joining us next month from the University of Nebraska at Omaha.

There also have been new facility improvements this fall. Students arriving for classes were greeted with 950 new parking spaces and with new fire alarm systems in Goddard, Buell and Sellers Halls, soon to be followed by Best, Downing, Wise and Pitman. Our planned parking deck project is on course for next fall and staff in the Business and Finance Building will move to the renovated Hover Building next month. The new softball fields also are on schedule on the western part of the campus after having been relocated due to the demands of parking expansion. In addition, as part of our Conserve Eastern Energy program, Pierce Hall has undergone a complete lighting retrofit and Roosevelt, Sill and Sherzer Halls will soon follow.

The University's successful strategic planning process continues to roll through its new cycles. In addition to completing the selection of current peer institutions this summer, the Strategic Planning Committee and others on campus are engaged in a variety of updating activities. An updated comprehensive environmental scan was completed and external community stakeholders again participated in a set of focus group meetings to assess our strengths, challenges, opportunities and threats. Seven cross-cutting committees completed their work in early July and administrative units are now using these reports as they update their plans and develop input to the University Strategic Planning Committee at the end of the calendar year, with an eye toward an updated University strategic plan next spring.

Any university is a people-intensive place and that is EMU's real strength. Some of the accomplishments and challenges that we have been addressing are the consequence of very robust participation and hard work by many faculty and staff. They have achieved many accomplishments which go unsung, and we are deeply appreciative. I will take time today to mention only a few thank yous and several kudos. Thanks to faculty and staff for contributing \$335,000 to the EMU Faculty and Staff Fundraising Campaign, a giving increase of 12 percent over the prior year. Thanks to our many corporate sponsors for athletic programs who contributed \$275,000 this past year, an increase of \$235,000 over the prior year. A special thanks to over 200 EMU employees who participated in the United Way Day of Caring by providing volunteer support at 19 non-profit agency sites throughout Washtenaw County.

Kudos to: Dr. Ted Provder, Director of the Coatings Research Institute, who was selected for the American Chemical Society's Polymeric Material Science and Engineering Division's Distinguished Service Award for 2003; to Norma Cantu, a graduate student in Social Work, who was elected to the Board of Directors for the National Association of Social Workers; to EMU's ROTC cadets who competed at the National Advanced Leadership Camp in Fort Lewis, Washington, finishing in the top third cohort for performance; to the faculty whose quality work enabled accreditation of the Audiology Program in Speech Pathology; and to those who have worked so hard to develop our new Ph.D in Technology, which has been granted accreditation status by the North Central Association. Finally, we are deeply grateful to the many staff who are participating in the campus-wide Banner software implementation program. Work groups continue to proceed on schedule, as is noted in Margaret Cline's report. Today we have an opportunity to give special recognition to the team who brought up our first new system in financial affairs. Please join us immediately after the Board meeting in 205 Welch for a reception to recognize the work of the Banner Finance Process Team.

As you can tell, the semester is off to an excellent start. It reflects the work of many in the EMU family and the continued support of the Board of Regents.

TREASURER'S REPORT

Section 1

Regent Antonini moved and Regent Griffin seconded that the Treasurer's Report for the month of August 2002, be received and placed on file.

Motion Carried.

INTERNAL AUDIT

Section 2

Regent Antonini moved and Regent Griffin seconded that the Internal Audit report for June through August 2002, be received and placed on file.

Motion Carried.

GRANTS/CONTRACTS

Section 3

Regent Antonini moved and Regent Griffin seconded that 101 grants and contracts totaling \$3,695,442 for the period 6/1/02 through 8/31/02 be accepted.

Motion Carried.

CONSTRUCTION PROJECTS PROGRESS

Section 4

Regent Antonini moved and Regent Griffin seconded that the Board receive and place on file the Construction Projects Progress Report for the period ending September 6, 2002.

Motion Carried.

ACCOUNTS RECEIVABLE

Section 5

Regent Antonini moved and Regent Griffin seconded that the Student Accounts Receivable Reports, and the Collection Agency Inventory as of August 31, 2002, be received and placed on file.

Motion Carried.

REPORT: Information and Communications Technology

Section 6

Regent Antonini moved and Regent Griffin recommended that the Report on the progress of ICT Initiatives be accepted and placed on file.

Motion Carried.

ACADEMIC AFFAIRS ADMINISTRATIVE/PROFESSIONAL APPOINTMENTS/TRANSFERS

Section 7

Regent Antonini moved and Regent Griffin seconded that the Board of Regents approve the 3 Administrative/Professional appointments and the 2 Administrative/Professional transfers at the ranks, salaries and effective dates as shown.

ADMINISTRATIVE/PROFESSIONALS HIRING REPORT

Last Name	First Name	Race/Secx	Rank	Salary	Department
Cheng	Rachael	W/F	AP14a	\$105,000	Library
Contis	Ellene Tratras	W/F	AP13a	\$120,000	Academic Affairs – Provost Office
Cygnar	Patricia	W/F	AP11	\$ 65,000	Community College Relations
DeCamp	Joanna	W/F	AP10	\$ 52,000	Non-Credit Programs
Richards	Elaine	W/F	AP09	\$ 58,000	Developmental Mathematics

Motion Carried.

FACULTY APPOINTMENTS

Section 8

Regent Antonini moved and Regent Griffin seconded that the Board approve four new tenure-track appointments for the 2002-2003 academic year at the rank, salary, and effective date shown.

Susan Gregory, Associate Professor in the Department of Human, Environmental and Consumer Resources, effective August 28, 2002, at an academic year base salary of \$60,000.

Dian Love, Assistant Professor in the Department of Human, Environmental and Consumer Resources effective July 1, 2002 at an academic year base salary of \$50,000.

Vijaykumar Mannari, Assistant Professor in the Department of Interdisciplinary Technology effective August 28, 2002 at an academic year base salary of \$56,000.

John Texler, Full Professor in the Department of Interdisciplinary Technology effective August 28, 2002 at an academic year base salary of \$68,250.

Motion Carried.

STAFF APPOINTMENTS

Section 9

Regent Antonini moved and Regent Griffin seconded that the Board of Regents approve the 41 staff appointments for the period June 4, 2002 through September 3, 2002.

DATE: September 24, 2002
 BOARD REPORT FOR: 09/24/02
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICH. UNIVERSITY
 STAFF APPOINTMENTS

E 1
 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>
DeLong, Rhonda	University Marketing & Communications	AP-12	Director, Web Communications	08/05/02	\$62,500	100	W	F	New Hire
Holda, Steven	Vice President for Business and Finance	AP-11	Assistant to the Vice President for Business and Finance	07/29/02	\$77,500	100	W	M	New Hire
Schrage, Jennifer M.	Student Judicial Services	AP-11	Director, Student Judicial Services	08/22/02	\$62,288	100	W	F	New Hire
Gunter, Wendy	Intercollegiate Athletics Academic Advising	AP-09	Assistant Director Athletic Academic Services	07/08/02	\$47,000	100	W	F	New Hire
Nordwall, Stephen J.	Athletics Training Room	AP-09	Coordinator, Athletic Training	07/31/02	\$49,500	100	W	M	New Hire
Molnar Jr, Charles	Intercollegiate Athletics	AC-12	Assistant Coach Football	07/01/02	\$50,000	100	W	M	New Hire
Townsend, Adrian	Intercollegiate Athletics	AC-12	Assistant Coach-Basketball	06/04/02	\$46,160	100	B	M	New Hire
Wolthausen, Kevin	Intercollegiate Athletics	AC-12	Assistant Coach-Football	07/01/02	\$50,000	100	W	M	New Hire
Corona, Gerald	Facilities	PT-10	Coordinator, Construction Projects	07/24/02	\$52,400	100	W	M	New Hire
Davis, Derrick	McKenny Union/Campus Life	PT-08	Program Coordinator, First Year Mentor Program	07/01/02	\$39,000	100	B	M	New Hire

DATE: September 24, 2002
 BOARD FOR: 09/24/02
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN
 STAFF APPOINTMENTS

UNIVERSITY
 APPOINTMENTS

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 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>
Lawson, Kevin	McKenny Union/Campus Life	PT-08	Manager, McKenny Union Operations (Weekends/Evenings)	06/18/02	\$39,000	100	B	M	New Hire
Panelo, Geraldine	McKenny Union/Campus Life	PT-08	Program Coordinator, Commuter Programs	07/01/02	\$36,000	100	A	F	New Hire
Sutton, Martha	College of Health & Human Services	PT-08	Academic Advisor II	06/26/02	\$40,652	100	W	F	New Hire
Holdgreve, Katie	Admissions	PT-07	Admissions Officer	09/03/02	\$32,000	100	W	F	New Hire
Juergens, Valorie	Continuing Education	PT-07	Regional Manager	07/28/02	\$17,784	50	W	F	New Hire
Parsons, Abigail	McKenny Union/Campus Life	PT-07	Program Coordinator, Orientation Programs	07/08/02	\$32,500	100	W	F	New Hire
Schwinn, Carole	Continuing Education-Jackson	PT-07	Regional Manager Continuing Education-Jackson	07/08/02	\$17,784	50	W	F	New Hire
Denja, Leighanne	College of Business	PT-06	Program Assistant I	07/22/02	\$16,640	50	W	F	New Hire
Gerbec, Justin A.	Housing	PT-06	Area Complex Director	07/15/02	\$26,300	100	W	M	New Hire
Singleton, David	Housing	PT-06	Area Complex Director	07/30/02	\$26,300	100	B	M	New Hire

DATE: October 24, 2002
 BOARD REPORT FOR: 09/24/02
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 STAFF APPOINTMENTS

3
 APPPOINTMENTS

<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>
Smerek, Carol	University Relations	CC-06	Administrative Secretary	08/19/02	\$31,500	100	W	F	New Hire
Brunzell, Julie	Communication and Theatre Arts	CS-05	Senior Secretary	08/12/02	\$26,118	100	W	F	New Hire
Christman, Leann	Financial Aid	CS-05	Senior Secretary	08/07/02	\$26,118	100	A	F	New Hire
Coman, Brenda	Public Safety	CS-05	Police Dispatcher	07/29/02	\$26,118	100	W	F	New Hire
Higley, Racheal	Student Accounting	CS-05	Collections Specialist	06/24/02	\$25,113	100	W	F	New Hire
Loveland, Monica	Parking and Paving	CS-05	Account Specialist	07/29/02	\$26,118	100	W	F	New Hire
Parkett, Kathleen	Student Accounting	CS-05	Customer Service Representative II	06/05/02	\$25,113	100	W	F	New Hire
Rollins, Fabian	Continuing Education	CS-05	Customer Service Representative II	08/20/02	\$26,118	100	B	M	New Hire
Samaha, Lisa	Payroll	CS-05	Account Specialist	07/15/02	\$26,118	100	W	F	New Hire
Weldenteller, Virginia	Student Accounting	CS-05	Customer Service Representative II	06/24/02	\$25,113	100	W	F	New Hire

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Griffin, Amy	LRT	CS-04	Library Assistant II	07/08/02	\$23,113	100	W	F	New Hire
Hollingsworth, Trisa	Physical Plant	CS-04	Secretary II	07/01/02	\$23,113	100	B	F	New Hire
Miller, Donnalee	Parking and Paving	CS-04	Data Entry Clerk II	07/15/02	\$23,113	100	W	F	New Hire
Monat, Eric	Housing	CS-04	Customer Service Representative	06/17/02	\$22,224	100	W	M	New Hire
Rankins, Kim	Nursing	CS-04	Secretary II	07/23/02	\$23,113	100	B	F	New Hire
Shollack, Donna	History	CS-04	Secretary II	08/01/02	\$23,113	100	W	F	New Hire
Lowe, Larry	Heating Plant	FM-24	Stationary Engineer	06/19/02	\$52,000	100	W	M	New Hire
Oman, John	Heating Plant	FM-24	Stationary Engineer	06/17/02	\$52,000	100	W	M	New Hire
Sgroi, John	Physical Plant	FM-22	Appliance & Refrigeration Specialist	07/08/02	\$45,261	100	W	M	New Hire
Bauer, Walter	Dining	FM-12	Unit Leader	07/30/02	\$24,898	100	W	M	New Hire
Morgan, Gregory	Athletics Training Room	FM-10	Laundry Operator	08/01/02	\$24,024	100	W	M	New Hire

Motion Carried.

SEPARATIONS/RETIREMENTS

Section 10

Regent Antonini moved and Regent Griffin seconded that the Board approve 71 separations and retirements as shown on the following listings:

DATE: Sep. 24, 2002
 BOARD REF: FOR: 09/24/02
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

RETIREMENT
 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>
Case, Franklin D	English Language & Literature	F-16	Professor	09/01/62	07/01/02	\$77,282	100	W	M	Retirement
Hunter, Fredrick C.	Department of Art	F-24	Professor	09/01/67	09/02/02	\$74,036	100	W	M	Retirement
Jellema, John	Industrial Technology	F-16	Professor	09/01/82	08/31/02	\$69,892	100	W	M	Retirement
Lindenberg, Karen E.	Political Science	F-24	Professor	09/15/68	08/31/02	\$74,143	100	W	F	Retirement
Mancell, Robert Brent	Geography & Geology	Faculty	Professor	09/10/69	08/31/02	\$13,385	100	W	M	Retirement
Martin, Annette	Communication & Theatre Arts	F-16	Professor	09/01/63	06/30/02	\$73,874	100	W	F	Retirement
Reynolds, James Alan	English Language & Literature	F-16	Professor	09/01/67	07/01/02	\$78,465	100	W	M	Retirement
Sharifi, Mohsen F.	Accounting	F-16	Professor	09/01/81	09/01/02	\$102,232	100	W	M	Retirement
Witten, Winifred A.	HPER&D	F-24	Professor	12/28/79	06/30/02	\$67,498	100	W	F	Retirement
Yager, Jay Rathe	Department of Art	F-24	Professor	09/01/69	09/02/02	\$73,016	100	W	M	Retirement
Besana, Gian Mario	Mathematics	F-24	Associate Professor	08/28/96	07/01/02	\$47,179	100	W	M	Other Position

DATE: Sep. 31 24, 2002
 BOARD REPORT FOR: 09/24/02
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
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EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/RETIREMENTS

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 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>% APPI</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Danak, Jagdish T.	Management	F-24	Associate Professor	09/01/69	06/30/02	\$78,687	100	A	M	Retirement
Sayles, Sherry	Community College Liaison	F-24	Associate Professor	01/02/78	05/11/02	\$79,099	100	B	F	Deceased
Engen, David	Communication & Theatre Arts	F-24	Associate Professor	08/25/99	08/27/02	\$39,293	100	W	M	Other Position
Franks, Lisa	Teacher Education	F-24	Assistant Professor	08/27/97	08/31/02	\$44,023	100	W	F	Personal
Low, Walter S.	Communication & Theatre Arts	F-24	Assistant Professor	08/25/99	08/27/02	\$40,290	100	W	M	Not Reappointed
Schroeder, Michael J.	History & Philosophy	F-24	Assistant Professor	08/25/99	07/10/02	\$44,680	100	W	M	Discharged
Yorke, Mary	Mathematics	F-24	Assistant Professor	09/01/82	08/31/02	\$47,007	100	W	F	Retirement
Chou, Amy	FCIS	L-16	Lecturer I	08/29/01	08/31/02	\$50,000	100	A	F	Educational
Davies, Julianne	Accounting	L-16	Lecturer I	12/19/86	08/27/02	\$34,300	100	W	F	Personal
Killingbeck, Donna	Sociology	L-16	Lecturer I	09/05/98	09/01/02	\$25,500	100	W	F	Educational
Uthappa, Renuka	English Language & Literature	L-16	Lecturer I	09/01/00	08/21/02	\$25,000	100	A	F	Other Position

DATE: Sep. 24, 2002
 BOARD RESOLUTION NO. 09/24/02
 ALPHABETICAL LISTING WITHIN
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EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/RETIREMENTS

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>
Millington, John B.	CEO Office of Academic Services	L-16	Lecturer III	08/27/97	08/27/02	\$31,500	100	W	M	Contract not renewed
McQuere, Gordon	Arts & Sciences - Office of the Dean	AP	Interim AP -	06/01/94	06/27/02	\$91,243	100	W	M	Other Position
Shorrock, John B.	VP for Advance & Ex. Dir. EMU Foundation	AP-15	VP for Advance & Ex. Dir. EMU Foundation	07/15/01	07/15/02	\$130,000	100	W	M	Other Position
Dalbey, Marcia A.	Associate VP for Extended Programs	AP-14	Interim AP	08/15/88	07/01/02	\$70,000	100	W	F	Assignment Ended
Reed, Lee Earl	Intercollegiate Athletics Administration	AP-12	Associate Director Intercollegiate Athletics	04/24/95	08/02/02	\$63,983	100	B	M	Other Position
Robinson, Albert	Vice President for Business & Finance	AP-10	Special Assistant to Vice President for Business & Finance	06/24/85	06/30/02	\$62,515	100	B	M	Retirement
Duranczyk, Irene	Developmental Math Program	AP-09	Program Adm. Developmental Math	08/01/92	07/26/02	\$52,586	100	W	F	Retirement
Ferrett, Robert L.	Learning Technologies	AP-09	Mgr. Center for Instructional Computing	09/01/94	06/28/02	\$59,774	100	W	M	Retirement
Lindley, Tony Robert	Intercollegiate Athletics Training Room	AP-09	Coordinator Athletic Training	07/03/00	07/19/02	\$49,187	100	W	M	Other Position
Lewis, Kathryn	Counseling	PT-09	Senior Mental Health Counselor	10/01/91	08/16/02	\$48,326	100	W	F	Other Position
Eschruth, Anne	Virtual Immersion	PT-08	Research Associate II	12/06/00	07/05/02	\$39,140	100	W	F	Leaving Area

DATE: Sept 14, 2002
 BOARD REPORT FOR: 09/24/02
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EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/RETIREMENTS

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<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRER DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Gilbert, Lisa J.	MDE: Early Child '94	PT-08	Project Coordinator Holman Learning Center	01/29/01	08/16/02	\$43,200	100	B	F	Leaving Area
Neph, Cindy	UAW-FORD NPC Carlite Plants	PT-08	Workplace Education Specialist	10/19/98	06/04/02	\$29,376	75	W	F	Personal
Trotter, Jill	Financial Aid Office	PT-08	Sam Specialist	02/18/97	06/04/02	\$35,516	100	M	F	Other Position
Vorenkamp, Dawn L.	Charter School Program	PT-08	Project Coordinator	10/11/99	07/31/02	\$19,669	50	W	F	Personal
Williams, Leslie-Ann	MDE:Climb 99-00 YR3	PT-08	Coordinator (CLIMB)	08/11/97	05/30/02	\$34,482	100	B	F	Layoff, Expiration of Recall
Aula, Lynn	Intercollegiate Athletics Training Room	PT-07	Assistant Athletic Trainer	08/01/00	08/23/02	\$32,980	100	W	F	Other Position
Buckthorpe, Ryan	Ford Vendor Seminars 95/98	PT-07	Program Assistant II	12/15/98	08/09/02	\$32,086	100	W	M	Leaving Area
Clark-Johnson, Ruth	Foreign Student Services	PT-07	Foreign Student Advisor	10/29/01	06/01/02	\$35,500	100	W	F	Other Position
Ellis, Ronald	Dining Commons #1	PT-07	Unit Manager Cash Food Operations	08/17/94	06/01/02	\$39,513	100	W	M	Retirement
Fingerlin, Daniel	MDE: MSRP Fullday 00/01	PT-07	Teacher II	10/25/99	06/21/02	\$31,151	100	W	M	Personal
Ondercin, David	Intercollegiate Athletics Academic Advising	PT-07	Athletic Academic Support Counselor	07/01/01	07/25/02	\$32,500	100	W	M	Other Position

DATE: Sep, 24, 2002
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EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/RETIREMENTS

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>
Tanner II, John R.	HDUC Computer Support	PT-07	Coordinator Eagle Card Operations	08/08/99	05/06/02	\$35,567	100	W	M	Other Position
Zeng, Xuejun	HDUC Accounting Prorate	PT-07	Accountant II	04/07/99	08/19/02	\$32,086	100	A	F	Personal
Johnson, Camilyah L.	Residence Hall Prorate	PT-06	Area Complex Director	09/05/98	06/30/02	\$27,902	100	B	F	Personal
Wray, Patricia A.	Parking	PT-06	Supervisor Parking Operations	08/14/72	07/12/02	\$33,138	100	W	F	Retirement
Foran, Heather M.	Marital Functioning, Depression	PT-05	Research Assistant I	02/04/02	08/31/02	\$14,508	50	W	F	Assignment Ended
Hubbard, Cora	Custodial-Prorate	PT-05	Foreperson, Custodial	12/08/81	07/09/02	\$34,549	100	W	F	Retirement
McQueen, Nancy	Assistant Vice President University Relations	CC-06	Administrative Secretary	02/15/99	07/12/02	\$29,000	100	W	F	Personal
Thompson, Yvonne J.	Human Resources & Development	CS-06	Senior Human Resources Clerk	05/05/80	08/02/02	\$30,253	100	B	F	Retirement
Cox, Lori	Public Safety Support	CS-05	Police Dispatcher	02/26/01	06/15/02	\$25,113	100	W	F	Other Position
Griffin, Betty J.	Accounting-Student Accounting	CS-05	Collection Specialist	08/11/75	04/29/02	\$29,044	100	W	F	Workers' Compensation Settlement
Martin, Fonda	Health Service Primary Care	CS-05	Customer Service Representative II	11/15/99	06/12/02	\$25,113	100	W	F	Other Position

DATE: Sept 24, 2002
 BOARD REPORT FOR: 09/24/02
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EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

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 RETIREMENTS/
 SEPARATIONS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRES DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Dressel, Erica	History & Philosophy	CS-04	Secretary II	05/20/02	06/14/02	\$22,214	100	W	F	Discharged
Gunn, Mary	Learning Resources-Library	CS-04	Library Assistant II	12/15/98	07/05/02	\$23,113	100	W	F	Personal
Evans, Rebecca D.	Office of the Registrar	CS-04	Senior Clerk	11/26/01	06/29/02	\$22,224	100	H	F	Other Position
Higgins, Sara	COE-Office of Academic Services	CS-04	Secretary II	12/15/98	08/02/02	\$23,113	100	W	F	Other Position
McLaughlin, Jennifer L.	Teacher Education	CS-04	Secretary II	06/27/01	08/26/02	\$23,113	100	W	F	Educational
Montgomery, Florence	Accounting	CS-04	Secretary II	07/23/00	08/24/02	\$11,557	50	B	F	Educational
Zykin, Robin	Special Education	CS-04	Secretary II	10/04/00	04/30/02	\$22,224	100	W	F	Failed to Return from Leave
Danna, Alvin	Heating Plant	FM-24	Stationary Engineer	02/19/02	05/25/02	\$52,000	100	B	M	Discharged
Glueck, Charles	Heating Plant	FM-24	Stationary Engineer	02/04/02	05/18/02	\$52,000	100	W	M	Other Position
VanFleet, James	Maintenance Service Staff Prorate	FM-21	Carpenter	09/29/88	07/05/02	\$44,034	100	W	M	Retirement
Woody, Laura	Satellite Operations	FM012	Dining Services Unit Leader	01/21/02	03/07/02	\$21,418	70	W	F	Personal

DA. September 24, 2002
 BO. REPORT FOR: 09/24/02
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 EASTERN MICHIGAN UNIVERSITY
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<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS</u>	<u>RANK</u>	<u>JOB TITLE</u>	<u>EASTERN MICHIGAN UNIVERSITY SEPARATIONS</u>	<u>RETIREMENTS</u>	<u>SEPARATIONS</u>	<u>SEPARATION DATE</u>	<u>HIRE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Anderson, Irene	HPER&D	FM-10		Locker Room Attendant				07/12/02	09/11/66	\$29,682	100	B	F	Retirement
Travers, Keith P.	Intercollegiate Athletics Equipment Maintenance	FM-10		Laundry Operator				06/20/02	03/25/02	\$22,152	100	W	M	Other Position
Perez, Juan I	Custodial Services	FM-06		Custodian				08/09/02	07/02/01	\$17,389	100	H	M	Leaving Area
Schuh, Cathy	Custodial Services	FM-06		Custodian				05/18/02	10/11/01	\$17,389	100	W	F	Discharged
Stratton, Nancy	Custodial Services	FM-06		Custodian				08/16/02	04/28/02	\$17,389	100	W	F	Discharged

EMERITUS FACULTY STATUS

Section 11

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

Franklin Case

Professor, Department of English Language & Literature from 1962 - 2002
(40 years)

Jan Michael Field

Professor, Department of Art from 1965 – 2002
(36 years)

John Jan Jellema

Professor, Department of Industrial Technology from 1982 – 2002
(20 years)

James A. Reynolds

Professor, Department of English Language & Literature from 1967 – 2002
(35 years)

Michael Zahratka

Professor, Department of Art from 1967 - 2002
(34 years)

Motion Carried.

EMERITUS STAFF STATUS

Section 12

Regent Antonini recommended and Regent Griffin seconded to grant Emeritus Staff Status to Albert A. Robinson, special assistant to the vice president for business and finance who retired June 30, 2002.

Motion Carried.

STUDENT AFFAIRS COMMITTEE

Section 13

Regent Griffin moved and Regent Valvo seconded that the Agenda for September 24, 2002, and the Minutes of June 25, 2002, be received and placed on file.

Motion Carried.

FACULTY AFFAIRS COMMITTEE

Section 14

Regent Brandon moved and Regent Griffin seconded that the Faculty Affairs Committee Agenda for September 24, 2002, and the Minutes of the March 19, 2002, meeting be received and placed on file.

Motion Carried.

EDUCATIONAL POLICIES COMMITTEE

Section 15

Regent Antonini moved and Regent Griffin seconded that the Educational Policies Agenda for September 24, 2002, and the minutes of the June 25, 2002, meeting be received and placed on file.

Motion Carried.

FINANCE COMMITTEE

Section 16

Regent Antonini moved and Regent Griffin seconded that the Working Agenda for September 24, 2002 and the minutes of the June 25, 2002, Finance Committee meeting be received and placed on file.

Motion Carried.

**CONSOLIDATED FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION AS OF
JUNE 30, 2002 AND 2001**

Section 17

Regent Antonini moved and Regent Griffin seconded that the Board receive and place on file the University's audited 2001-02 Financial Statements.

Motion Carried.

**REPORT: OMB CIRCULAR A-133 SUPPLEMENTARY
FINANCIAL REPORTS FOR THE YEAR ENDED 6/30/2002**

Section 18

Regent Antonini moved and Regent Griffin seconded that the Board receive and place on file the OMB Circular A-133 Supplementary Financial Reports for the year ended June 30, 2002.

Motion Carried.

**REPORT: 2001-02 GENERAL FUND BUDGET
MANAGEMENT REPORT**

Section 19

Regent Antonini moved and Regent Griffin seconded that the General Fund Budget Management Report be accepted and placed on file and that funding authorization in the amount of \$6,021,808 be approved for outstanding obligations, commitments, encumbrances, and provisions.

Motion Carried.

2000-01 GENERAL FEE REPORT

Section 20

Regent Antonini moved and Regent Griffin seconded that the 2001-02 General Fee Report be placed on file.

Motion Carried.

2001-2002 AUXILIARY FUND BUDGET MANAGEMENT REPORT

Section 21

Regent Antonini moved and Regent Valvo seconded that that 2001-2002 Auxiliary Fund Budget Management Report be accepted and placed on file.

Motion Carried.

Section 22 was removed from the agenda at the beginning of this meeting.

AGREEMENT: EMU AND THE WASHTENAW COUNTY 800 MHZ COMMUNICATIONS CONSORTIUM

Section 23

Regent Antonini moved and Regent Griffin seconded that the updated Washtenaw County 800 MHz Communications Consortium agreement be approved.

Motion Carried.

REPORT: GRADUATE ASSISTANT PROGRAM

Section 24

Regent Antonini moved and Regent Griffin seconded that the Board receive and place on file the Graduate Assistant Report.

Motion Carried.

Section 25 was deleted from the agenda at the beginning of this meeting.

MEETING ADJOURNED

Regent Incarnati moved and Regent Griffin seconded that the Regular Meeting of the Board of Regents be adjourned at 2:16 p.m. The next meeting of the Board of Regents will be November 19, 2002 in Room 201, Welch Hall.

Respectfully Submitted,

Dana C. Aymond
Secretary to the Board of Regents

COMMUNICATIONS SECTION

EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS

PRESIDENTIAL SCHOLARSHIP AWARD WINNERS FOR 2002-2003

Kevin Bonney	Port Huron, Michigan
Laura Butler	Dearborn, Michigan
Will Chapman	Livonia, Michigan
Jennifer Crescuillo	Mount Vernon, Ohio
Brian Enright	Canton, Michigan
Adam Foster	Cincinnati, Ohio
Erin Loomer	Novi, Michigan
Robert Murkowski	Saline, Michigan
Megan Papke	Allen Park, Michigan
Timothy Prichard	Taylor, Michigan
Amanda Schalk	Belleville, Michigan
Erin Sergison	Livonia, Michigan
Michelle Williamson	Canton, Michigan
Rebecca Knight	Bay City, Michigan
Kendall Totten	Whitmore Lake, Michigan

Resolution

WHEREAS, Eastern Michigan University increased its graduation rate of student-athletes by 24 percent between 1994 and 2000, from 30 percent to 54 percent; and

WHEREAS, Eastern Michigan was recognized by *USA TODAY* in October for having the greatest increase in student-athlete graduation rates in NCAA Division I-A between 1994 and 2000; and

WHEREAS, Eastern Michigan has the fourth-best rate among all of the 325 Division I-A programs for difference between graduation rate of athletes versus the general student body at 21 percent; and

WHEREAS, Eastern Michigan was presented with a USA Today-NCAA Academic Achievement Award and \$25,000 by Cedric Dempsey, president of the NCAA, and Tom Curley, president and publisher of USA TODAY, October 18th in McLean, Virginia;

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents congratulates and commends the Department of Intercollegiate Athletics, its coaches, administrators and student-athletes, for exceptional progress in the improvement of graduation rates.

November 19, 2002

RESOLUTION

RECOGNIZING THE EASTERN ECHO & CELLAR ROOTS

WHEREAS, The Eastern Echo, Eastern Michigan University's independent student newspaper, earned national acclaim by receiving three Pacemaker Awards in recognition of its general excellence and outstanding achievement for both online and print editions; and

WHEREAS, the Pacemaker – considered to be the Pulitzer Prize of college journalism – was presented to The Eastern Echo by the Associated Collegiate Press at the National College Media Convention in Orlando on November 2, 2002; and

WHEREAS, The Eastern Echo, so awarded, was edited by Joe Novak, Kristina Smith and Ian McClure, et. al., under the auspices of the Department of Student Media and director Kevin Devine; and

WHEREAS, the 2001 edition of Cellar Roots, Eastern Michigan University's magazine of the literary and visual arts, also earned national acclaim by receiving a Pacemaker Award in recognition of its general excellence and outstanding achievement from the Associated Collegiate Press at the National College Media Convention in Orlando on November 2, 2002; and

WHEREAS, the 2001 edition of Cellar Roots was edited by Josh Smith under the auspices of the Department of Student Media and then director Cathy Hill; and

WHEREAS, both The Eastern Echo and Cellar Roots have benefited greatly from collaboration among students from many disciplines and the support and guidance of the Student Media Board of Directors, including faculty, staff, students and professional journalists, resulting in many state and national awards, including 13 Michigan Press Association Collegiate Press Awards last year alone for The Eastern Echo and four national Pacemakers for Cellar Roots in the last 10 years;

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents does hereby congratulate the students and staff in the Department of Student Media for their professionalism, innovation and hard work leading to this national recognition for themselves and Eastern Michigan University.

November 19, 2002

ORAL REPORT TO BE MADE BY THE PRESIDENT

EXECUTIVE SUMMARY

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

DATE:
November 19, 2002

EXECUTIVE SUMMARY

SECTION 1 - REPORT: TREASURER'S REPORT

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

As of October 31, 2002, cash and investments totaled \$71,959,295 and were invested at 5.75%. The short-term investment fund yield was 1.85% compared to the 3-month Treasury Bill at 1.67%. The intermediate-term investment fund total return is 2.732% (8.196 annualized) compared to the Merrill Lynch 1-3 year Treasury index at 2.156% (6.470 annualized). Cash and investments (excluding bond proceeds) as of October 31, 2002 increased by \$9,198,566 compared to October 2001.

Fiscal Implications: The investment income is expected to meet budget.

SECTION 2 - REPORT: INTERNAL AUDIT

It is recommended that the Board receive and place on file the University Management report of recommendations from the Student Government and Catering Conferences internal audits.

The Internal Audit reports for Conflict of Interest and Cash Receipts are in the process of being finalized.

Attached is also a report by University management on the status of recommendations made from previous Student government and Catering and Conferences audits completed in August 2002.

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

SECTION 3 - REPORT: GRANTS/CONTRACTS

It is recommended that 67 grants and contracts totaling \$1,982,376 for the period 9/01/02 through 10/31/02 be accepted.

One hundred percent sponsor-funded grants and contracts in the amount of \$1,165,149 were awarded to the University during the period 9/01/02 through 10/31/02. Grants and contracts requiring EMU cost-sharing and/or in-kind contributions totaled \$817,227.

Fiscal Implications: This action approves allocating University matching funds in the amount of \$6,122 as cash contributions for projects awarded during the period 9/01/02 through 10/31/02 for a fiscal year-to-date total of \$104,063 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 October 28, 2002.

Parking Expansion project is progressing with the completion of all surface lots. Construction of the new softball fields is continuing. Light poles and fencing will begin in November. The fields will be ready for play for the fall 2003 season. The 260-space tabletop parking deck is in the design phase with construction to begin spring 2003. The relocation of the Business and Finance occupants to Hover is complete. Demolition of the old Business and Finance Building is underway. The University House is progressing and lighting refits for Pierce, Sill, Roosevelt and Sherzer are complete.

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 October 31, 2002 be received and placed on file.

The Student Accounts Receivable Ratio Analysis balance is \$13,407,000 or 20.66% of revenue compared to \$12,758,000 (21.66%) as of October 31, 2001. This is a .22% increase.

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

SECTION 6 – TECHNOLOGY PLAN IMPLEMENTATION

It is recommended that the Board receive and place on file the Report on the progress of ICT Initiatives.

Fiscal Implications: These Initiatives are funded through a combination of the \$28 million approved by the Board and the ICT General Fund Budget.

SECTION 7 – STAFF APPOINTMENTS

It is recommended that the Board approve 47 staff appointments for the period August through October 21, 2002. 24 (51%) are female, 23 (49%) are male. 33 Caucasians (71%), 9 (19%) are African American, 2 (4%) are Asian, 2 (4%) are multi-racial, and 1 (2%) is Hispanic.

Fiscal Implications: The salaries are part of the 2002-2003 budget.

SECTION 8 - SEPARATIONS/RETIREMENTS

It is recommended that the Board approve 37 separations and retirements for the dates listed. Of the 71, 21 (57%) are female, 16 (42%) are male, 32 (87%) are Caucasian, 2 (5%) are African American, 2 (53%) are Hispanic, and 1 (3%) is Asian.

Fiscal Implications: None.

SECTION 9 - EMERITUS FACULTY STATUS

It is recommended that the Board grant emeritus status to the five former faculty members listed below.

Robert Mancell- Professor, Geography and Geology
From 1969 – 2002 (33 yrs.)
Dale L. Rice - Professor, Department of Special Education
From 1967 – 2002 (35 yrs.)

Fiscal Implications: None.

SECTION 10 - STUDENT AFFAIRS COMMITTEE MONTHLY REPORT

It is recommended that the Student Affairs Committee Agenda for November 19, 2002 and the Minutes of September 24, 2002 be received and placed on file.

Fiscal Implications: None.

SECTION 11 - EDUCATIONAL POLICIES COMMITTEE

It is recommended that the Ed Policies Committee Agenda for November 19, 2002, and the Minutes of September 24, 2002 be received and placed on file.

Fiscal Implications: None.

SECTION 12 – APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS

It is recommended that the Board reappoint David McHale and appoint Sharon Thompson and Pamela Tully to 3-year terms on the Board of the Academy for Business and Technology; Steven Hardy to a 3-year term on the Board of the Ann Arbor Learning Community; Kecia Harper-Edmond to a 3-year term on the Board of Gaudior Academy; Robert Blick to a 3-year term on the Board of Grand Blanc Academy; and Larry Mann, Jr. to a 3-year term on the Board of Hope Academy.

Fiscal Implications: None.

SECTION 13 – 2001-2002 CHARTER SCHOOLS ANNUAL REPORT

It is recommended that the Board receive and place on file the 2001-02 Charter Schools Annual Report.

Fiscal Implications: None.

SECTION 14 – FACULTY AFFAIRS COMMITTEE

It is recommended that the FAC agenda for November 19, 2002, and the minutes of September 24, 2002, be received and placed on file.

Fiscal Implications: None.

SECTION 15 - FINANCE COMMITTEE MONTHLY REPORT AND MINUTES

It is recommended that the Working Agenda for November 19, 2002 and the minutes for the September 24, 2002 Finance Committee meeting be received and placed on file.

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

SECTION 16 – FY 2004 APPROPRIATION REQUEST

It is recommended that the Board approve the FY 2004 Appropriation Request Strategy for subsequent submission to the Office of the State Budget.

Fiscal Implications: This established the initial resource planning parameters for 2003-04.

SECTION 17 – FY 2004 CAPITAL OUTLAY BUDGET REQUEST

It is recommended that the Board approve the FY 2004 Capital Outlay Budget Request. The modernization of Pray-Harrold and renewal of the Mark Jefferson science building have been identified as the University's top capital outlay projects.

Fiscal Implications: The estimated cost to modernize Pray-Harrold is \$41,384,475. The University's cost share is \$10,346,119. The estimated cost to renew Mark Jefferson is \$46,942,870 with a cost-share of \$11,735,717. The University's total match of \$22,081,836 would likely be provided through the sale of bonds.

SECTION 18 – COLLECTIVE BARGAINING AGREEMENT BETWEEN EMU AND THE INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA TECHNICAL, OFFICE AND PROFESSIONAL LOCAL 1976

It is recommended that the Board approve the collective bargaining agreement.

Fiscal Implications: The proposed agreement will, in 2002-03, increase the net compensation costs by \$760,944 for those employees.

SECTION 19 – COLLECTIVE BARGAINING AGREEMENT BETWEEN EMU AND LOCAL 1666 AFFILIATED WITH COUNCIL 25 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) AND THE AFL-CIO

It is recommended that the Board approve the bargaining agreement.

Fiscal Implications: The proposed agreement will, in 2002-03, increase the net compensation costs by \$389,436 for those employees.

SECTION 20 – 2001-02 EMU FOUNDATION ANNUAL REPORT

It is recommended that the Board receive and place on file the EMU Foundation Annual Report for the year ended June 30, 2002.

Fiscal Implications: None.

SECTION 21 – 2001-02 EAGLE CREST MANAGEMENT CORPORATION ANNUAL REPORT

It is recommended that the Board receive and place on file the FY2003 Eagle Crest Management Corporation Annual Report.

Fiscal Implications: Under ECMC's management, the Conference Center realized net income of \$118,230 and the Golf Course realized a net loss of \$188,076.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 1
DATE: November 19, 2002

RECOMMENDATION

REPORT: TREASURER'S

ACTION REQUESTED

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

STAFF SUMMARY

As of October 31, 2002, Cash and Investments totaled \$71,959,295 and were invested to return a total annualized return of 5.75%. As summarized below, Eastern's latest investment performance compared favorably to the established benchmarks.

- | | |
|---|----------------------------|
| • Short-Term Investment Fund Yield: | 1.85% |
| • Benchmark: 3-month Treasury Bill: | 1.67% |
| • Intermediate-Term Investment Fund Total Return: | 2.732% (8.196% annualized) |
| • Benchmark: Merrill Lynch 1-3 Year Treasury Index: | 2.156% (6.470% 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 1.39 years.

Cash and investments (excluding bond proceeds) as of October 31, 2002 increased by \$9,198,566 when compared to October 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 _____

1.

EASTERN MICHIGAN UNIVERSITY
Cash and Investments
October 31, 2002

Cash

Comerica Bank
 FirStar Bank
 Total Cash

Bank
<u>Balance</u>
\$1,195,038.65
<u>\$16,281.55</u>
\$1,211,320.20

Eagle Crest Cash

Conference Center
 Golf Club
 Maintenance Reserve
 Total Cash

51,920.32
113,491.01
<u>474,320.30</u>
\$639,731.63

Investments

Short Term Investment Funds:

	Date Settled	Date Maturing	Total Return YTD (Annualized)	Principal
Dreyfus Institutional Preferred	Daily	Mutual Fund	1.620% *	7,879,089.00
Dimensional Fund Advisors	Monthly	Mutual Fund	1.910% *	30,841,455.06

Intermediate Term Investment Funds:

Vanguard Short Term Corporate	Monthly	Mutual Fund	5.933%	7,225,963.00
Federated US Government 2-5 Year	Monthly	Mutual Fund	15.025%	7,563,716.97

Agencies:

Federal Home Loan Mortgage Corp.	06/21/02	06/21/07	5.000%	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

65,510,224.03

Subtotal Cash and Investments

\$67,361,275.86

General Revenue Bonds Investments

Dimensional Fund Advisors	Monthly	Mutual Fund	1.910%	4,598,019.00
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Subtotal General Revenue Bonds Investments

4,598,019.00

Grand Total: Cash, Investments

\$71,959,294.86

Net Annualized Yield - Short Term
 Total Annualized Return - Total Investments

1.851%
 5.749%

* Figure represents net yield.

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

		Amount of EMU Cash/Investment	% of Total Cash/Investment
A.	Book Cash Balance	1,211,320.20	1.80%
B.	Eagle Crest Cash Balance	639,731.63	0.95%
C.	Dreyfus Institutional Preferred	7,879,089.00	11.70%
D.	Dimensional Fund Advisors	30,841,455.06	45.79%
E.	Vanguard Short Term Corporate	7,225,963.00	10.73%
F.	Federated US Government 2-5	7,563,716.97	11.23%
G.	Federal Home Loan Mortgage Corp.	3,000,000.00	4.45%
H.	Federal Home Loan Bank	3,000,000.00	4.45%
I.	Federal Home Loan Bank	3,000,000.00	4.45%
J.	Federal Home Loan Bank	3,000,000.00	4.45%
		67,361,275.86	100.00%
		Amount of EMU Bond Investment	% of Total Bond Investment
K.	Dimensional Fund Advisors	4,598,019.00	0.00%
		4,598,019.00	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 348 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 2.7 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 3.3 years.
- G./H./I./J. U.S. Agency Obligations.

**Eastern Michigan University
University Investment Portfolio**

October 31, 2002

	Dreyfus*	DFA	Vanguard	Federated US Govt. 2-5	Net University Holdings	Total
Total Fund Net Assets	\$8,794,403,000	\$987,140,000	\$11,282,771,641	\$725,266,214	\$13,851,052	\$71,959,295
EMU's Investment % of Total Fund	\$7,879,089 0.09%	\$35,439,474 3.59%	\$7,225,963 0.06%	\$7,563,717 1.04%		
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	338 days **	2.7 years	3.63 years		1.39 Years
Book NAV (7/1/02)	1.00	10.34	10.68	11.24		
Market NAV (10/31/02)	1.00	10.42	10.70	11.64		
Liquidity Option	Same Day	Next Day	Next Day	Next Day		
Morningstar Rating	N/A	4 stars	4 stars	5 stars		
3 Year Average Annual Total Return	4.15%	5.57%	6.79%	8.97%		
3 Year Benchmark	4.12%	4.12%	7.25%	7.25%		
Merrill Lynch 1-3 Yr Treasury						
Portfolio Mix						
Commercial Paper Notes	35.2%					
Repos		0.1%				
Variables						
Govt. Agency Mort. Backed Sec.				33.9%		
Time Deposits	22.1%		19.7%			
Direct U.S. Govt. Agencies						
C.D.'s	42.7%		9.0%	61.0%		
U.S. Treasury's		30.5%				
Other						
Bonds		69.4%	70.0%			
Cash			1.3%	5.1%		
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)					\$1,195,039	
FirStar Bank					\$16,282	
Eagle Crest Cash					\$639,732	
Average Credit Quality Rating	AAA	AAA	AA	AAA	AAA	AA+

* Money Market Fund

2

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 2
DATE: November 19, 2002

RECOMMENDATION

REPORT: INTERNAL AUDIT

ACTION REQUESTED

It is recommended that the University Management report on the status of recommendations made from the Student Government and Catering and Conferences internal audits be received and placed on file.

STAFF SUMMARY

The Internal Audit reports for Conflict of Interest and Cash Receipts are in the process of being finalized and will be available for Board of Regent review in January 2003.

Attached is the report prepared by University management on the status of recommendations made from the previous Student Government and Catering and Conferences audits completed in August 2002. As noted in the report, management has agreed with the internal auditor's recommendations and has found that all recommendations have been implemented, except for one exception where the implementation of the Banner Financial System has resulted in a stronger alternate control.

Enclosed is the updated internal audit schedule for the period ending September 2003.

FISCAL IMPLICATIONS

It is expected that fiscal year 2002-2003 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

INTERNAL AUDIT RECOMMENDATION STATUS

AUDIT PERFORMED: STUDENT GOVERNMENT
DATE COMPLETED: AUGUST 22, 2002

Approval of Requisitions

Recommendation:

We recommend that the existing approval procedure be reinforced to ensure that each requisition has the proper approval.

Management's Response:

We concur. Copies of requisitions were often being made and filed prior to the completion of the signature process. We will review the sign-off procedure with the President and Vice President for Student Government and support staff to reiterate that a second signer for approvals is required by the Dean of Students or the Director of Business Operations for Student Affairs. The Banner electronic approval process should ensure this happens automatically in the new system when the Student Government account goes live with requisitions.

Implementation Status:

In the past, after approving a requisition the Student Govt. President or Vice President would detach the white copy for their records. Since the Business Finance Officer had not yet signed the requisition, it appeared that the proper signatures were not being obtained (the Business Finance Office did have a copy with all of the required signatures).

To insure that all approvers have a copy with all of the required signatures, the Business Finance Officer has reviewed the following approval procedure with the Student Govt. President and the Student Govt. Treasurer:

1. Student Govt. fills out a requisition
2. The Student Govt. President or Vice President signs the requisition and forwards all copies of the form to the Business Finance Officer
3. If the Business Finance Officer approves the requisition, she will make a copy of the form and send all original copies back to the Student Govt. Treasurer
4. The Student Govt. Treasurer sends the yellow copy to Purchasing, the gold copy to Accounting, and maintains the white copy on file in the Student Govt. office

By following this reviewed procedure, all requisitions on file in the Student Govt. office will have the required signatures. This procedure will be replaced once the Banner electronic approval process for requisitions goes live.

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

Verification Date:

November 4, 2002

Documentation of Reconciliations

2.

Recommendation:

We recommend that the Student Government Treasurer and the appropriate personnel from Financial Operations initial the completed reconciliation noting the agreement between the two databases.

Management's Response:

We concur. Currently there are check marks on the copy of the FRS statement. We will require initials from both parties in addition on the paperwork.

Implementation Status:

The launch of the Banner Financial System (BFS) has eliminated the need for the two databases that were used to summarize the requisitions/expenditures of Student Govt. By using the activity code field within the fund and organization, Student Govt. expenditures can now be summarized using the following procedure:

1. The Business Finance Officer imports data from BFS into an access database
2. The data is then reviewed to insure that all requisitions have been correctly processed by Accounting
3. If a requisition has not been correctly coded to Student Govt., the access program is corrected and the Business Finance Officer notifies Accounting to make a correction in the Banner Financial System
4. The requisitions/expenditures are compared to the budgeted amount for each line item

This procedure is followed each month to insure that Student Govt. expenditures do not exceed the approved level, and the report is signed by the Business Finance Officer.

The recommendation of the Internal Auditors, and supported by Management has not been implemented due to the elimination of FRS and launch of the Banner Financial System. After review of the procedures utilizing the BFS, I believe that a more robust process is now in place, which reduces workload and the possibility of data input errors.

Verification Date:

November 4, 2002

Budget to Actual Analysis

Recommendation:

We recommend that amounts included in the budgeted revenue on the reports prepared by the Business Finance Officer's office be supported by documentation. We also recommend that a reconciliation be performed of the budgeted revenue to the actual revenue in the FRS system on a regular basis.

Management's Response:

We concur. Revenues and expenses are tied to the FRS statements monthly. Transfers from the general fee are reconciled at year-end and reported to the Board. The difference of \$14,500 should have been removed from the budget when final approval was not obtained by the Student Government President.

Implementation Status:

Student Govt. revenue in the form of General Fund General Fee transfers were reconciled as part of the fiscal year-end General Fee reconciliation. This reconciliation was reported to the Board of Regents at the September meeting.

The Business Finance Officer will only revise the Student Govt. revenue budget when a revision has the appropriate Student Govt. and Division signatures and is submitted to her in writing.

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

Verification Date:

November 4, 2002

Audit recommendations verified by:

Steve Holda

Assistant to the Vice President for Business & Finance

INTERNAL AUDIT RECOMMENDATION STATUS

4.

AUDIT PERFORMED: CATERING AND CONFERENCES
DATE COMPLETED: JULY 25, 2002

Event Contract/Confirmation

Recommendation:

We recommend that a signed contract be received for all external events prior to the event date and be kept on file. We also recommend that a signed copy of internal event contracts be kept on file. This will help to ensure that all contract terms are clearly understood by both parties and should eliminate billing disputes after the event has taken place.

Management's Response:

We concur. Contracts will be filed in a central office file accessible to all staff. An event cancellation policy will be established in order to ensure compliance.

Implementation Status:

The following procedure has been put in place by the Reservation Office to insure that all contracts are signed prior to an event:

1. When a reservation is taken, an unsigned copy of the contract is placed in the "Unsigned File"
2. The contract is transferred to the "Signed File" when a "signature" is received in one of the following two ways:
 - a. If possible, the contract is e-mailed to the customer and their confirmation e-mail acts as a proxy for the signature
 - b. If it is necessary to send the contract via conventional mail, once the signed copy has been returned to the Reservation Office
3. Unsigned contracts are reviewed twice each week and customers are notified if the scheduled event is imminent and a signed contract is not on hand.

A written cancellation policy has been approved by the Vice President for Student Affairs that addresses the cancellation of an event if a signed contract is not on file with the Reservation Office. The Reservation Office is in the process of adding this language to the standard contract in the Event Management System (EMS). The cancellation policy will apply to both internal and external customers.

The procedure that has been put in place will insure that a signed contract exists for all events. Although the unsigned contracts will continue to be closely monitored to insure that signed copies arrive prior to an event, if the signed copy is not received, the Reservation Office now has a written and approved policy for canceling an event.

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

Verification Date:

November 4, 2002

5

Catering Worksheet

Recommendation:

We recommend that a separate individual review the catering worksheets entered into the system to ensure the accuracy of the information and to ensure that counts are updated based on actual information.

Management's Response:

We concur. Office procedure will be established.

Implementation Status:

The Reservation Office procedure for review of the catering worksheets has been reviewed. The procedure details worksheet input and Management review requirements. The procedure put in place in the Reservation Office should insure that data entry errors are avoided and that customers are properly billed.

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

Verification Date:

November 4, 2002

Billing

Recommendation:

We recommend that management review all hard copies of the contracts/catering worksheets for events held or scheduled during that time period to ensure that they are in the system and will be properly billed and accounted for. In addition, we recommend that a system backup procedure be implemented to protect against future loss of data.

Management's Response:

We concur. All hard copy contracts have been reviewed and reentered into the system. In addition, a system backup procedure has been designed and implemented.

Implementation Status:

As mentioned in the Management Response, all hard copies of the contract/catering worksheets for events held or scheduled from mid-April to mid-May have been audited against the information in the Event Management System (EMS) to insure that they were properly billed and accounted for. In addition, a system backup procedure has been developed so that the EMS system is backed up every night.

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

b.

Verification Date:

November 4, 2002

Accounts Receivable Aging Report

Recommendation:

We recommend that management review the collectibility of accounts receivable. We also recommend that bills be processed in a timely manner to ensure prompt payment. This will also ensure that other departments within the university have updated information on which to base future spending decisions.

Management's Response:

We concur. Management will receive a weekly update on the billing status. Event billing will occur on a weekly basis.

Implementation Status:

A realignment of duties has taken place in the Reservation Office which has increased the human resources dedicated to billing from 50% of a full time person to 100% of a full time person. With a full time Billing Assistant now available for billing, the Reservation Office is able to invoice customers twice weekly (on Tuesday and Friday) to insure that invoices are sent, and that payment is received in a timely manner.

In addition to her billing duties, the Billing Assistant also generates the following two reports on a weekly basis:

1. Collection Calls Report – this report details all accounts/events and shows a log of collection calls made to internal and external customers
2. A/R Aging Summary – this report lists all open A/R categorized by current, 31-60 days, 61-90 days, and greater than 90 days

These two reports are reviewed weekly by the Catering Services Manager. In the most current A/R Aging Summary, A/R exceeding 90 days was at 4% of the total (down from 20% as observed by the auditors). A/R Aging detail is also reviewed with the Director of Dining Services on a monthly basis.

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

Verification Date:

November 4, 2002

Audit recommendations verified by: _____

Steve Holda

Assistant to the Vice President for Business & Finance

Eastern Michigan University Internal Audit Schedule
Andrews Hooper & Pavlik
For Period Ending September 30, 2003

<u>Timing</u>		<u>Budget</u>	<u>Item</u>
<u>Work Pfm'd</u>	<u>Report</u>	<u>Hours</u>	
Various	Various	100	Planning, Risk Analysis & Administrative Planning/Scheduling Audits Board Meetings, Other Meetings, etc. Risk Assessment for following years
Oct-02	Jan-03	40	Conflict of Interest Statements Board of Regents, President & Administrative Professionals 10 & above
Oct-02	Jan-03	200	Cash Receipts
Jan-03	Mar-03	60	Ticket Sales (including special events) Quirk Auditorium Advance Sales At Game Sales
Jan-03	Mar-03	80	Regulatory/Compliance
Apr-03	Jun-03	100	Purchasing - General
May-03	Jun-03	80	Purchasing - Food Service
May-03	Jun-03	50	Purchasing - Library
Jun-03	Sep-03	150	HR - Benefits Administration
Jun-03	Sep-03	100	Risk Management
Jul-03	Sep-03	200	Cash Disbursements
Aug-03	Nov-03	80	Parking Revenues/Cash Controls
Various	Various	160	Special Projects
Various	Various	<u>100</u>	Contingencies
		<u><u>1,500</u></u>	

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 3
DATE: November 19, 2002

RECOMMENDATION

REPORT: GRANTS/CONTRACTS

ACTION REQUESTED

It is recommended that 67 grants and contracts totaling \$1,982,376 for the period 09/01/02 through 10/31/02 be accepted.

SUMMARY

One-hundred percent sponsor-funded grants and contracts in the amount of \$1,165,149 were awarded to the University during the period 09/01/02 through 10/31/02. Grants and contracts awarded to the University that required EMU cost-sharing and/or in-kind contributions totaled \$817,227.

Summary of Grants and Contracts (pp. 2-6)
Grants & Contracts Progress Report (p. 7)
September 2002 Proposal Activity (pp. 8-13)
October 2002 Proposal Activity (pp. 14-20)

FISCAL IMPLICATIONS

This action approves allocating University matching funds in the amount of \$6,122 as cash contributions for projects awarded during the period 09/01/02 through 10/31/02, for a fiscal year-to-date total of \$104,063 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

1.

Eastern Michigan University
Summary of Grants and Contracts

11/19/2002

(Reported for FY 2003)

100% Sponsored

Title Grantor/Contractor	Director	Administrator	Amount
Teacher Training Microsoft Software Training License Agreement, September 2002 Microsoft Corporation	Marina McCormack Anne Bednar Linda Lewis-White	Marina McCormack	\$200,000
WEMU CPB Community Service Grant Corporation for Public Broadcasting	Arthur Timko	Arthur Timko	\$188,877
E-MELD: Electronic Metastructure for Endangered Languages, Amendment 1 Wayne State University	Helen Aristar-Dry	Helen Aristar-Dry	\$182,798
Software for Assessing Computer Usage Skills, SBTR Year 2 Koester Performance Research	William McMillan	William McMillan	\$76,772
National Food Service Management Institute - Year 2002 National Food Service Management Institute	Alice Jo Rainville	Alice Jo Rainville	\$57,918
Level of Functioning Project, Year 6 Michigan Department of Community Health	V. Kay Hodges	V. Kay Hodges	\$54,560
Reverse Engineering of Flathead Engine Block Shadow Rods, LLC	Daniel Fields	Daniel Fields	\$49,989
The Evaluation of Wayne County Juvenile System of Care Kellogg Foundation, W.K.	Joan Abbey Peggy Wiencek	Elvia Krajewski-Jaime	\$45,000
Michigan State Police Motor Carrier STET Evaluation Michigan Department of State Police	Jeffrey Bernstein Joseph Ohren	Charles Monsma	\$24,400
La-Z-Boy La-Z-Boy	Barbara Hopkins	Barbara Hopkins	\$21,750
Hitachi Hitachi Magnets	Barbara Hopkins	Barbara Hopkins	\$12,600
Borg Warner Cooling Systems Borg-Warner Corporation	Barbara Hopkins	Barbara Hopkins	\$11,000
State Historic Preservation Office Graduate Assistantship State Historic Preservation Office	Ted Ligibel	Ted Ligibel	\$11,000
American Axle American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$10,400
American Axle American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$10,400
Village of Franklin, Michigan Historic Preservation Project Village of Franklin, Michigan	Ted Ligibel	Ted Ligibel	\$10,074
Student Research Assistant Supplement Michigan Institute for Nonviolence Education	Adrian Lottie	Robert Perry	\$10,000
Macomb Community College on Behalf of Mayco Plastics Mayco Plastics	Barbara Hopkins	Barbara Hopkins	\$9,600

Title	Director	Administrator	Amount
MI Truck Safety Commission Update of Strategic Plan Michigan Truck Safety Commission	Joseph Ohren	Charles Monsma	\$8,500
R.R. Donnelley & Sons Company R.R. Donnelley & Sons Company	Pamela Hill	Pamela Hill	\$8,200
Borg Warner Cooling Systems Borg-Warner Corporation	Barbara Hopkins	Barbara Hopkins	\$7,900
Borg Warner Borg-Warner Corporation	Barbara Hopkins	Barbara Hopkins	\$7,850
IAV Automotive Engineering Inc. IAV Automotive Engineering	Barbara Hopkins	Barbara Hopkins	\$7,800
American Axle American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$7,450
Macomb Community College on Behalf of Mayco Plastics Mayco Plastics	Barbara Hopkins	Barbara Hopkins	\$7,350
Aisin World Corporation Aisin World Corporation	Barbara Hopkins	Barbara Hopkins	\$7,350
Geographic Information Systems in the Classroom Michigan Virtual University	Daniel Gaymer Yichun Xie	Daniel Gaymer	\$7,000
Visteon Visteon Corporation	Barbara Hopkins	Barbara Hopkins	\$6,750
Double Eagle Steel Double Eagle Steel Coating Company	Pamela Hill	Pamela Hill	\$6,750
Hitachi Automotive Products Hitachi Automotive Products (USA), Inc.	Barbara Hopkins	Barbara Hopkins	\$6,600
Meridian Automotive Meridian Automotive, Inc.	Pamela Hill	Pamela Hill	\$6,500
University- National Oceanographic Laboratory System (UNOLS) University-National Oceanographic Laboratory System	Barbara Hopkins	Barbara Hopkins	\$6,500
Yazaki North America Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$5,200
Yazaki NA Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$5,100
Kamax L.P. KAMAX - GB Dupont Corporation	Barbara Hopkins	Barbara Hopkins	\$5,100
Yazaki North America Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$5,100
Team building for Pittsfield Township Public Utility Department. Pittsfield Township	Chris Foreman Joseph Ohren	Charles M. Monsma	\$5,000
Washtenaw County BIP ToolKit Washtenaw County Government	Joseph Ohren	Charles Monsma	\$4,800
Frankenmuth Team-Building Program City of Frankenmuth	Joseph Ohren Charles Monsma	Charles Monsma	\$4,500
Youth Initiative Grant for Project Y.E.S. Comm Fund of SE Michigan HOPE Fund	Kathleen Russell Anita Rich	Kathleen Russell	\$4,495

Title	Director	Administrator	Amount
Grantor/Contractor City of Dearborn Customer Service Training for Working with Seniors City of Dearborn	Chris Foreman Joseph Ohren	Charles Monsma	\$4,400
City of Novi Citizen Survey City of Novi	Joseph Ohren Charles Monsma	Charles Monsma	\$3,510
Donnelly Corp. Donnelly Corporation	Barbara Hopkins	Barbara Hopkins	\$3,350
Yazaki NA Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$2,950
Hastings Mutual Insurance Hasting Insurace	Barbara Hopkins	Barbara Hopkins	\$2,950
Yazaki NA Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$2,850
Pilot Industries Pilot Industries, Inc.	Barbara Hopkins	Barbara Hopkins	\$2,850
Henderson Autmotive Henderson Automotive	Barbara Hopkins	Barbara Hopkins	\$2,850
City of Ypsilanti Goal Setting City of Ypsilanti	Joseph Ohren	Charles M. Monsma	\$2,200
Village of Dexter Effective Decision-Making Village of Dexter	Joseph Ohren Charles Monsma	Charles Monsma	\$2,000
Superior Township Action Plan Superior Township	Joseph Ohren	Charles Monsma	\$2,000
Evaluating morphological, ecological and molecular distinctions between <i>Carex trisperma</i> varieties Michigan Botanical Club	Gary Hannan	Gary Hannan	\$1,536
National Industrial Supply Co., Inc. National Industrial Supply Company, Inc.	Pamela Hill Ronald Kerrigan, Jr.	Pamela Hill	\$1,500
John Crowley Inc. John Crowley, Inc.	Barbara Hopkins	Barbara Hopkins	\$750
Pattern input for CNI, Inc., September 2002 CNI, Inc., Troy MI	Julie Becker	Julie Becker	\$520

55 Grants and Contracts for a total of: \$1,165,149

H.

Eastern Michigan University
 Summary of Grants and Contracts
 11/19/2002
 (Reported for FY 2003)
 Requiring EMU Matching Funds

Title Funding Agency	Director	Administrator	EMU In-kind	EMU Cash	Sponsor	Total
Michigan DECA Michigan Department of Career Development	Dave Wait	Dave Wait	\$734,228		\$65,500	\$799,728
WebPolis Consortium U.S. Department of Commerce	Norman Tyler Yichun Xie	Yichun Xie	\$240,462	\$723	\$241,185	\$482,370
Select Student Support Services (4S) Program - 2002-2003 Michigan Department of Career Development	Lynette Findley	Lynette Findley	\$155,558		\$149,964	\$305,522
Michigan Business Professionals of America Michigan Department of Career Development	Maurice Henderson	Maurice Henderson	\$207,200		\$65,500	\$272,700
The "CATALISE" Project: Consortium for the Application of Technology And Learning Innovations in Schools of Education: Preparing Tomorrow's Teachers to Use Technology (Year 3) Western Illinois University	Ellen Hoffman Jerry Robbins	Ellen Hoffman	\$76,786		\$80,280	\$157,066
FCCLA of Michigan Michigan Department of Career Development	Dave Wait	Dave Wait	\$91,724		\$50,000	\$141,724
School Readiness Program for Four-Year-Olds Michigan Department of Education	Christine Aris	Ellen Gold	\$38,520		\$79,200	\$117,720
MARS: Minority Achievement, Retention and Success; Morris Hood Educator Development Program (Year 2) Michigan Department of Career Development	Carolyn Finch	Carolyn Finch	\$19,698	\$5,000	\$53,700	\$78,398
Graduate Assistantship with Historic Preservation Program at the Michigan Department of Transportation Michigan Department of Transportation	Ted Ligibel	Ted Ligibel	\$8,605		\$16,898	\$25,503
The FIELDS System Distribution and Maintenance WEB Support (resubmission) Environmental Protection Agency	Yichun Xie	Yichun Xie	\$0	\$399	\$10,000	\$10,399
EMU Girl Scouts of USA Partnership Project Michigan Campus Compact	Chris Foreman	Chris Foreman	\$3,000		\$3,000	\$6,000
Life Skills Project Michigan Campus Compact	Kathlyn Parker	Kathlyn Parker	\$2,000		\$2,000	\$4,000

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Title	Director	Administrator	EMU In-kind	EMU Cash	Sponsor	Total
Funding Agency						
12	Grants/Contracts for a total of:		\$1,577,781	\$6,122	\$817,227	\$2,401,130

**GRANTS AND CONTRACTS
FY 2003 PROGRESS REPORT**

November 19, 2002

Table I Current Proposal/Award Activity and Prior Year Comparison

	FY02-03 Annual Plan	FY02-03 Plan To Date	FY02-03 Actual To Date	FY02-03 Actual- Plan Variance	FY01-02 Annual Plan	FY01-02 Plan To Date	FY01-02 Actual To Date	FY01-02 Actual- Plan Variance	FY02-03 vs FY01-02 Actual to Date Var.
Number of Proposals	506	169	163	(6)	480	160	158	(2)	5
Number of Awards	394	131	118	(13)	351	117	110	(7)	8
Dollar Value of Awards	\$16,515,000	\$5,505,000	\$4,330,449	(\$1,174,551)	\$16,500,000	\$5,500,000	\$5,704,298	\$204,298	(\$1,373,849)
Matching Funds	\$361,652	\$120,551	\$104,063	(\$16,488)	\$361,652	\$120,551	\$100,272	(\$20,279)	\$3,791

Table II Future Budgetary Implications of FY02-03 Awards/Matching Funds

	Dollar Value	Budgeted Expenditures by Fiscal Year		
		FY02-03	FY03-04	FY04-05 FY05-06
FY02-03 Awards to Date	\$4,330,449	\$3,330,610	\$958,025	\$41,814
FY02-03 Matching Funds to Date	\$104,063	\$100,050	\$4,013	\$0

Table III Grant and Contract Expenditures

	FY02-03	FY01-02	FY02-03 vs FY01-02 Variance
Expenditures to Date as of October 31	not available*	\$3,963,562	not available*

*Due to Banner implementation, current figures are not available.

Table IV Proposals Pending

	FY02-03	FY01-02	FY02-03 vs FY01-02 Variance
No. of Pending Proposals as of October 31	81	102	(21)
Dollar Value of Pending Proposals	\$9,596,689	\$14,416,139	(4,819,450)

7.

EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT
Report to the Board of Regents: 11/19/2002
Grant/Contract Activity for September 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030322	Borg-Warner Corporation	Center for Quality	Awarded 9/30/2002	\$11,000	\$11,000
20030323	Borg-Warner Corporation	Center for Quality	Awarded 9/30/2002	\$7,900	\$7,900
20030331	Borg-Warner Corporation	Center for Quality	Awarded 9/30/2002	\$7,850	\$7,850
20030302	CNI, Inc., Troy MI	Textiles Research & Training Institute	Awarded 9/20/2002	\$520	\$520
20021203	Comm Fund of SE Michigan HOPE Fund	Office of the Dean of Students Communication & Theatre Arts	Awarded 9/26/2002	\$4,495	\$4,495
20030320	Corporation for Public Broadcasting	WEMU Radio	Awarded 9/30/2002	\$188,877	\$188,877
20030325	Hitachi Magnets	Center for Quality	Awarded 9/30/2002	\$12,600	\$12,600
20021206	Kellogg Foundation, W.K.	Social Work ISCFC	Awarded 9/30/2002	\$45,000	\$45,000
20030321	La-Z-Boy	Center for Quality	Awarded 9/30/2002	\$21,750	\$21,750
20030326	Mayco Plastics	Center for Quality	Awarded 9/30/2002	\$9,600	\$9,600
20030327	Mayco Plastics	Center for Quality	Awarded 9/30/2002	\$7,350	\$7,350
20021029	Michigan Campus Compact	Special Education	Awarded 9/26/2002	\$2,000	\$2,000
20021245	Michigan Campus Compact	American Humanics	Awarded 9/25/2002	\$3,000	\$3,000
20021205	Michigan Department of Career Development	Teacher Education	Awarded 9/26/2002	\$53,700	\$53,700
20030303	Michigan Department of Career Development	Business & Technology Education	Awarded 9/17/2002	\$65,500	\$65,500
20030304	Michigan Department of Career Development	Business & Technology Education	Awarded 9/17/2002	\$65,500	\$65,500
20030306	Michigan Department of Career Development	Business & Technology Education	Awarded 9/17/2002	\$50,000	\$50,000
20030214	Michigan Department of Community Health	Psychology	Awarded 9/30/2002	\$54,560	\$54,560

8.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030212	Michigan Department of Transportation	Geography & Geology	Awarded 9/9/2002	\$16,898	\$16,898
20030309	Michigan Institute for Nonviolence Education	Political Science	Awarded 9/30/2002	\$10,000	\$10,000
20030213	Michigan Virtual University	Continuing Education Institute for Geospatial Research & Education (IGRE)	Awarded 9/30/2002	\$7,000	\$7,000
20030217	National Food Service Management Institute	HECR	Awarded 9/12/2002	\$57,918	\$57,918
20021124	National Industrial Supply Company, Inc.	Center for Organizational Risk Reduction	Awarded 9/20/2002	\$1,500	\$1,500
20020723	Shadow Rods, LLC	Industrial Technology	Awarded 9/30/2002	\$49,989	\$49,989
20021005	U.S. Department of Commerce	Geography & Geology Institute for Geospatial Research & Education (IGRE)	Awarded 9/30/2002	\$241,185	\$241,185
20030115	Village of Franklin, Michigan	Geography & Geology	Awarded 9/30/2002	\$10,074	\$10,074
20030324	Visteon Corporation	Center for Quality	Awarded 9/30/2002	\$6,750	\$6,750
20030316	Wayne State University	English Language & Literature	Awarded 9/30/2002	\$182,798	\$182,798
20030204	Western Illinois University	Teacher Education Office of the Dean of Education	Awarded 9/30/2002	\$80,280	\$80,280
20030328	Yazaki North America	Center for Quality	Awarded 9/30/2002	\$2,850	\$2,850
20030329	Yazaki North America	Center for Quality	Awarded 9/30/2002	\$5,100	\$5,100
20030330	Yazaki North America	Center for Quality	Awarded 9/30/2002	\$2,950	\$2,950
20021110	Dreyfus Foundation, Camille Henry	Chemistry	Denied 9/19/2002	\$20,000	\$0
20021204	Lucas County Children's Services Board	Social Work ISCFC	Denied 9/17/2002	\$308,119	\$0
20021201	National Video Resources	Halle Library	Denied 9/9/2002	\$1,700	\$0
20021112	Ann Arbor Center for Independent Living	African American Studies	Pending	\$10,500	\$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

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR SEPTEMBER 2002

9.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020112	Coca Cola Foundation	Social Work	Pending	\$34,975	\$0
20020117	Dearborn Public Schools	History & Philosophy	Pending	\$199,068	\$0
20020725	DSM Research	Coatings Research Institute	Pending	\$74,999	\$0
20030308	DuPont Automotive Products	Industrial Technology	Pending	\$59,059	\$0
20011149	Environmental Protection Agency	CEITA	Pending	\$10,000	\$0
20020737	Environmental Protection Agency	Biology	Pending	\$55,992	\$0
20021053	Environmental Protection Agency	CEITA	Pending	\$3,000	\$0
20021111	Environmental Protection Agency	Institute for Geospatial Research & Education (IGRE)	Pending	\$89,917	\$0
20020721	Flint Greater Eastside Community Assoc	Institute for Diversity in Business Services	Pending	\$33,916	\$0
20021249	Genesee Intermediate School District	Office of Collaborative Education Leadership & Counseling	Pending	\$339,876	\$0
20011144	Harry A. & Margaret D. Towsley Foundation	Alzheimer's Education Program	Pending	\$165,784	\$0
20020226	International Association of Chiefs of Police	Public Safety	Pending	\$5,000	\$0
20020203	Medical College of Toledo	Associated Health Professions	Pending	\$86,087	\$0
20030107	Michigan Department of Career Development	Holman Learning Center	Pending	\$149,964	\$0
20030123	Michigan Department of Community Health	Gerontology	Pending	\$36,000	\$0
20030124	Michigan Department of Community Health	Gerontology	Pending	\$36,000	\$0
20021202	Michigan Department of Community Justice	Social Work	Pending	\$30,425	\$0
20021231	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending	\$50,900	\$0
20021232	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending	\$46,000	\$0
20021233	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending	\$53,700	\$0
20021117	Michigan Department of Education	Children's Institute	Pending	\$79,200	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR SEPTEMBER 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030113	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$29,004	\$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
20021028	Michigan Sea Grant College Program	Biology	Pending	\$126,022	\$0
20021033	Michigan Sea Grant College Program	Biology	Pending	\$136,878	\$0
20020404	Michigan State University	Psychology	Pending	\$199,501	\$0
20021230	Michigan State University	Psychology	Pending	\$154,638	\$0
20021120	Mississippi State University	Physics & Astronomy	Pending	\$9,717	\$0
20021133	Multimedia Educ. Resource for Learning & Online Teaching	Teacher Education	Pending	\$431,118	\$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
20020303	National Endowment for the Humanities	African American Studies	Pending	\$5,000	\$0
20021244	National Institute of Justice	Interdisciplinary Technology Foreign Languages & Bilingual Studies	Pending	\$2,749,116	\$0
20021118	National Institute of Mental Health	Sociology, Anthropology and Criminology	Pending	\$124,000	\$0
20021236	National Institute On Aging	HPERD	Pending	\$71,500	\$0
20020739	National Institutes of Health	Biology	Pending	\$143,000	\$0
20020407	National Science Foundation	Industrial Technology Business & Technology Education	Pending	\$188,318	\$0
20021135	National Science Foundation	Interdisciplinary Technology	Pending	\$75,000	\$0
20030101	National Science Foundation	Biology	Pending	\$353,033	\$0
20030108	National Science Foundation	English Language & Literature	Pending	\$127,641	\$0
20030215	National Science Foundation	Institute for Geospatial Research & Education (IGRE)	Pending	\$299,994	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR SEPTEMBER 2002

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Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030225	National Science Foundation	Sociology, Anthropology and Criminology	Pending	\$99,486	\$0
20030221	Nativescape, LLC, Manchester MI	Institute for Geospatial Research & Education (IGRE)	Pending	\$24,580	\$0
20030222	Nativescape, LLC, Manchester MI	Institute for Geospatial Research & Education (IGRE)	Pending	\$51,970	\$0
20030105	Occupational Safety and Health Administration	Center for Organizational Risk Reduction	Pending	\$161,724	\$0
20020730	Society of Manufacturing Engineers	Coatings Research Institute	Pending	\$15,000	\$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
20020919	U.S. Department of Education	National Institute for Consumer Education	Pending	\$306,038	\$0
20021234	U.S. Department of Education	Foreign Languages & Bilingual Studies	Pending	\$1,500,000	\$0
20030112	U.S. Department of Education	ICARD	Pending	\$229,368	\$0
20021030	U.S. Department of Justice	Women's Studies Program Counseling Services	Pending	\$400,000	\$0
20021134	U.S. Geological Survey	Institute for Geospatial Research & Education (IGRE)	Pending	\$8,928	\$0
20020306	UAW-GM Center for Human Resources	Center for Management & Leadership: Workforce Ed	Pending	\$240,894	\$0
20021013	University Corporation for Atmospheric Research (Denver)	Teacher Education	Pending	\$414,724	\$0
20020610	University of Michigan	Graduate School	Pending	\$143,798	\$0
20021106	University of Michigan	Psychology	Pending	\$6,821	\$0
20021119	University of Michigan	HECR	Pending	\$274,476	\$0
20020501	Washtenaw United Way	ICARD Teacher Education	Pending	\$15,733	\$0
20030203	Wayne County Department of Juvenile Justice	Social Work	Pending	\$30,369	\$0
20020705	Wayne State University	Political Science	Pending	\$139,590	\$0
20020740	Wayne State University	Biology	Pending	\$167,397	\$0

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Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20021235	Western Kentucky University	Teacher Education	Pending	\$157,259	\$0

Quantity of Awards: 32
Sum of Awards: \$1,286,494

Quantity of Pending: 68
Quantity of Denied: 3

13.

EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT
Report to the Board of Regents: 11/19/2002
Grant/Contract Activity for October 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030457	Aisin World Corporation	Center for Quality	Awarded 10/31/2002	\$7,350	\$7,350
20030445	American Axle & Manufacturing	Center for Quality	Awarded 10/31/2002	\$7,450	\$7,450
20030454	American Axle & Manufacturing	Center for Quality	Awarded 10/31/2002	\$10,400	\$10,400
20030455	American Axle & Manufacturing	Center for Quality	Awarded 10/31/2002	\$10,400	\$10,400
20030119	City of Dearborn	Communication & Theatre Arts Political Science	Awarded 10/31/2002	\$4,400	\$4,400
20030118	City of Frankenmuth	Political Science ICARD	Awarded 10/31/2002	\$4,500	\$4,500
20030117	City of Novi	Political Science ICARD	Awarded 10/31/2002	\$3,510	\$3,510
20030406	City of Ypsilanti	Political Science	Awarded 10/31/2002	\$2,200	\$2,200
20030453	Donnelly Corporation	Center for Quality	Awarded 10/31/2002	\$3,350	\$3,350
20030443	Double Eagle Steel Coating Company	Center for Organizational Risk Reduction	Awarded 10/31/2002	\$6,750	\$6,750
20011149	Environmental Protection Agency	CEITA	Awarded 10/8/2002	\$10,000	\$10,000
20030458	Hasting Insurance	Center for Quality	Awarded 10/31/2002	\$2,950	\$2,950
20030456	Henderson Automotive	Center for Quality	Awarded 10/31/2002	\$2,850	\$2,850
20030444	Hitachi Automotive Products (USA), Inc.	Center for Quality	Awarded 10/31/2002	\$6,600	\$6,600
20030450	IAV Automotive Engineering	Center for Quality	Awarded 10/31/2002	\$7,800	\$7,800
20030446	John Crowley, Inc.	Center for Quality	Awarded 10/31/2002	\$750	\$750
20030448	KAMAX - GB Dupont Corporation	Center for Quality	Awarded 10/31/2002	\$5,100	\$5,100
20030305	Koester Performance Research	Computer Science	Awarded 10/31/2002	\$76,772	\$76,772

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030440	Meridian Automotive, Inc.	Center for Organizational Risk Reduction	Awarded 10/31/2002	\$6,500	\$6,500
20030337	Michigan Botanical Club	Biology	Awarded 10/25/2002	\$1,536	\$1,536
20030107	Michigan Department of Career Development	Holman Learning Center	Awarded 10/15/2002	\$149,964	\$149,964
20021117	Michigan Department of Education	Children's Institute	Awarded 10/23/2002	\$79,200	\$79,200
20030121	Michigan Department of State Police	Political Science	Awarded 10/31/2002	\$24,400	\$24,400
20030437	Michigan Truck Safety Commission	Political Science	Awarded 10/31/2002	\$8,500	\$8,500
20030427	Microsoft Corporation	Teacher Education	Awarded 10/31/2002	\$200,000	\$200,000
20030447	Pilot Industries, Inc.	Center for Quality	Awarded 10/31/2002	\$2,850	\$2,850
20030405	Pittsfield Township	Communication & Theatre Arts Political Science	Awarded 10/31/2002	\$5,000	\$5,000
20030441	R.R. Donnelley & Sons Company	Center for Organizational Risk Reduction	Awarded 10/31/2002	\$8,200	\$8,200
20030459	State Historic Preservation Office	Geography & Geology	Awarded 10/31/2002	\$11,000	\$11,000
20030438	Superior Township	Political Science	Awarded 10/31/2002	\$2,000	\$2,000
20030449	University-National Oceanographic Laboratory System	Center for Quality	Awarded 10/31/2002	\$6,500	\$6,500
20030120	Village of Dexter	Political Science ICARD	Awarded 10/31/2002	\$2,000	\$2,000
20030408	Washtenaw County Government	Political Science	Awarded 10/31/2002	\$4,800	\$4,800
20030451	Yazaki North America	Center for Quality	Awarded 10/31/2002	\$5,100	\$5,100
20030452	Yazaki North America	Center for Quality	Awarded 10/31/2002	\$5,200	\$5,200
20021028	Michigan Sea Grant College Program	Biology	Denied 10/29/2002	\$126,022	\$0
20021033	Michigan Sea Grant College Program	Biology	Denied 10/29/2002	\$136,878	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR OCTOBER 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20021244	National Institute of Justice	Interdisciplinary Technology Foreign Languages & Bilingual Studies	Denied 10/29/2002	\$2,749,116	\$0
20030221	Nativescape, LLC, Manchester MI	Institute for Geospatial Research & Education (IGRE)	Denied 10/29/2002	\$24,580	\$0
20030222	Nativescape, LLC, Manchester MI	Institute for Geospatial Research & Education (IGRE)	Denied 10/29/2002	\$51,970	\$0
20030105	Occupational Safety and Health Administration	Center for Organizational Risk Reduction	Denied 10/29/2002	\$161,724	\$0
20021238	U.S. Department of Commerce	ICARD Teacher Education	Denied 10/3/2002	\$620,128	\$0
20021234	U.S. Department of Education	Foreign Languages & Bilingual Studies	Denied 10/29/2002	\$1,500,000	\$0
20021030	U.S. Department of Justice	Women's Studies Program Counseling Services	Denied 10/29/2002	\$400,000	\$0
20021112	Ann Arbor Center for Independent Living	African American Studies	Pending	\$10,500	\$0
20030317	Canadian Embassy	Foreign Languages & Bilingual Studies	Pending	\$10,000	\$0
20030335	Canadian Embassy	Geography & Geology	Pending	\$9,245	\$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
20030301	City of Toledo	Geography & Geology	Pending	\$8,400	\$0
20020112	Coca Cola Foundation	Social Work	Pending	\$34,975	\$0
20030216	Coca Cola, USA	Coatings Research Institute	Pending	\$46,216	\$0
20030310	Colin Higgins Foundation	Lesbian, Gay, Bisexual, Transgen der Resource Center	Pending	\$25,000	\$0
20020117	Dearborn Public Schools	History & Philosophy	Pending	\$199,068	\$0
20020725	DSM Research	Coatings Research Institute	Pending	\$74,999	\$0
20030308	DuPont Automotive Products	Industrial Technology	Pending	\$59,059	\$0
20020737	Environmental Protection Agency	Biology	Pending	\$55,992	\$0
20021053	Environmental Protection Agency	CEITA	Pending	\$3,000	\$0
20021111	Environmental Protection Agency	Institute for Geospatial Research & Education (IGRE)	Pending	\$89,917	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR OCTOBER 2002

16.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030424	Exatec	Coatings Research Institute	Pending	\$30,000	\$0
20020721	Flint Greater Eastside Community Assoc	Institute for Diversity in Business Services	Pending	\$33,916	
20030425	Ford Motor Co.	Office of the Dean of Technology	Pending	\$11,500	\$0
20021249	Genesee Intermediate School District	Office of Collaborative Education Leadership & Counseling	Pending	\$339,876	\$0
20011144	Harry A. & Margaret D. Towsley Foundation	Alzheimer's Education Program	Pending	\$165,784	\$0
20020226	International Association of Chiefs of Police	Public Safety	Pending	\$5,000	\$0
20020203	Medical College of Toledo	Associated Health Professions	Pending	\$86,087	\$0
20030123	Michigan Department of Community Health	Gerontology	Pending	\$36,000	\$0
20030124	Michigan Department of Community Health	Gerontology	Pending	\$36,000	\$0
20021202	Michigan Department of Community Justice	Social Work	Pending	\$30,425	\$0
20021231	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending	\$50,900	\$0
20021232	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending	\$46,000	\$0
20021233	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending	\$53,700	\$0
20030113	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$29,004	\$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
20030411	Michigan Economic Development Corporation	Coatings Research Institute	Pending	\$53,484	\$0
20030412	Michigan Economic Development Corporation	Coatings Research Institute	Pending	\$35,625	\$0
20020404	Michigan State University	Psychology	Pending	\$199,501	\$0
20021230	Michigan State University	Psychology	Pending	\$154,638	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR OCTOBER 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20021120	Mississippi State University	Physics & Astronomy	Pending	\$9,717	\$0
20021133	Multimedia Educ. Resource for Learning & Online Teaching	Teacher Education	Pending	\$431,118	\$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
20020303	National Endowment for the Humanities	African American Studies	Pending	\$5,000	\$0
20030334	National Endowment for the Humanities	History & Philosophy	Pending	\$125,367	\$0
20021118	National Institute of Mental Health	Sociology, Anthropology and Criminology	Pending	\$124,000	\$0
20021236	National Institute On Aging	HPERD	Pending	\$71,500	\$0
20020739	National Institutes of Health	Biology	Pending	\$143,000	\$0
20030314	National Program Center	Workforce Education	Pending	\$49,450	\$0
20020407	National Science Foundation	Industrial Technology Business & Technology Education	Pending	\$188,318	\$0
20021135	National Science Foundation	Interdisciplinary Technology	Pending	\$75,000	\$0
20030101	National Science Foundation	Biology	Pending	\$353,033	\$0
20030108	National Science Foundation	English Language & Literature	Pending	\$127,641	\$0
20030109	National Science Foundation	English Language & Literature	Pending	\$275,075	\$0
20030215	National Science Foundation	Institute for Geospatial Research & Education (IGRE)	Pending	\$299,994	\$0
20030225	National Science Foundation	Sociology, Anthropology and Criminology	Pending	\$99,486	\$0
20030313	National Science Foundation	Chemistry	Pending	\$195,096	\$0
20030318	National Science Foundation	Physics & Astronomy	Pending	\$101,499	\$0
20030418	National Science Foundation	Coatings Research Institute	Pending	\$97,016	\$0
20030419	National Science Foundation	Interdisciplinary Technology Coatings Research Institute	Pending	\$97,046	\$0

18,

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020206	Ohio State University	Business & Technology Education	Pending	\$27,138	\$0
20030311	SAP America, Pennsylvania	Management	Pending	\$25,000	
20020730	Society of Manufacturing Engineers	Coatings Research Institute	Pending	\$15,000	\$0
20030407	Southeast Michigan Council of Governments	Political Science	Pending	\$2,000	\$0
20030336	Susan G. Komen Breast Cancer Foundation	Nursing Education	Pending	\$249,347	\$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
20020919	U.S. Department of Education	National Institute for Consumer Education	Pending	\$306,038	\$0
20030112	U.S. Department of Education	ICARD	Pending	\$229,368	\$0
20030315	U.S. Department of State	Sociology, Anthropology and Criminology	Pending	\$113,278	\$0
20021134	U.S. Geological Survey	Institute for Geospatial Research & Education (IGRE)	Pending	\$8,928	
20021142	UAW-Ford National Programs Center	Workforce Education	Pending	\$213,579	\$0
20020306	UAW-GM Center for Human Resources	Center for Management & Leadership: Workforce Ed	Pending	\$240,894	\$0
20030333	United States Institute of Peace	Sociology, Anthropology and Criminology	Pending	\$65,683	\$0
20021013	University Corporation for Atmospheric Research (Denver)	Teacher Education	Pending	\$414,724	\$0
20020610	University of Michigan	Graduate School	Pending	\$143,798	\$0
20021106	University of Michigan	Psychology	Pending	\$6,821	\$0
20021119	University of Michigan	HECR	Pending	\$274,476	\$0
20030402	University of South Florida	ISCFC	Pending	\$90,749	\$0
20020501	Washtenaw United Way	ICARD Teacher Education	Pending	\$15,733	\$0
20030203	Wayne County Department of Juvenile Justice	Social Work	Pending	\$30,369	\$0
20020705	Wayne State University	Political Science	Pending	\$139,590	

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR OCTOBER 2002

19.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020740	Wayne State University	Biology	Pending	\$167,397	\$0
20021235	Western Kentucky University	Teacher Education	Pending	\$157,259	\$0

Quantity of Awards: 35
Sum of Awards: \$695,882

Quantity of Pending: 81
Quantity of Denied: 9

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 4
DATE: November 19, 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 October 28, 2002.

STAFF SUMMARY

The Parking Expansion Project is progressing with the completion of all surface lots. The remaining projects consisting of the softball field relocation and the new 260-space tabletop deck are in progress.

The construction of the new softball fields is continuing with electrical, underground utilities, and seeding in progress. Installation of light poles and fencing will begin in November. The fields will be ready for play for the fall 2003 season.

The 260-space tabletop deck is in design phase with construction scheduled to begin in the spring of 2003. The relocation of the Business and Finance occupants to renovated Hover is complete. Demolition of the Business & Finance Building is underway with the construction of the new tabletop deck to follow.

The University House project is also progressing with interior work underway. All mechanical and electrical rough-in has been completed. Due to value engineering of the construction project and miscellaneous delays in material deliveries, completion is now targeted for the spring of 2003.

The lighting retrofits for Pierce, Sill, Roosevelt and Sherzer are complete with noticeable improvements to both lighting conditions and energy savings.

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
 OCTOBER 28, 2002

<u>PROJECTS IN PROGRESS</u>	<u>BUDGET</u>
<p>CREW TRAINING ROOM RENOVATIONS Account No: 7-77835 Source of Funds: Facility Reserves Design Consultant: Physical Plant Project Manager: John Havranek Status: Project is 90% complete Scheduled Completion: November 2002</p>	93,000
<p>HOUSING FIRE ALARM Account No: 7-77799 Source of Funds: Housing Reserve Design Consultant: Ghafari Associates Project Manager: Ray Sowers Status: New fire alarm system for Hill completed and approved. Construction in Buell, Goddard, Hill & Hoyt is complete. Project is Complete</p>	734,000
<p>HOYT EMPORIUM PHASE II Account No: 7-77824 Source of Funds: Housing & Dining Reserves Design Consultant: Angelini & Associates Project Manager: Joe Hickey Status: Design complete. Construction in progress Scheduled Completion: January 2003</p>	821,600
<p>MARK JEFFERSON ELEVATOR CONTROL REPAIR Account No: 7-77817 Source of Funds: Asset Preservation Design Consultant: n/a Project Manager: Larry Ward Status: Project has begun with circuit control repairs in progress. Scheduled Completion: June 2003</p>	60,000
<p>PARKING EXPANSION Account No: 777885 Source of Funds: Bond Proceeds Design Consultant: Becket & Raeder, Walbridge Aldinger Project Manager: Aaron Preston Status: Surface lots are complete. Parking deck is being designed. Softball field construction is in progress Scheduled Completion: September 2003</p>	6,644,000
<p>UNIVERSITY APARTMENT RENOVATION Account No.: 4-42011; 4-42013; 4-42015; 4-43018 Source of funds: Housing and Dining reserves Design Consultant: n/a Project Manager: Joe Hickey Ongoing upgrade and modernization of 40-50 apartments per year. Status: Implementation upon vacancies throughout the year. Scheduled Completion: Project is on-going</p>	275,000
<p>UNIVERSITY HOUSE Account No: 7-77778 Source of Funds: royalties, gifts, debt refinancing, equity from Forest Ave. house and Stonebridge residence. Design Consultant: API, ME Engineering Consultants Project Manager: Aaron Preston Status: Construction is in progress with interior finishes and site work continuing. Landscaping/sitework in progress Scheduled Completion: Spring 2003</p>	3,500,000
TOTAL PROJECTS IN PROGRESS	\$12,127,600

EASTERN MICHIGAN UNIVERSITY
CONSTRUCTION PROJECTS PROGRESS REPORT
OCTOBER 28, 2002

PROJECTS IN PROGRESS

BUDGET

DEVELOPING PROJECTS

Campus Master Planning
Phase II Student Housing
Rackham Fire Alarm System Replacement
Energy Performance Contract
Buell Substation/Switch Panels
McKenny Union Expansion
Mark Jefferson Renovation
Pray-Harrold Modernization

PROJECTS ON HOLD

Jones-Goddard Electrical Upgrades

110,000

TOTAL PROJECTS ON HOLD

\$110,000

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 5

DATE:

November 19, 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 October 31, 2002 be received and placed on file.

STAFF SUMMARY

The Student Accounts Receivable Ratio Analysis reflects that the October 31, 2002 net receivable balance is \$13,407,000 or 20.66 percent of revenue as compared to \$12,758,000 or 21.66 percent of revenue as of October 31, 2001, which is a 1.00 percent decrease. The report shows an increase of .22 percent as compared to the five year average of 20.44 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 *X*

Date

Student Accounts Receivable Ratio Analysis

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

	2001-02		2002-03		5 Year Average		5 Year Average	
	Revenue	Net Receivable	Revenue	Net Receivable	Percent	Percent	Percent	Percent
July	\$ *	\$ *	\$ *	\$ *	*	\$	\$	
August	55,113	31,922	53,949	49,581	49.06%	53,949	49,581	91.90%
September	58,088	22,627	60,783	30,348	49.06%	60,783	30,348	49.93%
October	58,900	12,758	63,937	20,731	34.47%	63,937	20,731	32.42%
November	59,130	10,911	64,898	13,407	20.71%	64,898	13,407	20.66%
December	107,205	21,402			19.70%			
January	111,791	15,583			17.27%			
February	112,511	10,508			14.44%			
March	113,171	7,706			9.80%			
April	122,850	13,446			7.06%			
May	123,352	7,536			11.21%			
June	123,373	5,800			6.77%			
					4.65%			

* 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 October 31, 2002

Aging Report

	Current	60-120 Days	121-180 Days	181-360 Days	Total
Gross Receivable	\$3,956,607	\$8,227,117	\$739,771	\$1,777,628	\$14,701,122
Allowance	129,371	194,057	323,428	646,856	1,293,711
Net Receivable	\$3,827,236	\$8,033,061	\$416,343	\$1,130,772	\$13,407,411
10/31/01 Balance	\$3,769,091	\$7,545,870	\$407,015	\$1,035,603	\$12,757,579

Revenue Summary

	Fiscal Year To Date	Prior Year To Date	Variance
<u>General Fund Revenue</u>			
Tuition & Required Fees	\$51,262,734	\$46,029,063	11.37%
Other Student Fees	1,473,235	1,420,136	3.74%
Total	52,735,969	47,449,199	11.14%
<u>Other Funds Revenue</u>			
Room & Board	10,843,986	10,319,956	5.08%
Miscellaneous	1,317,909	1,130,475	16.58%
Total	12,161,894	11,450,432	6.21%
Total Revenue	\$64,897,864	\$58,899,631	10.18%

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

Agency	Cumulative Inventory @ October 2002	Cumulative Inventory @ October 2001
AssetCare	-	\$31,869
Credit Bureau of Ypsilanti	1,892,618	1,943,299
Enterprise Recovery	2,978,083	2,302,992
General Revenue Corporation	1,739,253	1,415,823
H. W. Ketchum Collection	1,287,522	1,054,489
Immediate Credit Recovery	3,684	3,939
National Enterprise Systems	1,393,360	535,377
World Credit, Inc.	684	144,479
TOTALS	\$9,295,205	\$7,432,267
Five Year Revenue	\$530,127,696	\$489,125,578
Five Year % of Revenue	1.75%	1.52%

Eastern Michigan University
Collection Agency Comparison

Net Assignments

Agency	Y-T-D October 2002	Y-T-D October 2001
AssetCare	-	-
Credit Bureau of Ypsilanti	343	22,946
Enterprise Recovery	749,094	36,309
General Revenue Corporation	481,988	282,592
H. W. Ketchum Collection	(20,311)	(57,804)
Immediate Credit Recovery	(6,798)	(79,135)
National Enterprise Systems	1,052,203	126,764
World Credit, Inc.	722	-
TOTALS	\$2,257,242	\$331,673

Recoveries

Agency	Y-T-D October 2002	Y-T-D October 2001
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	53,721	42,905
Enterprise Recovery	161,503	104,704
General Revenue Corporation	117,383	82,404
H. W. Ketchum Collection	12,781	37,967
Immediate Credit Recovery	1,319	4,495
National Enterprise Systems	81,806	60,587
World Credit, Inc.	38	-
TOTALS	\$428,551	\$333,062

Eas Michigan University
Collection Agency Comparison

Collection Expense

Agency	Y-T-D October 2002	Y-T-D October 2001
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	18,618	20,245
Enterprise Recovery	36,364	32,943
General Revenue Corporation	31,066	23,956
H. W. Ketchum Collection	3,429	12,394
Immediate Credit Recovery	290	954
National Enterprise Systems	21,875	15,148
World Credit, Inc.	19	-
TOTALS	\$111,661	\$105,640

Eastern Michigan University
Collection Agency Inventory Rollforward
2002-03

Agency	Beginning Inventory September 2002	+October 2002 Assignments	-October 2002 Recoveries	=Ending Inventory October 2002
AssetCare	31,869	\$ -	\$ 31,869	-
Credit Bureau of Ypsilanti	1,898,009	(928)	4,463	1,892,618
Enterprise Recovery	3,309,041	46,257	44,831	3,310,467
General Revenue Corporation	1,597,903	162,629	21,278	1,739,254
H. W. Ketchum Collection	956,510	-	1,372	955,138
Immediate Credit Recovery	(19,961)	23,865	220	3,684
National Enterprise Systems	1,435,695	(17,361)	24,975	1,393,359
World Credit, Inc.	145,163	-	144,479	684
TOTALS	\$9,354,229	\$214,463	\$273,487	\$9,295,205

2001-02 (Prior Year)

Agency	Beginning Inventory September 2001	+October 2001 Assignments	-October 2001 Recoveries	=Ending Inventory October 2001
AssetCare	\$31,869	\$ -	\$ -	\$31,869
Credit Bureau of Ypsilanti	1,935,482	17,269	9,451	1,943,300
Enterprise Recovery	2,298,412	21,711	17,132	2,302,991
General Revenue Corporation	1,427,299	6,646	18,123	1,415,822
H. W. Ketchum Collection	1,125,559	(56,618)	14,450	1,054,490
Immediate Credit Recovery	81,605	(76,551)	1,116	3,939
National Enterprise System	529,766	19,898	14,285	535,378
World Credit, Inc.	144,479	-	-	144,479
TOTALS	\$7,574,471	(\$67,645)	\$74,557	\$7,432,267

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 6
DATE: November 19, 2002

RECOMMENDATION

REPORT: Information and Communications Technology Initiatives

ACTION REQUESTED

It is recommended that the Report on the progress of ICT Initiatives and financial status report be accepted and placed on file.

STAFF SUMMARY

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

All initiatives are currently meeting schedule targets and budgets.

FISCAL IMPLICATIONS

The ICT initiatives are funded through a combination of the \$28 million approved by the Board and the ICT General Fund budget.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

ICT STRATEGIC INITIATIVES PROGRESS REPORT

September 1, 2002, through October 31, 2002

ICT REORGANIZATION

- Next steps in reorganization determined by transition team.

ENTERPRISE NETWORKING INFRASTRUCTURE

- New College of Business data network completely installed and functional. All cutovers have been completed.
- Last segment of redundant core fiber optic cabling is in the process of being installed. New network core/backbone electronics (total of 3 major backbone nodes) have been installed to make use of the new fiber once it's complete. Backbone data bandwidth has been increased more than tenfold to accommodate existing and emerging learning and business technologies.
- New data network equipment has arrived for Pierce, Boone, and Hover. Hover electronics have been installed and are functional. Boone and Pierce upgrades are in the planning process for implementation.
- Campus Firewall implementation - Firewall hardware/software has been "bench" tested and works as expected. Staff are trained to implement. Memo has been developed and is in the process of being prepared for distribution to the campus discussing the value/requirements associated with implementation of this technology.

FACULTY, STAFF AND STUDENT LAB PC REFRESHMENT

- Committee to determine specifications for computers to be offered in 2003 refresh initiative meeting. Final recommendations expected mid November.

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

- Student Module –
 - **Course/Schedule Live**
- Finance –
 - **Monthly Budget Reports available on line to end users**

SCT Training Events

- Human Resources -
 - 9/9/02 Web for Employees and Web for General presented to Process Team

- Financial Aid –
 - 9/16/02 - The following components were presented:
 - Common Functions
 - Pell Reporting
 - Maintaining Title IV Authorizations
 - Overall testing & processing
 - 10/22/02
 - FFELP and Alternative Loan processing,
 - Change Transactions,
 - Student Employment
- Student –
 - 10/1/02 - Accounts Receivable Training
 - 10/10/02- Initial CAPP Training
- Alumni/Development
 - 10/21/02 – Initial Data Gathering Meetings

Technical Training

- HR Technical Training – 9/24/02, 10/15/02
- Student Technical Training – 10/28/02

End User Training (Conducted by EMU Trainers)

- Managing Course Schedules Pilot Training - Delivered 10 - 3 hours sessions over 5 days with 77 attendees
- Initial delivery of Basic Online Queries - Delivered 2 - 1 ½ hour sessions with 15 attendees

Hardware/Software Events

- Completed Software Upgrade to New Release Level

Other Items

Contracted with SCT to modify life insurance calculation to be consistent with EMU labor contracts.

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

- Instructional technologists working with WebCT on implementation planning for Vista project.

EASTERN MICHIGAN UNIVERSITY
ICT INITIATIVE
NOVEMBER 2002 STATUS

	FY 2002		Actual O/(U) Plan	Forecast FY2003	FY 2003 - FY 2006 Projected			Total 2002 - 2006 Plan	Total 2002 - 2006 Projection	Total Projection O/(U) Plan
	Plan	Actual			FY 2004	FY 2005	FY 2006			
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	0	(190,000)	0	0	0	190,000	0	(190,000)	
Technology Fee (\$10 Per Credit Hour)	4,839,271	5,290,413	451,142	5,324,422	5,324,422	5,324,422	25,215,151	26,588,101	1,372,950	
Total Sources Of Funding	\$8,079,271	\$8,496,537	\$417,266	\$5,324,422	\$5,324,422	\$5,324,422	\$28,455,151	\$29,794,225	\$1,339,074	
Uses Of Funding										
Infrastructure	\$1,665,000	\$1,233,320	\$(431,680)	\$2,096,680	\$1,665,000	\$0	\$6,660,000	\$6,660,000	\$0	
Computer Refreshment	1,000,000	770,975	(229,025)	1,229,025	1,000,000	1,000,000	5,000,000	5,000,000	0	
Portal/Applications	5,884,983	3,876,877	(2,008,106)	3,338,344	746,675	594,726	8,678,540	8,544,727	(133,813)	
Tech/Support Staff	0	0	0	160,000	166,400	173,056	0	679,434	679,434	
Professional Development/Training	213,000	0	(213,000)	213,000	213,000	213,000	1,065,000	852,000	(213,000)	
Extended Student Lab Hours	75,600	31,811	(43,789)	78,625	81,775	88,500	409,600	365,811	(43,789)	
Sub-Total Non-LRT Uses	\$8,838,583	\$5,912,983	\$(2,925,600)	\$7,115,674	\$3,872,850	\$3,730,882	\$21,813,140	\$22,101,972	\$288,832	
Learning Resource Tech. Operations	805,788	801,203	(4,585)	813,014	845,534	879,356	4,258,222	4,253,637	(4,585)	
Learning Resource Technologies Debt	768,430	734,215	(34,215)	1,019,900	0	0	1,788,330	1,754,115	(34,215)	
Interest	0	0	0	0	0	0	595,459	0	(595,459)	
Total Uses Of Funding	\$10,412,801	\$7,448,401	\$(2,964,400)	\$8,948,588	\$4,718,384	\$4,610,238	\$28,455,151	\$28,109,724	\$(345,427)	
Net Sources/Uses										
Net Sources/(Uses)	\$(2,333,530)	\$1,048,136	\$3,381,666	\$(3,624,166)	\$606,038	\$714,184	\$0	\$1,684,501	\$1,684,501	\$1,684,501
Cumulative Net Sources/(Uses)				(2,576,030)	(1,969,992)	(1,255,808)				
Approved Loan Plan										
Technology Loan	\$2,350,000			\$2,475,000	\$0	\$0	\$4,825,000	\$4,825,000		
Loan Principle Payment (Incl. \$100K)	0			0	(750,000)	(930,000)	(3,145,000)	(4,825,000)		
Net Loan Principle Outstanding	\$2,350,000			\$4,825,000	\$4,075,000	\$3,145,000	\$0	\$0		

Memo:

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 7

DATE:

November 19, 2002

RECOMMENDATION

STAFF APPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve 47 staff appointments for the reporting period August 1, 2002 through October 21, 2002.

STAFF SUMMARY

Of the 47 staff appointments there are 24 females (51 percent) and 23 males (49 percent). Demographics of the total group indicate 33 Caucasians (71 percent), nine African-Americans (19 percent), two Asians (four percent), two multi-racial (four percent), and one Hispanic (two percent).

FISCAL IMPLICATIONS

The salaries are part of the University's 2002-2003 budget as approved by the Board of Regents.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

DATE: ember 19, 2002
 BOARD REPORT FOR: 11/19/02
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICH. UNIVERSITY
 STAFF APPOINTMENTS

GE 1
 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>
Starner, Stuart J.	VP Advancement & Ex Dir Foundation	AP-15	VP for Advancement & Ex. Dir Foundation	08/01/02	\$142,000	100	W	M	New Hire
Cheng, Jui-Chung	Learning Resources & Technology Dean	AP-14A	University Librarian	08/19/02	\$105,000	100	A	F	New Hire
Byrd, Mark A.	Institutional Analysis & Reporting	AP-13	Exec. Dir Institutional Research & Information Management	09/30/02	\$105,000	100	W	M	New Hire
Barkoff, Larry W.	Legal Affairs	AP-12	Asst. General Counsel - University Attorney	10/01/02	\$74,000	100	W	M	New Hire
Flanagan, April	Human Resources	AP-12	Director Organization Excellence	09/27/02	\$82,000	100	W	F	New Hire
Joseph, Michael	Construction Management	AP-11	Asst. Director Facilities Planning Management & Construction	10/07/02	\$78,500	100	M	M	New Hire
Schaffer, Connie	ICT Administrative	AP-11	Assistant to the Chief Information Officer	09/23/02	\$65,292	100	W	F	New Hire
DeCamp, JoAnna	Continuing Education - Non Credit Programs	AP-10	Director Non-Credit Programs	09/03/02	\$52,000	100	W	F	New Hire
Francisco, Hiawatha	Intercollegiate Athletics - Administration	AP-10	Asst. Director Athletics & Facilities Operations	09/09/02	\$48,000	100	M	M	New Hire
Kirkland, Aric J.	ICT - ATCS	AP-10	Manager ICT Comp Labs	10/07/02	\$54,000	100	W	M	New Hire

11

DATE: November 19, 2002
 BOARD REPORT FOR: 11/19/02
 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>
Ohmer, Todd	Payroll	AP-10	Payroll Manager	09/09/02	\$57,000	100	W	M	New Hire
Salk, Daniel	Director, Risk Management	AP-10	Asst. Director Risk Management & Workers' Compensation	10/07/02	\$70,000	100	W	M	New Hire
Winborne, Malverne	Charter School Program	AP-10	Assistant Director of Charter Schools	09/16/02	\$54,601	100	B	M	New Hire
Baird, Karen	Intercollegiate Athletics Softball	AC-16	Head Coach (Bsb/Sf/b/Ttk/Vol)	08/28/02	\$44,000	100	W	F	New Hire
Vinson, Steven	Intercollegiate Athletics Basketball	AC-12	Asst. Coach (Ftb/Mn-Wrn Basketball)	09/19/02	\$40,945	100	B	M	New Hire
Storror, Scott	Parking	PT-10	Project Engineer	09/16/02	\$54,500	100	W	M	New Hire
Lauterbach, Lisa W.	Counseling	PT-09	Sr. Mental Health Counselor	10/15/02	\$49,500	100	W	F	New Hire
Sasry, Vijayasree	ICT-Application & Support Financial Systems	PT-09	Client Server Anal/Programmer II	09/09/02	\$50,000	100	A	F	New Hire
Jellema, Benjamin	Arts & Sciences - Office of Dean	PT-08	CollegeTech Specialist I	09/09/02	\$38,400	100	W	M	New Hire
Ken, Simon	ICT - ATCS	PT-08	CollegeTech Specialist I	09/09/02	\$40,000	100	W	M	New Hire

2

DATE: /ember 19, 2002
 BOARD REPORT FOR: 11/19/02
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICH. UNIVERSITY
 STAFF APPOINTMENTS

AGE 3
 APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Reisen, Kathryn	NXXLevel Entrepren Training	PT-08	Bus Consultant MI Small Business Development Center	09/30/02	\$19,240	50	W	F	New Hire
Robinson, A'Lynne	MDDC: 4S Program 1/02	PT-08	Project Coordinator Holman Learning Center	09/09/02	\$42,000	100	B	F	New Hire
Heard, Nicole C.	HDUC Accounting Prorate	PT-07	Accountant II	10/21/02	\$33,000	100	B	F	New Hire
Michael, Andrea	Intercollegiate Athletics - Training Room	PT-07	Asst. Athletic Trainer	09/09/02	\$32,000	100	W	F	New Hire
Schmidt, Bradley	MDDC: FCCLA MI	PT-07	State Coordinator	09/23/02	\$17,200	50	W	M	New Hire
Sims, Michael	HDUC Computer Support	PT-07	Coordinator Eagle Card Operations	10/10/02	\$36,000	100	W	M	New Hire
Robertson, Anne M.	Custodial-Prorate	PT-05	Foreperson, Custodial	10/07/02	\$31,328	100	W	F	New Hire
Irwin, Mary Beth	University Marketing	CC-06	Administrative Secretary	09/09/02	\$30,000	100	W	F	New Hire
Koivu, Ruth	USDE: LEP-TNET Year 4	CS-05	Senior Secretary	10/16/02	\$13,059	50	W	F	New Hire
Krumwiede, Rachel	CHHS-Academic Advising Center	CS-05	Customer Service Rep II	08/27/02	\$13,059	50	W	F	New Hire

DATE: November 19, 2002
 BOARD REPORT FOR: 11/19/02
 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>
Garcia, Lauren	Office of the Registrar	CS-04	Senior Clerk	09/16/02	\$23,113	100	H	F	New Hire
Lindsey, Kimberly	History & Philosophy	CS-04	Secretary II	08/30/02	\$23,113	100	W	F	New Hire
Martin, Winifred	Special Education	CS-04	Secretary II	09/03/02	\$23,113	100	W	F	New Hire
Miles, Andrea	Management	CS-04	Secretary II	10/01/02	\$23,113	100	B	F	New Hire
Moore, Linda	Accounting	CS-04	Secretary II	09/03/02	\$11,557	50	W	F	New Hire
Pierce, Arnette	COE-Office of Academic Services	CS-04	Secretary II	09/04/02	\$23,113	100	B	F	New Hire
Taylor, Coreen	Center for Management & Leadership	CS-04	Secretary II	10/01/02	\$23,113	100	W	F	New Hire
Duncan, Dennis	Maintenance Service Staff Pro	FM-21	Electrician	10/01/02	\$44,033	100	W	M	New Hire
Stephens, Benjamin	Grounds, Walks & Roadways	FM-12	Groundsperson	08/19/02	\$9,485	50	W	M	New Hire
Stidham, Roger	Convocation Center Event Operations	FM-12	Facilities Attendant	09/24/02	\$18,970	100	W	M	New Hire

4.

DATE: September 19, 2002
 BOARD REPORT FOR: 11/19/02
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICH. UNIVERSITY
 STAFF APPOINTMENTS

PAGE 5
 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>
Martinez, Shannon	Custodial Services	FM-06	Custodian	09/22/02	\$17,389	100	W	F	New Hire
Richardson, Alex	Custodial Services	FM-06	Custodian	09/22/02	\$17,389	100	B	M	New Hire
Wiatr, Deanna	Custodial Services	FM-06	Custodian	09/22/02	\$17,389	100	W	F	New Hire
Brooks, Christopher	Eastern Eateries	FM-95	Fast Food Worker	09/03/02	\$10,400	63	B	M	New Hire
Emmert, Lisa	Eastern Eateries	FM-95	Fast Food Worker	09/02/02	\$16,640	100	W	F	New Hire
Harris, Eric	Eastern Eateries	FM-95	Fast Food Worker	09/03/02	\$16,640	100	W	M	New Hire
Page, George	Eastern Eateries	FM-95	Fast Food Worker	10/03/02	\$16,640	100	B	M	New Hire

5.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 8

DATE:

November 17, 2002

RECOMMENDATION

SEPARATIONS/RETIREMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve 37 separations and retirements for the reporting period June 29, 2002 through October 28, 2002.

STAFF SUMMARY

Of the 37 separations and retirements there are 21 (57 percent) females and 16 (43 percent) males. Demographics of the total group indicate 32 Caucasians (87 percent), two African Americans (5 percent), two Hispanics (5 percent) and one Asian (3 percent).

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

DATE: 11/19/02
 BOARD REPORT FOR: 11/19/02
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

JE 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>
Rice, Dale L.	Academic Services Learning	F-24	Professor	09/01/67	10/06/02	\$80,447	100	W	M	Retirement
Uhlander, Lorraine Newsome-Williams, Jacqueline	Management	F-16	Professor	09/01/81	09/04/02	\$82,263	100	W	F	Other Position
Fineberg, Keith	Nursing	F-24	Associate Professor	08/28/91	09/20/02	\$52,754	100	B	F	Personal
	Human Environmental & Consumers Resources	F-16	Assistant Professor	08/25/93	08/26/02	\$50,920	100	W	M	Other Position
Lyman, Steven B.	Interdisciplinary Technology	F-24	Assistant Professor	08/25/99	08/23/02	\$54,508	100	W	M	Other Position
Boman, Dennis	History & Philosophy	L-16	Lecturer III	08/29/01	08/31/02	\$27,500	100	W	M	Assignment Ended
Chen, Joseph S.	Human Environmental & Consumers Resources	L-16	Lecturer III	09/01/01	08/31/02	\$49,142	100	A	M	Personal
Comer, James	History & Philosophy	L-24	Lecturer I	09/01/00	08/31/02	\$27,500	100	W	M	Other Position
Reum-Troia, Mary	Communications & Theatre Arts	L-16	Lecturer I	08/31/94	08/31/02	\$27,500	100	W	F	Personal
Starr, Susan	Biology	L-16	Lecturer I	01/02/93	08/31/02	\$27,500	100	W	F	Other Position
Wilbanks, Ambrose	English Language & Literature	L-16	Lecturer I	08/28/91	08/31/02	\$28,000	100	W	M	Other Position
Farmer, David	Intercollegiate Athletics - Womens Tennis	AC-14	Head Coach (Wrest/Golf/Soc/Tenn)	01/02/96	10/09/02	\$37,101	100	W	M	Personal
Brown, Temple	Intercollegiate Athletics - Womens Basketball	AC-12	Asst. Coach (Ftbl/Mn-Wrm Bsktbl)	06/25/01	08/15/02	\$32,756	100	B	F	Discharged

DATE: November 19, 2002
 BOARD REPORT FOR: 11/19/02
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

PAGE 2
 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>
Bingle, Matt L.	Intercollegiate Athletics - Womens Track	AC-11	Asst. Coach (Sftb, CC/Trk, Vol, Bsb)	11/12/97	09/27/02	\$30,648	100	W	M	Other Position
Canary, Stacey	Admissions-On-Campus Outreach	PT-09	Asst. Director Campus Visiting Program	08/14/95	09/30/02	\$42,013	100	W	F	Other Position
Levine, Janet	Health Service Specialty Clinic	PT-09	Nurse Practitioner	07/26/95	08/26/02	\$24,405	50	W	F	Leaving Area
Kapelanski, Donna	UAW-Ford Research and Engineering	PT-08	Workplace Education Specialist	10/23/00	08/24/02	\$40,685	100	W	F	Other Position
Stubbs, Anita	Accounting	PT-08	Senior Accountant	05/22/90	08/26/02	\$41,888	100	W	F	Did not return from leave
Swaffer, James	UAW-Ford Research and Engineering	PT-08	Workplace Education Specialist	04/20/98	10/28/02	\$40,173	100	W	M	Other Position
Hall, Barry	University Marketing	PT-07	Writer II	09/02/98	09/03/02	\$31,151	100	W	M	Return to School
Reynolds, Jodi	Eastern Echo	PT-07	Manager Student Media	02/27/98	10/09/02	\$33,274	100	W	F	Other Position
Klimkiewicz, Jennifer M.	Residence Hall Prorate	PT-06	Area Complex Director	07/05/00	08/24/02	\$27,089	100	W	F	Other Position
Statiej, Kristina	USDE/WKU Improving Teach 3	PT-06	Administrative Assistant II	09/25/00	09/16/02	\$27,810	100	W	F	Return to School
Traster, Carrie A.	Public Safety Support	CP-01	Officer Campus Police	02/19/01	09/27/02	\$38,252	100	H	F	Other Position

2

DATE: October 19, 2002
 BOARD REPORT FOR: 11/19/02
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/HIREMENTS

RETIRES/SEPARATIONS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS</u>	<u>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>
Baker-McDaniel, Jill	Learning Resources	CS-05		Library Assistant III	09/05/95	10/18/02	\$26,117	100	W	F	Other Position
Nicholson, Lisa	Intercollegiate Athletics Administration	CS-05		Senior Secretary	04/03/00	10/24/02	\$26,118	100	W	F	Other Position
Ramsey, Patricia	MDE/MDCD: BPA01-02	CS-05		Senior Secretary	09/24/79	07/11/02	\$22,274	80	W	F	Did not return from leave
Rivard, Dawn	Finance & CIS	CS-05		Senior Secretary	03/30/00	09/20/02	\$26,117	100	W	F	Other Position
Samaha, Lisa	Payroll	CS-05		Account Specialist	07/15/02	09/16/02	\$26,118	100	W	F	Discharged
Damon, Heather N.	COE Clinical Suite	CS-04		Secretary II	08/22/99	10/14/02	\$11,556	50	W	F	Other Position
Evans, Rebecca D.	Office of the Registrar	CS-04		Senior Clerk	11/25/01	06/29/02	\$22,224	100	H	F	Other Position
Maher, Christine	Teacher Education	CS-04		Secretary II	05/04/98	10/24/02	\$23,112	100	W	F	Other Position
Monat, Eric	Contract Services Prorate	CS-04		Customer Service Representative	12/15/98	09/30/02	\$23,113	100	W	M	Layoff Without Recall
Ferguson, George	Electrical	FM-25		Group Leader Skilled Trades II	05/14/93	10/01/02	\$57,200	100	W	M	Retirement
Bauer, Walter	Dining Services	FM-12		Dining Services Unit Leader	03/12/02	09/23/02	\$24,898	100	W	M	Personal

3.

DATE: November 19, 2002
 BOARD REPORT FOR: 11/19/02
 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>
Cook, Timothy M.	Custodial Services	FM-06	Custodian	03/19/73	08/31/02	\$28,558	100	W	M	Retirement
Corn, Robert	Custodial Services	FM-06	Custodian	02/02/98	08/30/02	\$22,984	100	W	M	Return to School

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 two (2) former faculty members listed in the attached report.

STAFF SUMMARY

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

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

**EASTERN MICHIGAN UNIVERSITY
EMERITUS FACULTY STATUS RECOMMENDATION
November 19, 2002**

Robert Mancell

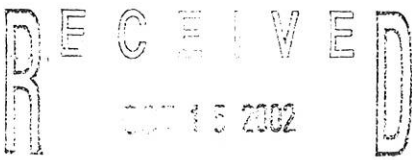
Professor, Department of Geography and Geology from 1969-2002
(33 years)

Doctoral University of Michigan, 1974
Masters University of Michigan, 1960
Baccalaureate University of Michigan, 1959

Dale L. Rice

Professor, Department of Special Education from 1967-2002
(35 years)

Doctoral University of Michigan, 1970
Masters University of Michigan, 1960
Baccalaureate University of Michigan, 1958



COLLEGE OF ARTS & SCIENCES
OFFICE OF THE DEAN

DATE: September 25, 2002

**EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS**

**EMERITUS FACULTY STATUS
RECOMMENDATION**

NAME OF FACULTY MEMBER: Robert Mancell

STATUS/RANK: Professor

NUMBER OF YEARS AT EASTERN: 33 RETIREMENT DATE: August 31, 2002

BRIEF STATEMENT OF SUPPORT: Dr. Mancell has had a distinguished career as a teacher and researcher in the Department of Geography and Geology. He has taught numerous courses in the department, advised many students, and contributed to the development of many of our programs. He is richly deserving of emeritus status.

Recommendation by (please print): The entire Geography and Geology Faculty
Michael D. Bradley, Chair, Personnel Committee

Recommendation supported by:

Department Head

Date

Dean

Date

Provost

Date

Date Recommended to Board

**EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS**

EMERITUS FACULTY INFORMATION

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

NAME OF FACULTY MEMBER: Robert Mancell

HOME ADDRESS:

HOME PHONE:

DEGREES/COLLEGE: Ph.D. (1974) University of Michigan
M.A. (1960) University of Michigan
B.A. (1959) University of Michigan

DATE OF HIRE AT EMU: September 10, 1969

DATE OF RETIREMENT: August 31, 2002

DEPARTMENT: Geography and Geology

STATUS/RANK AT EMU: Professor

*NAME OF SPOUSE (IF KNOWN):

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

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

Academic Affairs
106 Welch Hall



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION

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

Name of Faculty Member: Robert Mancell

Current Status/Rank at EMU: Professor

Date of Hire at EMU: Sep 10, 1969 Retirement Date: Aug 31 2002

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: _____

Degree(s)/Institutions/Year: Baccalaureate: B.A. 1959 Uof M

Masters: M.A. 1960 Uof M

Doctoral: Ph.D. 1974 Uof M

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.

X

 Recommended by (please print) Date

X

 Department Head Date

X

 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
 Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION

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

Name of Faculty Member: Dr. Dale L. Rice

Current Status/Rank at EMU: Professor

Date of Hire at EMU: September, 1967 Retirement Date: October 6, 2002

Number of Years at EMU: 35 (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: University of Michigan, 1958

Masters: University of Michigan, 1960

Doctoral: University of Michigan, 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.

Lynne A. Rocklage 10/30/02
 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

**Eastern Michigan University
Department of Special Education**

EMERITUS FACULTY STATUS RECOMMENDATION

**Dr. Dale L. Rice
Professor**

The Faculty, Staff and Students of the Department of Special Education, Eastern Michigan University, unanimously recommend Dr. Dale L. Rice as Emeritus Faculty. Dr. Rice joined the EMU faculty in 1967 as an Assistant Professor, and retired October 6, 2002 at the rank of Professor.

Dr. Rice began his work at EMU as a Visiting Lecturer in 1965, teaching courses in the area of Emotional Impairment. In 1967 he became a full-time faculty member in the Department of Special Education as a member of the Program Area of Emotional Impairment. Dr. Rice's retirement letter states "...a total of 37 years of my life have been spent here (EMU). I do not regret one day of that time."

Prior to arriving at EMU, Dr. Rice served as a Caseworker and Acting Director of the Downriver Child Guidance Clinic (1960-62) and as a Caseworker for the Children's Psychiatric Hospital at the University of Michigan (1962-64). He also served as the Director of Social Work in the Children's Division of the Ypsilanti State Hospital from 1964 through 1967.

During his tenure in the Department of Special Education, Dr. Rice designed, developed and taught courses in theory of Emotional Impairment, as well as courses in Family-School Partnerships in Special Education. Dr. Rice was a frequent instructor of the graduate seminar in Emotional Impairment. He served on hundreds of department, college and university committees, served as the department's Honors Advisor, served as Faculty Advisor to the Student Chapter of the Michigan Association of Emotionally Disturbed Children, as well as participating in countless service activities which reached out to the Ypsilanti community.

In 1994 Dr. Rice applied for, and received grants from AmeriCorps and Learn and Serve America. Dr. Rice established the Office of Academic Service-Learning in 1994 and has served as the Director since its establishment. Dr. Rice continued to submit grants in the area of Academic Service-Learning and since 1994 has had a total of thirty-one (31) grants funded.

Dr. Rice's career has brought him recognition from a variety of organizations and groups. In 1994 he was awarded the EMU Alumni Association Teaching Excellence Award, and in that same year he received the Faculty Appreciation Award from the Division of Marketing and Student Affairs. In 1995 Dr. Rice Received the Gold Medallion Award from the Division of Marketing and Student Affairs, and in 1997 he was awarded the Distinguished Faculty Award for Service to the University, which is the highest honor EMU can bestow on an individual faculty member. Dr. Rice was awarded the Governor's Award for Service in 1998, and in 1999 he received the Lifetime Achievement Award from the Michigan Campus Compact.

It is a privilege and a pleasure to recommend Dr. Dale L. Rice as an EMU Emeritus Faculty member. Throughout Dr. Rice's distinguished career he has earned honors and widespread recognition, and has shared that recognition with the Department of Special Education and Eastern Michigan University.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 10

DATE:

Nov. 19, 2002

RECOMMENDATION

MONTHLY REPORT
STUDENT AFFAIRS COMMITTEE

ACTION REQUESTED

It is recommended that the Student Affairs Committee Agenda for November 19, 2002 and the Minutes of September 24, 2002 be received and placed on file.

STAFF SUMMARY

At its September 24, 2002 meeting the Students Affairs Committee heard an update on Fall Opening activities, a review of the 2002-03 Student Leader Group Priorities, a status report on the new Recreation Fields, as well as information on the World Hospitality Program and Student Conduct Code revisions.

The November 19, 2002 agenda will include reports on the Students in the Community Task Force, International Week Activities, World Hospitality Programs and the new Student Leader Group/Faculty Council Working Relationship. Parking will also be addressed.

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, November 19, 2002
8:00 a.m.

Agenda

Room 205
Welch Hall

- | | |
|--|--------------------------|
| 1. Approval of September 24, 2002 Meeting Minutes | Regent Valvo |
| 2. Introduction of New SAC Members | Jim Vick |
| 3. World Hospitality Programs Update | Prabha Natarajan |
| 4. Parking | Hillary Glowski |
| 5. Students in the Community Task Force Update | Matt Meyer/
Joe Stump |
| 6. Student Leader Group/Faculty Council Working Relationship | Hillary Glowski |
| 7. International Week Update | Prabha Natarajan |
| 8. Announcements | |
| 9. Other | |

January Agenda Items:

AOD Biennial Review Report
Student Conduct Code Revisions
Access Services Assessment Report (tentative)

EASTERN MICHIGAN UNIVERSITY
Board of Regents
STUDENT AFFAIRS COMMITTEE
Minutes of September 24, 2002

MEMBERS PRESENT

Regents: Dr. Rosalind E. Griffin

Administration: Glenna Frank Miller, Greg Peoples, Karen Simpkins, Jim Vick

Students: Britt Elliott, Gloria Gallegos, Hillary Glowski, Emily Hamman, LaTina Jackson, Patrick Lord, Matthew Meyer, Prabha Natarajan, Michael Shaver

GUESTS

Administration: Matt Calfin, David Carroll, Jayne Carroll, Tom Cochran, Derrick Davis, Deb deLaski-Smith, Becky Figura, Brian Fitzgerald, Joy Garrett, Justin Gerboc, Marcus Jackson, Samuel Kirkpatrick, Ann Klaes, Kevin Lawson, Bernice Lindke, Courtney McAnuff, John McAuliffe, Ward Mullens, Geraldine Panelo, Abbey Parsons, Ericka Roberts, Gretchen Sanchez, Abe Sargent, Jennifer Schrage, David Singleton, Heidi Sisson, Michael Stark, Carlos Stewart, Cynthia VanPelt, Paul Dean Webb, Pamela Young

Students: Jerome Barnes, Chari Balgenorth, Todd Heft, Heather Livingston

Press: Nathan Bomey (Eastern Echo), Kristina Smith (Eastern Echo)

Vice President Vick convened the meeting at 8:00 a.m. as Regent Griffin was delayed by traffic. The minutes of the June 25, 2002 meeting were approved as presented.

Introduction of New Committee Members and Division of Student Affairs Staff

Vice President Vick introduced Britt Elliott, recently elected president of the Graduate Student Organization as well as several new members of the Student Affairs staff.

Legislative Update

Vice President Reid provided the Committee with information on the proposed Tobacco Tax settlement amendment, which will appear on the statewide ballot in November. The constitutional amendment would require money now used for the Michigan Merit Award to be diverted for other purposes. Should voters approve this proposal, the Merit Award funding source will end on January 1, 2003. Unless a new funding source is legislatively approved to cover the \$115 million shortfall, the program will cease to exist. However, if the ballot proposal is defeated, the program will continue. Vice President Reid urged student leaders to study the proposal carefully and consider its impact on EMU students when they go to the polls. Student Government was encouraged to provide information about the amendment during its on-campus voter registration drive later in the week.

Fall Opening Update

Glenna Frank Miller, director of McKenny Union and Campus Life, reviewed the rich array of fall opening activities and programs that marked the beginning of a new academic year and that helped ease the transition of students to college life.

2002-03 Student Leader Group Priorities

Student Body President Hillary Glowski presented the Student Leader Group's 2002-03 priorities. They include: McKenny Union Expansion; Use of the Convocation Center for student events; Parking and shuttle service; Increased support of the Dean of Students area; Enhanced student involvement; Increased support for programs and services that promote diversity; Future tuition increases; Equitable distribution of scholarship money; Enhanced campus safety; and Ensuring that technology initiatives are meeting student needs.

Additional concerns and issues being monitored by one or more members of the Student Leader Group were also outlined.

World Hospitality Programs

Prabha Natarajan, International Student Association president, indicated that a full report and recommendations related to World Hospitality Programs – several small programs pairing international students with staff, faculty and community members – will be presented at the November Student Affairs Committee meeting.

Student Conduct Code Review

Karen Simpkins, Assistant Vice President for Student Affairs, reported that the biennial review of the Student Conduct Code will be completed this fall. The Review Committee, chaired by Jennifer Meyer Schrage, director of Student Judicial Services, will examine five areas: goals and effectiveness of the process; effectiveness of sanctions; language changes to the code; recommended changes in processes and procedures; and recommended training and publications needed. A mandatory psychological withdrawal policy will be developed during revision of the Student Conduct Code. The Student Affairs Committee will receive the revised code in January and it will be sent to the full Board for approval in March 2003.

Recreation Fields Update

Bob England, director of the Recreation/Intramurals department, provided a report on the status of the new recreation fields. The Physical Plant has indicated that three of the four fields will be playable by next fall. The Student Leader Group will continue to monitor and make recommendations about safety issues including transportation to the new fields, expansion of SEEUS and emergency phones along the pathway.

New Student Affairs Publications

Dean of Students Greg Peoples presented three new Student Affairs publications: this year's expanded Orientation brochure, *Fusion*; *The Student Guide to Living in Ypsilanti*, produced by the joint city/university "Students in the Community Task Force," as well as the new *Student Handbook*, a collaborative effort between the Student Affairs, Academic Affairs and Enrollment Services divisions along with Student Government's First Year Council.

Regent Griffin adjourned the meeting at 8:40 a.m.

Respectfully submitted,

Teri L. Papp

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Educational Policies Committee

November 19, 2002
9:00 – 10:00 a.m.
205 Welch Hall

AGENDA

Consent Agenda

- | | |
|-----------|--|
| Section 7 | Staff Appointments (Jill Pollock) |
| Section 8 | Separations/Retirements (Jill Pollock) |
| Section 9 | Emeritus Faculty Status (Christine Gerdes/Paul Schollaert) |

Regular Agenda

- | | |
|------------|--|
| Section 11 | Monthly Report and Minutes (Regent Antonini) |
| Section 12 | Appointment of Charter Schools Board Members (Joe Pollack) |
| Section 13 | 2001-2002 Charter Schools Annual Report (Joe Pollack) |

Dr. Wilson

Status Reports

- Work Force Analysis (Jill Pollock)
- 2001-2002 Affirmative Action Report (Whitney Harris)

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Educational Policies Committee

November 19, 2002
9:00 – 10:00 a.m.
205 Welch Hall

AGENDA

Consent Agenda

Section 7 Staff Appointments (Jill Pollock)
Section 8 Separations/Retirements (Jill Pollock)
Section 9 Emeritus Faculty Status (Christine Gerdes/Paul Schollaert)

Regular Agenda

Section 11 Monthly Report and Minutes (Regent Antonini)
Section 12 Appointment of Charter Schools Board Members (Joe Pollack)
Section 13 2001-2002 Charter Schools Annual Report (Joe Pollack)

Status Reports

- Work Force Analysis (Jill Pollock)
- 2001-2002 Affirmative Action Report (Whitney Harris)

SECTION: 11
DATE: November 19, 2002

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

MONTHLY REPORT
EDUCATIONAL POLICIES COMMITTEE

ACTION REQUESTED

It is requested that the Educational Policies Committee Agenda for November 19, 2002, and the Minutes of the September 24, 2002, meeting be received and placed on file.

SUMMARY

The primary items for the November 19, 2002, Educational Policies Committee meeting included: (1) Staff Appointments, (2) Separations/Retirements, (3) Emeritus Faculty Status, (4) Appointment of Charter Schools Board Members, (5) 2001-2002 Charter Schools Annual Report and a status report was presented on Work Force Analysis, and the 2001-2002 Charter Schools Annual Report.

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

November 19, 2002
9:00 – 10:00 a.m.
205 Welch Hall

AGENDA

Consent Agenda

Section 7 Staff Appointments (Jill Pollock)
Section 8 Separations/Retirements (Jill Pollock)
Section 9 Emeritus Faculty Status (Christine Gerdes/Paul Schollaert)

Regular Agenda

Section 11 Monthly Report and Minutes (Regent Antonini)
Section 12 Appointment of Charter Schools Board Members (Joe Pollack)
Section 13 2001-2002 Charter Schools Annual Report (Joe Pollack)

Status Reports

- Work Force Analysis (Jill Pollock)
- 2001-2002 Affirmative Action Report (Whitney Harris)

EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

EDUCATIONAL POLICIES COMMITTEE MINUTES

September 24, 2002
205 Welch Hall

Attendees (seated at tables): Regent Antonini (Chair), Regent Brandon, Regent Griffin, Regent Valvo, Provost Schollaert, Christine Gerdes, and Jill Pollock

Guests: (per sign in roster) J. Berry, P. Buchanan, D. Clifford, D. deLaski-Smith, W. Harris, J. Hassan, R. Larson, G. Liepa, P. Melia, P. Moniodis, B. Morgan, M Reifel, E. Tratras Contis, T. Venner, J. Waltman, and P. Young

Regent Antonini convened the meeting at 9:05 a.m. in 205 Welch Hall.

Academic Affairs Administrative/Professional Appointments/Transfers (Section 7)

Interim Assistant Vice President for Academic Affairs, *Christine Gerdes*, recommended that the Board approve 5 administrative/professional transfers.

Rachel Cheng, AP14a, new university librarian, Halle Library
Patricia Cygnar, AP11, new director of community college relations, Academic Affairs
Joanna DeCamp, AP10, new director of non-credit programs, Extended Programs
Elaine Richards, AP09, new program coordinator for developmental mathematics, Mathematics
Ellene Tratras Contis, AP13a, from interim dean to assistant vice president for academic administrative services, Academic Affairs

Regent Antonini re-emphasized the need for hiring from within.

Regent Antonini accepted the report.

Faculty Appointments (Section 8)

Christine Gerdes recommended approval of thirty (4) new tenure track faculty appointments for the 2002-2003 academic year. Of the four (4) new tenure-track faculty appointment(s), two (2) are female (50%), two (2) are male, and one (1) minority (25%).

The recommendation was accepted.

Staff Appointments (Section 9)

Executive Director of Human Resources, *Jill Pollock*, recommended that the Board approve 41 staff appointments. Of the 41 appointments, 24 (59%) are female and (17) (41%) are male. 32 are Caucasians (78%) and seven (17%) are African American, two (5%) are Asian.

Regent Antonini accepted the report.

Separations/Retirements (Section 10)

Jill Pollock recommended that the Board approve 71 separations and retirements. Of the 71 separations and retirements, 42 (59%) are female and 29 (41%) are male. 54 Caucasians (76%), ten (14%) are African American, four (6%) are Asian/Pacific Islanders, two (3%) are Hispanic and one (1%) multi-racial.

Regent Antonini accepted the report.

Emeritus Faculty Status (Section 11)

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

- **Franklin Case** (Professor Emeritus, English Language & Literature 1962-2002) 9/24/02
- **Jan Michael Field** (Professor Emeritus, Art 1965-2002) 9/24/02
- **John Jan Jellema** (Professor Emeritus, Industrial Technology 1982-2002) 9/24/02
- **James A. Reynolds** (Professor Emeritus, English Language & Literature 1967-2002) 9/24/02
- **Michael Zahratka** (Professor Emeritus, Art 1967-2002) 9/24/02

Regent Antonini accepted the report.

Emeritus Staff Status (Section 11)

Patrick Doyle, Vice President for Business and Finance recommended that the Board accept the report to grant Emeritus Faculty Status to one former staff member: *Vice President Doyle* then introduced *Mr. Robinson* to the assembled committee. *Regent Antonini* expressed his appreciation for all *Mr. Robinson's* hard work and dedication.

- **Albert A. Robinson** (Emeritus Special Assistant to the Vice President for Business and Finance 1985-2002) 9/24/02

Regent Antonini accepted the report.

Monthly Reports and Minutes (Section 15)

Regent Antonini recommended approval of the Educational Policies Committee Agenda for September 24, 2002, and the Minutes of the June 25, 2002, meeting be received and placed on file.

The recommendation was accepted.

Work Force Analysis

Jill Pollock provided *Regent Antonini* a summary of the latest Work Force Analysis. This is comprised of 2103 total Permanent Faculty/Staff, 17.2% are minorities, 46.7% are male, and 53.3% are female.

Regent Antonini accepted the report.

Regent Antonini adjourned the meeting at 9:36 a.m.

Respectfully submitted,

John Longshore, Senior Secretary
Academic Affairs

(E:/Ristau/BoardReg/Minutes/EPC_0902)

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 12
DATE: November 19, 2002

RECOMMENDATION

APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS

ACTION REQUESTED

It is recommended that the Board of Regents reappoint David McHale and appoint Sharon Thompson and Pamela Tully to three-year terms on the Board of Directors of the Academy for Business and Technology; Steven Hardy to a three-year term on the Board of Directors of Ann Arbor Learning Community; Kecia Harper-Edmond to a three-year term on the Board of Directors of Gaudior Academy; Robert Blick to a three-year term on the Board of Directors of Grand Blanc Academy; and Larry Mann, Jr. 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.

Academy for Business and Technology

David McHale is the manager of a family-owned and operated company, Mrs. Clean, in Dearborn Heights. He resides in Dearborn Heights with his wife and children and has served as a board member at the Academy for several years. McHale attended Dondero High School in Royal Oak.

Sharon Thompson is a homemaker from Taylor. Her previous work experience includes store management at Hungry Howie's in Dearborn and Handy Andy in Taylor. She attended Wayne County Community College for two years. Thompson performs volunteer work at the Academy and serves on its Board.

Pamela Tully is a group operations analyst for AAA Michigan in Dearborn. Tully has been employed at AAA since 1995 and has worked as an underwriting analyst and a sales representative for the company. Prior to joining AAA Michigan, she was employed at Churches Lumber, the Michigan Humane Society and Community Veterinary Hospital. Tully is a graduate of Southgate High School.

Ann Arbor Learning Community

Steven Hardy is employed as the controller for Washtenaw Community College in Ann Arbor. Prior to joining WCC, he was employed at the Borders Group, Inc., for three years. Hardy

received both his Bachelor and Master of Business Administration degrees at Eastern Michigan University. He is currently a board member of the Institute for Management Accounting.

Gaudior Academy

Kecia Harper-Edmond is a property appraiser/CAD operator for the City of Dearborn. She held previous positions with David C. Adams & Son in Redford and the Ford Motor Company, Dearborn. Harper-Edmond attended the Electronic Servicing Institute in Taylor where she earned a certificate in Electronic Repair and Schematic Detail. She is currently attending classes at Wayne County Community College in order to complete her associate's degree requirements.

Grand Blanc Academy

Robert Blick is a real estate and mortgage broker with Polen Mortgage and Realty Company in Grand Blanc, and he provides marketing information to clients through PMR Research, an affiliate of Polen Mortgage. Blick was executive vice president for Kelly Mortgage and Investment Company in Flint for four years before joining Polen Mortgage. In addition, he has several years of experience in retail, office and apartment management. He has attended Macomb County Community College and Highland Park Junior College and taken courses through the American Savings and Loan Institute and the Mortgage Bankers Association. Blick is treasurer and board member of the Genesee County Habitat for Humanity and secretary and board member for the Rotary Club of Flint.

Hope Academy

Larry Mann, Jr. is vice president for commercial banking for Standard Federal Bank, N.A. in Troy as well as the president of Strategic Alliance Consultants, Inc., a service organization for churches and religious organizations. Mann earned a Bachelor of Science degree in business administration from Central State University in Ohio and is working on his Master of Science degree in administration from Central Michigan University. He resides in Sterling Heights.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

David P. McHale

EXPERIENCE

Mrs. Clean
Dearborn Heights, MI
Manager
May 2000 to present

Dry Goods Coordinator/Supervisor
Livonia, MI
March 1994 to May 2000

Perry Drugs
Garden City, MI
Store Manager
October 1983 to February 1994

EDUCATION

Some college coursework

Dondero High School, Royal Oak, MI

ACTIVITIES

Board Member at Academy for Business and Technology
Community Activities and Children's Athletics

Sharon Thompson

EXPERIENCE

Housewife at present

Hungry Howie's
Dearborn, MI
Store Manager
April 1994 – February 1999

Handy Andy
Taylor, MI
Supervisor
1987 - 1994

EDUCATION

Wayne County Community College
1972-74

John F. Kennedy High School
Taylor, MI

ACTIVITIES

Board Member at Academy for Business and Technology
Volunteers at Academy for Business and Technology

Pamela J. Tully

Employment:

AAA Michigan
1 Auto Club Dr.
Dearborn, MI 48126
313-336-1081

Group Operations Analyst 12-16-00 to Present Current
Responsibilities:

- Verify account information is correct for automatic deduction from payroll, checking or savings account to pay for insurance or membership.
- Issue and send bills to companies for new and renewed memberships.
- Coordinate marketing material for various financial institutions.
- Answer phones, data entry on a PC, process cash payments, prepare letters and reports.
- Correct members information provided by participating groups such as account numbers, names, addresses, issue refunds, and rewriting policies
- Problem solving for a variety of products within the company and for the members.
- Use word, excel, window NT, and Internet for my current job.

Underwriting Analyst 05-21-98 to 12-16-01 Promotion
Responsibilities:

- Answer phone calls from agents and members regarding policy and billing questions and problems.
- Research billing and policy problems, such as locating misapplied money.
- Underwrite high-risk auto policies to be sure they have correct rating integrity.
- Prepare cancellation for policies rated incorrectly or fraudulent.
- Prepare rate quotes for auto policies and fax
- Payment processing as well as prepare and send letters to members who had NSF and closed accounts. Then cancel the policy.
- Send billings as necessary.
- Use PC daily.

Sales/Service Representative 07-28-95 to 05-21-98 More opportunity
Responsibilities:

- Sell auto, home and membership products.
- Data enter to auto and membership products.
- Explain billing processes and policy coverage's to internal and external customers.

- Correct/update members policies and memberships
- Figure premium and automatic deduction amount to be taken from accounts.
- Write receipt and apply money to appropriate policy.
- Analyze and resolve billing and policy coverage problems, then data enter change or write paperwork to correct policy.
- Mentor new representatives as they are trained.
- Use computer daily.

Processing Clerk I, II, III

04-28-86 to 07-28-95

Promotion

- Quality control checks on minor processing clerks.
- Assist internal and external customers with problems for all products.
- Process and data enter AAA branch auto paperwork for the group product.
- Record and distribute work to other clerical.
- Keep records on sales, balance ticket sales, cash processing, set up schedules, complete reports and flow charts.
- Answer phones, process cash, data entry.
- Use computer daily.

Prior to AAA I worked a variety of jobs. I worked at:

Churches Lumber for 2 years as a cashier and promoted to assistant head cashier.

Michigan Humane Society for 6 months as a veterinary tech.

Community Veterinary Hospital for 4 years as a veterinary assistant where I assisted in surgery, filled prescriptions, gave injections, checked fecal and blood samples. Answered phones and collected payments for services rendered.

Downriver Veterinary Hospital for 3 years as a receptionist/veterinary assistant where I filled prescriptions, answered phones, collected payments for services rendered and completed medical charts. I also cleaned animal's cages and developed x-rays.

Education:

I graduated from Southgate High School in 1980. I have taken a class at Davenport College for Computer Fundamentals. I have also taken one-day courses in Word, Excel, and Windows for beginners, intermediate and advanced.

I am looking for part time work in the evening and any time on the weekends. I am a fast learner and I work hard. I am not leaving my current employment but am looking for additional employment. I am very dependable and go out of my way to help others.

Thank you for your consideration on a position with your company.

Steven D. Hardy

EDUCATION

Eastern Michigan University
Ypsilanti, MI
Bachelor's degree in Business Administration, 1993
Master's degree in Business Administration, 2000

EMPLOYMENT

Controller
Washtenaw Community College
Ann Arbor, MI
2001 to Present

Manager, Accounts Receivable and Bank Reconciliation
Borders Group, Inc.
Ann Arbor, MI
2000-01

Senior Analyst/Accountant
Borders Group, Inc.
Ann Arbor, MI
1998-2000

Corrections/Payables Supervisor
Con-Way Central Express
Ann Arbor, MI
1993-97

MEMBERSHIPS

Board Vice President and Director of Training
Institute for Management Accounting
Ann Arbor, MI
(Just completed two-year term)

Board Member
Institute for Management Accounting
Ann Arbor, MI

Kecia Marie Harper-Edmond

BACKGROUND SUMMARY

Five years of experience in CADD and a Fifteen-year technical background that includes:

- AutoCAD v.14 & 2000/LDD 2
- Diagram Drawing
- Blueprint Reading
- Electronic/Mechanical Repair
- Product Testing & Analysis
- Component Level Repair

Computer: Proficient with AutoCAD vs. Skilled in all Adobe software, including Photoshop, Illustrator, and Acrobat. Familiar with WordPerfect, Lotus and Microsoft Office Suite.

PROFESSIONAL EXPERIENCE

CITY OF DEARBORN Dearborn, Michigan
Property Appraiser/CAD Operator August 2001-Present

- Drafting of Commercial Properties within the city of Dearborn using Apex IV and AutoCAD Software.

DAVID C. ADAMS & SON Redford, Michigan
Senior Draftsperson/CAD Operator November 1999-December 2000

- Assisted in all aspects of preparation of Topographic, Boundary, Architectural, and ALTA/ACSM survey's using AutoCAD LLD

SPX-VALLEY FORGE (Provides wiring diagrams for Big Three) Southfield, Michigan
Electronic Publisher/CAD Operator (Assignment through Manpower) June 1999-November 1999

- Read and interpret complex engineering data to create new wiring diagrams and connector pin-outs utilizing AutoCad. Edit translated wiring diagrams.
- Illustrated all components for the new Chrysler Prowler and many other vehicles.

FORD MOTOR COMPANY Dearborn, Michigan
Product Test Technician & Lab Technician 1991-1999

- Set up and monitored emissions testing in environmental test chambers.
- Ran testing with robot drivers for Ultra Low E Testing in -20 degrees.
- Assisted in writing the ISO procedures for emissions testing, and participated in successful ISO audits.

EDUCATION

WAYNE COUNTY COMMUNITY COLLEGE, Taylor, Michigan 1997-Present
Studying Toward Associate Degree in Industrial Computer Graphics & Architectural Construction

ELECTRONIC SERVICING INSTITUTE, Taylor, Michigan 1987
Certificate in Electronic Repair & Schematic Detail

Other Training: Courses in AutoCAD v. 14 & 2000, Word, Excel, Access, WordPerfect, Time Management, Quality, Diversity Awareness, Effective Listening & Feedback, and ISO 9000.

RESUME OF:

Robert M. Blick

09/21/76 to Present

Broker-President

**Polen Mortgage & Realty Co. and
PMR Research** an affiliate

G-8308 Office Park Drive
Grand Blanc, MI 48439

Real estate broker and mortgage broker obtaining over 550 million dollars in both construction and permanent loans covering various types of commercial properties throughout the State of Michigan. Providing real estate sales, leasing, property management, real estate tax appeals and site selections on various commercial properties. Consult with real estate clients on their real estate needs. Hold a State of Michigan Real Estate Associate Broker license #128862 and a State of Michigan Residential Builders license #2101043538.

PMR Research, an affiliate, provides market information on various types of commercial real estate anywhere within the United States. Completed surveys for: **residential development sites**, proposed residential single family subdivisions, in Michigan; **condominiums** in Indiana and Michigan; **apartments** in Arizona, South Carolina and Michigan; **office buildings** in Colorado, Montana, New York, North Carolina and Michigan; **manufactured home communities** in Colorado, Minnesota, Florida and Michigan; **shopping centers** in Arizona, Illinois, North Carolina, Ohio and Michigan; **marina's** in Maryland and Michigan; **mini warehouses** in Florida, Ohio, North Carolina and Michigan; **industrial/warehouses** in Michigan; **rental halls** located in Michigan and **hotels/motels** in Georgia, South Carolina and Michigan.

Wrote a monthly article entitled "**Area Market Analysis**" for **Commercial Inc.** magazine wherein PMR Research conducted market surveys in fourteen counties in southeastern-central Michigan and reported on rental rates, vacancy and absorption amounts on a randomly selected sample covering: apartments, offices, shopping centers and industrial warehouses.

Provide fair market rental rates to clients that must comply with government rules and regulations of not paying more than what is a fair market rate in various communities around the State of Michigan.

Clients have included: owners, buyers, sellers, real estate professionals, builder/developers, property managers, leasing agents, mortgage lenders, appraisers, a hospital, a school system, State of Michigan, City of Flint- DDA, City of Flint Economic Development, Inlay Township, Vision 2020/Grand Blanc Chamber, publicly traded medical testing lab and attorneys. The reasons for the market surveys range from an individual mortgage loan analysis, to real estate tax appeal, rezoning and either a general market overview or specific market condition.

Wayne State University and University of Michigan - 10 various real estate courses - Principals in Income Property; GRI I & II; Real Estate Investments Analysis; Income Property Analysis and others

Mott Community College:

Real Estate Property Management, House Construction, GRI III, Taxation in Real Estate

School for Executive Development, Storrs, Connecticut - Graduate Diploma for successful completion of the two week two year course on the savings & loan industry.

Associated Programs, Inc.- Instruction in principles of real estate.

Russell Schools - Instruction in building residential homes.

NCI Associates - Taught property management class for 2 years

Certified Commercial Investment Member (CCIM) Course - Financial Analysis for Commercial Investment Real Estate

Continuing Education in commercial real estate - 6 hours each year to maintain a real estate license

Registered Apartment Manager (RAM) through the RAM Certification Program of the National Association of Home Builders

Section 8/HUD Rent Comparability Studies and Standards

Habitat for Humanity 2 different conferences on a variety of housing, fund raising, financing, and maintenance topics as they relate to Habitat

Affiliations

Genesee County Habitat for Humanity - Treasurer, Board Member, chairperson of Site Selection committee, chairperson of Executive Director Search Committee, member of Habitat Speakers Bureau

Grand Blanc Habitat for Humanity - construction advisor

Rotary Club of Grand Blanc - Secretary and Board Member

Flint YMCA - Treasurer, Board Member and Finance/Investment Committee, Property Management, member of Speakers Bureau, Camp Administration, member of the Capitol Campaign that raised \$3,100,000.00.

Grand Blanc Vision 2020 - Active in research for community development project

City of Grand Blanc Sign Review Committee - past member-10 yrs.

Flint Board of Realtors - past Broker member

Genesee County Board of Real Estate Agents- past Broker member

Grand Blanc Business Association - past 1st V.P., Secretary, Board Member and Editor of its newsletter.

Riverbend Homeowners Association - past President

Commercial inc magazine - past writer of monthly articles

LARRY L. MANN

OBJECTIVE

Position as President, Chief Administrative Officer, Director of Finance, or related position, which offers broad participation, immediate challenges and a career opportunity.

SUMMARY OF QUALIFICATIONS

A seasoned professional with broad experience in nonprofit executive and corporate management, in depth financial analysis, community relationship building, leadership skills, finance and business development, commercial banking and real estate services. Eight years experience in Commercial / Industrial lending management and Corporate Credit Analysis.

Community Relations

Previous Treasurer of the Dayton Regional Minority Suppliers Development Council, a nonprofit Organization, whose mission is to build relations with small minority owned businesses and large corporations. Previous Treasurer and Board member for Young Men's Christian Association (YMCA) of Dayton, Ohio. Work with board Presidents and other city officials to develop and direct programs and initiatives that increase the visibility of community issues. Actively involved in discussions with individuals from diverse environments, including corporate, city, and grassroots organizations. Current member of the American Institute of Bankers, Urban Bankers of Metro Detroit, American Bankers Association, and Risk Management Association. Also very involved in a number of nonprofit organizations through out the states of Ohio and Michigan.

Leadership Skills

Thoroughly experienced in developing, directing, and maintaining various organizational programs and activities – including committees, forums, fundraising, grant seeking, programs initiatives, conferences, and other initiatives that may be developed to carry out the organizations mission. Thoroughly experienced in building relationships with Top-level executives of corporations. Completed an eight-month leadership development program for the city of Dayton. Ordained Minister that oversees the Youth Ministry and bible studies at three Dayton, Ohio area churches of over 300 Youth and Young Adult believers and non-believers. Associate minister at 900 member Detroit Baptist church. Licensed in Michigan as a Real Estate Agent.

Credit Administration and Business Development

Nine years experience in Business Development, Relationship Management, Corporate Financial Analysis, and Commercial Lending. Thoroughly experienced in all aspects of consulting, administration, business development, relationship management, strategic planning, budget preparation, marketing for commercial clients, employee training, and working with nonprofit organizations. Profit minded with the ability to evaluate sales in terms of potential, offer suggestions and alternatives. Particular expertise in business consulting, financial strategies, commercial real estate lending and analysis, business development, and non-profit financing and consulting. Manages a \$40 million portfolio that increased 50% over a six-month period, through intensive business development and strategic planning initiatives. Responsible for presenting over \$48 million in new relationships in an eight-month period. Outstanding record in acquiring direct commercial accounts, negotiating, and initiating client contacts at executive management levels.

EDUCATION

Bachelor of Science Degree in Business Administration, with a dual major in Marketing and Finance
Central State University, Wilberforce, Ohio, December 1991

Master of Science in Administration,
Central Michigan University, Troy, Michigan

Expected Graduation September 2004

PROFESSIONAL EXPERIENCE

CEO/ President Strategic Alliance Consultants, Inc. August 2000 to Present

Strategic Alliance Consultants, Incorporated, (SAC) is a service organization formed to be a one-stop resource center primarily for the benefit of churches and religious organizations with a team of experienced professionals. SAC can provide and implement a customized comprehensive strategic planning analysis package using our various resources. Our areas of expertise include economic development empowerment, comprehensive in-depth commercial real estate analysis plan, information technology services, financial analysis and statement preparation, marketing, and administrative support.

Vice President Standard Federal Bank NA, Troy, Michigan. January 2001 to Present

Manages complex client relationships and intensive business development tasks, which include contacting new prospective clients while strengthening current relationships. Calls on businesses to provide solutions through consultative selling with a primary focus on businesses that typically range from \$5 – 250 million in sales annually. Works closely with existing portfolio to maximize profitability, return on equity, incremental revenue, and company internal capabilities. Uses a consultative approach to align financial solutions with client needs from Corporate Finance, Commercial Real Estate, Treasury Management, and Global Trade Services to Financial Risk Management. Responsible for in depth credit analysis and underwriting, writing narrative for deal overview and rationale, and presentations to Senior Loan Committee. Responsible for client annual reviews, renewals of maturing notes, and past dues. Establishes a course of action for new and existing relationships while keeping abreast of trends and customer needs. Knowledgeable in the Automotive, Service, Non-Profit, Communications, Information Technology, Commercial Real Estate, and Manufacturing Industries. Thoroughly experienced in calling on and making presentations to Senior Level Executives. While understanding the business/strategic issues a company faces.

Assistant Vice President Key Bank National Association, Dayton, Ohio. May 1997 to December 2000

Oversaw a territory consisting of eight counties and generated in excess of \$15 Million each year in newly booked commercial loans. Responsible for sales management and profit, asset management, and consumer relation's management. Successfully increased portfolio by developing, originating, and administering direct and indirect commercial loans. While interfacing with various internal and external executive level clients. Identifies opportunities from within and outside of the existing portfolio and directs cross sell activities for both. Works closely with other team and support members to provide critical information and analysis regarding the client, cross sell opportunities, and assists in structuring credit solutions within contract terms. Manages complex client relationships and business development tasks, which include contacting new prospective clients. Calls on businesses to provide solutions through consultative selling with a primary focus on businesses that typically range from \$5 – 50 million in sales annually. Prepared analysis of financial statements, credit reports for Senior Loan Committee, spreads and credit information, presenting facts and offering opinions concerning credit worthiness.

Corporate Banking Administrator National City Bank National Association, Dayton, Ohio April 1995 to April 1997

Calls on potential or existing customers, with heavy emphasis placed on new business development. Interview applicants to develop information concerning their business needs, abilities, and earnings, to determine whether a loan may be an acceptable risk. Portfolio Administration, preparing and coordinating loans closings. Credit approval; monitoring expirations, coordinating financial spreads with credit department and preparing loan memos and coordinating committee presentations. Prepared analysis of financial statements, credit reports for Senior Loan Committee, spreads and credit information, presenting facts and offering opinions concerning credit worthiness.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 13
DATE: November 19, 2002

RECOMMENDATION

2001-02 CHARTER SCHOOLS ANNUAL REPORT

ACTION REQUESTED

It is recommended that the 2001-02 Charter Schools Annual Report be received and placed on file.

STAFF SUMMARY

During the 2001-02 school year, eight charter schools operated under the auspices of the Board of Regents of Eastern Michigan University. These schools enrolled 3,440 students. As the fiscal agent for the schools, Eastern Michigan University's accounting office processed \$24.5 million of state aid funding, an increase of more than \$1 million from the previous year.

This annual report emphasizes student achievement as measured by the Michigan Educational Assessment Program (MEAP) and the California Achievement Test "Terra Nova." Both achievement results indicate very good progress in most of our schools. Complete descriptions of each school, assessment results and a financial report are contained in the annual report which is included in the Board documents.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

SECTION: 14
DATE: November 19, 2002

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

MONTHLY REPORT
FACULTY AFFAIRS COMMITTEE

ACTION REQUESTED

It is requested that the Faculty Affairs Committee Agenda for November 19, 2002, and the Minutes of the September 24, 2002, meeting be received and placed on file.

STAFF SUMMARY

The primary item for the November 19, 2002, Faculty Affairs Committee meeting was a presentation on "Program Review at EMU: Developing and Implementing a Strategy for Academic Quality" by Paul T. Schollaert, Provost and Vice President for Academic Affairs, Michael Harris, Associate Provost, Brian Hoxie, Director of Academic Programming, Donelle Goerlitz, Senior Academic Program Analyst, Earl Potter, Dean, College of Business, Mary Suzanne Marz, Department Head, Nursing, and Alida Westman, Professor of Psychology

FISCAL IMPLICATIONS

There is no fiscal impact.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Faculty Affairs Committee

November 19, 2002
8:00 – 9:00 a.m.
201 Welch Hall

AGENDA

Regular Agenda

Section 14 Monthly Report and Minutes (Regent Brandon)

Status Report

REPORT: “Program Review at EMU: Developing and Implementing a Strategy for Academic Quality” by

Paul T. Schollaert, *Provost and Vice President for Academic Affairs*

Michael Harris, *Associate Provost*

Brian Hoxie, *Director of Academic Programming*

Earl Potter, *Dean, College of Business*

Mary Sue Marz, *Department Head*

Alida Westman, *Professor, Psychology*

EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

FACULTY AFFAIRS COMMITTEE MINUTES

September 24, 2002
8 a.m., 201 Welch Hall

Attendees (seated at tables): Regent Brandon (Chair), Regent Valvo, Provost Schollaert, D. Clifford, E. Tratras-Contis, S. Erenburg, C. Gerdes, M. Harris, R. Holkeboer, S. McCracken and H. Zot

Guests: (as signed in) R. Abent, D. Beagen, A. Blakeslee, J. Blumner, P. Buchanan, R. Cere, D. Clifford, R. DeLong, D. Harmon, W. Harris, B. Hoxie, M. Kanagy, L. Klopfer, M. Laporte, R. Larson, G. Liepa, P. Melia, G. Mitchell, S. Moeller, B. Morgan, A. Nazzaro, M. O'Connell, U. Reinhardt, L. Ristau, K. Saules, J. Todd, T. Venner, J. Waltman, B. Warren, D. White and R. Woods

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

Monthly Report and Minutes (Section 14)

Regent Brandon recommended approval of the Faculty Affairs Committee Agenda for September 24, 2002 and the Minutes of March 19, 2002 be accepted and placed on file.

The recommendation was accepted.

Status Report: Faculty Professional Development: 2002 Summer Institutes

Dr. Paul T. Schollaert, Provost and Vice President for Academic Affairs, stated that he was pleased to be able to put forward a program today that further highlights Eastern Michigan University's continuing resolve to strong faculty development programs. *Provost Schollaert* then introduced the first presenters *Dr. Jacob S. Blumner, Director of Writing Across the Curriculum and Professor of English Language and Literature* and *Dr. Ann M. Blakeslee, Former Director of Writing Across the Curriculum and Professor of English Language and Literature*

Dr. Blumner began his presentation by stating that Writing Across the Curriculum is a complex programmatic entity, intended to enhance students' critical thinking and problem-solving skills. It entails a. Writing to Learn (the more you write, the better you get at it), b. Writing to Communicate (Learning to Write Disciplinary Discourse) and c. Critical Thinking. Premises for Writing Across the Curriculum are a. writing skills must be practiced and reinforced throughout the curriculum, b. to write is to learn (the more you write, the more you learn), and c. the responsibility for student writing is university-wide. Writing Across the Curriculum at EMU consists of a. writing identified as a primary curriculum issue by deans and department heads (prioritized in the 150-2000

project initiative) (Summer Institutes have existed since Summer 1999) and b. EMU model – Writing Fellows Program: i. Writing as the responsibility of faculty in the disciplines, ii. Infusing writing into courses with training and support, c. Currently there are 73 Writing Fellows from 27 departments and 5 colleges and d. Over 9,000 students have taken a course with a writing component from a Writing Fellow.

He continued that the 2002-2003 Writing Fellows consists of a. 17 Writing Fellows representing 11 departments and 4 colleges and b. 10 Previous Writing Fellows, representing 8 departments, returned as presenters. Institute Outcomes a. understand the writing process, b. infuse writing into a course – course design and syllabus preparation, c. create effective writing assignments and activities, d. integrate, implement, and support writing, e. evaluate and respond to student writing, f. evaluate and assess the impact of writing on student learning and g. collaborate on becoming better teachers through the use of writing. Writing Fellow Response, a. 100% of the 199-2002 Writing Fellows strongly agree/agree that the workshop influenced specific changes in their teaching or courses and was useful in helping them infuse more writing into their classes and b. 88% of the 1999-2001 Writing Fellows strongly agree/agree the changes they made in their courses were successful.

Summer Institute Follow-Up, a. faculty teach the redesigned course during the year following the institute, b. faculty participate in brown-bag lunches to discuss progress and problems, c. faculty participate in one-to-one conferences with WAC coordinators, d. faculty present and participate in formal presentations of writing instruction, e. faculty return to Summer Institutes as presenters, f. faculty create teaching portfolios and g. faculty produce scholarly work. Student Response and Outcomes, a. 72% found the writing component of the course useful, b. 64% of the students said the writing component was a positive feature of their courses and c. 71% found the written homework in the course helped them to acquire an understanding of the concepts taught and the material covered in the course.

Regent Valvo asked if students have the skills to do this writing?

Dr. Blumner responded that there are many resources on campus to help students enhance their skills. *Provost Schollaert* responded that the teachings of foundation skills are the responsibility of the entire faculty.

Regent Valvo asked about the long-term goal, and percentage of faculty who participate?

Dr. Blumner responded that discussion has begun to include graduate level curriculums; in addition it is his wish that eventually all faculty will be involved and encourage writing as part of their courses.

Provost Schollaert then introduced the presenters *Dr. Margareta O'Connell, Director of the World College* and *Dr. Andrew A. Nazzaro, Interim Associate Director of the World College, and Professor of Geography and Geology*

Dr. Andrew A. Nazzaro began his presentation on the International Cultural Competence Institute: June 10-14, 2002. He listed Organizing Principles, a. achieve a balance of theory and application, b. engage both faculty and staff as participants, c. identify EMU faculty and staff as participants, d. target curriculum, co-curricular activities, university operations, e. measure pre- and post- institute participant beliefs, knowledge, and attitudes and f. continue involvement of participants beyond June 2002. He then continued with an outline of the Institute Program: Day 1: BaFa BaFa Simulation, Defining Culture and Culture Shock, Day 2: Defining Communication, Issues in Communicating with International Students, International Student Adjustment to Campus Life at EMU. Day 3: Culture in Action, Culture and Learning. Day 4: Infusion of International Content and Perspective (curricular and co-curricular), International Comparative Education, International Student Issues. Day 5: Faculty Student Interaction On-line: Intercultural Issues, Developing and Applying Cultural Competence through projects.

He then listed Institute Follow-up Activities, a. Institute Project Presentation Workshop (18, 25 October), b. Participant self-initiated progress and strategy meetings (ongoing) and c. ICCI Projects Reports at World College Lunch. International Cultural Competence Institute Effectiveness, a. Analysis of Pre and Post Formal Evaluations, b. Analysis of Participant Final Day Reflections and c. Salient reflections of participants. Recommendations and Lessons Learned, a. University commitment for at least two more years of ICCI, b. Increase International student participation in program, c. continue mixed faculty and staff participation, d. Provide additional funding for follow-up workshops (increase participation of international students) and e. Add selected program providers from off-campus.

Regent Brandon asked how many students participated?

Dr. Nazzaro responded that there were 10, but in the future they would expand to accommodate more international students.

Provost Schollaert then introduced the *Dr. Ronald C. Woods, Director of Institute for the Study of Children, and Former Chair of Academic Affairs on Curriculum Diversity*

Dr. Ronald C. Woods began his presentation on the EMU Summer Institute on Curriculum Diversity held June 17-21, 2002. A Sketch, a. Funded as an initiative under the university's strategic planning process for 2002, b. Conducted under the aegis of the Office of the Provost, and was coordinated by the Academic Affairs Committee on Curriculum Diversity, c. Took place from June 17 – 21, 2002 in 300 Halle Library, d. Designed with a mission to increase diversity acumen brought by EMU professionals to their work, with particular reference to curriculum, e. Involved 16 participants –faculty, lecturers and staff, f. Planned and taught by a team of five faculty and one staff person, g. Included four additional faculty and staff as session facilitators, and five students as panelists, g. Produced a quality set of implementation plans applicable to course contents, instructional materials and related initiatives.

He continued about the mission, a. increase faculty acumen in incorporation diversity and multicultural content into curricula, b. develop the knowledge to address effectively diversity issues in classroom, program, research, service, and co-curricular activities, c. heighten understanding of the discourse over diversity, inclusion and multiculturalism in the academy and in the public domain, d. elevate the level of diversity competence brought by EMU to community and public engagement undertakings and e. develop an interactive, colloquial venue that complements the Diversifying the Curriculum Fellowship Program of the Division of Academic Affairs, and other professional development programs in operation at EMU. The operating premise as stated is success for EMU as a leading 21st century metropolitan university requires that t develop it's collective capacities in matters of equity and inclusion, with a particular focus on its instructional mandate.

He elaborated on Participants' Goals/Outcomes, a. Help students appreciate diversity, b. Facilitate discussion about diversity, c. Develop inclusive curriculum, d. More effective in teaching and service diverse students, d. Self-awareness, e. Understanding of diversity and f. resources available at EMU. The Greater Context is of a nation and a world only now seriously beginning to reconcile itself to tendencies that have in the past excluded and marginalized the creative talents of nations, groups and individuals.

Regent Brandon thanked the presenters for their report

Regent Brandon adjourned the meeting at 8:49.

Respectfully submitted,

John Longshore, Senior Secretary
Academic Affairs

(E:/Ristau/BoardReg/Minutes/FAC_0902)

Michael Harris, Ph.D.

Dr. Michael Harris is Associate Provost and a professor of political science, specializing in public policy and public administration, at Eastern Michigan University (EMU). Recognition of Dr. Harris' teaching, research and service include the following honors: Distinguished Faculty Award for Teaching from EMU, Teaching Excellence Award from EMU's Alumni Office, recognition for Excellence in Teaching from the American Political Science Association and the Michigan Association of Governing Boards Distinguished Faculty Award. As Associate Provost since May 2000, Dr. Harris serves as the University's second ranking academic officer. He also served as Interim Provost and Vice President for Academic Affairs during 2001.

Dr. Harris has published two books, *Public Policy and Electoral Reform: The Case of Israel* and *Term Limits* (co-authored with Gideon Doron) and has a third one forthcoming (with Rhonda Kinney). He has also published in a variety of journals, such as *The International Journal of Public Administration*, *Government and Policy*, *Nonprofit Quarterly*, *Utopian Studies*, *Israel Affairs* and *Israel Studies* and has published chapters in several edited volumes. Dr. Harris acts as a political commentator to a variety of broadcast and print media in the U.S. and Israel.

Dr. Harris' vision for Academic Affairs resulted in a renewed Program Review. He engaged the Division in a process of Strategic Planning that led to the development of a comprehensive Strategic Plan for 2002-2007, and successfully led preparations for the NCA Accreditation Site Visit, which resulted in EMU receiving a ten-year accreditation. Finally, he negotiated the first labor contract with EMU's fulltime lecturers.

Over the last two years, Dr. Harris has revamped the academic experience at EMU. He organized the Division's first Academic Programs office and established the Office of Undergraduate Studies. He implemented major undergraduate and graduate policy changes leading to a decrease in course withdrawals, better progress toward degrees, an easier transfer process, improved student retention and credit hour productivity. Under Dr. Harris' leadership, a system of integrated units was put into operation to provide a variety of academic services, which include: catalog development, divisional data analysis, and academic policy development and implementation.

Dr. Harris received his Ph.D. in public policy from Indiana University, his master's degree from Tel-Aviv University, and his undergraduate degree in economics and business administration from Bar-Ilan University. He is a graduate of the Harvard Graduate School of Education's Management Development Program. He resides in Ann Arbor with his wife and three sons.

BRIAN HOXIE

EDUCATION:

Graduate Cert – 1991, US Army Command & General Staff College, Major: Executive Leadership & Staff Operations.
Graduate Cert – 1987, US Army Logistics Management College, Major: Operations Research and Systems Analysis.
MS – 1986, University of Southern California. Major: Systems Management.
Graduate Cert – 1976 & 80, US Army Engineer Center, Major: Construction Management.
BS – 1976, Michigan State University. Major: Agricultural Production Systems.

PROFESSIONAL EXPERIENCE:

Director, Office of Academic Programming, Eastern Michigan University, Ypsilanti, MI	2001- Present
Department Head, Department of Military Science, Eastern Michigan University, Ypsilanti, MI	1997-2001
Chief of Market Research, US Army Recruiting Command, Fort Knox, KY	1995-1997
Performance Improvement and Maintenance Sys Eval Team Chief, First US Army, Fort Meade, MD	1993-1995
Chief Operating Officer, Engineer Brigade, 2d Infantry Division, Tongduchon, Korea	1992-1993
Chief of Staff, 44 th Engineer Battalion, 2d Infantry Division, Seoul, Korea	1991-1992
Senior Business Analyst, US Army ROTC Cadet Command, Fort Monroe, VA	1989-1990
Market Analyst, Advertising & Publicity Programs, ROTC Cadet Command, Fort Monroe, VA	1988-1989
Marketing Division Chief, Second ROTC Region, Fort Knox, KY	1986-1987
Marketing Analyst, ROTC Advertising & Recruiting Programs, 2d ROTC Region, Fort Knox, KY	1985-1986
Advertising Manager, ROTC Advertising & Recruiting Programs, 2d ROTC Region, Fort Knox, KY	1984-1985
Chief Executive Officer, Company A, 547 th Engineer Battalion, Darmstadt, Germany	1982-1983
Performance Improvement Systems Manager, 130 th Engineer Brigade, Hanau, Germany	1980-1982
Personnel Officer, 15 th Engineer Battalion, 9 th Infantry Division, Fort Lewis, WA	1979-1980
Chief Operating Officer, Company A, 15 th Engineer Battalion, 9 th Infantry Division, Fort Lewis, WA	1978-1979
Construction Manager, Company B, 15 th Engineer Battalion, 9 th Infantry Division, Fort Lewis, WA	1976-1978

HONORS & AWARDS:

Airborne and Ranger qualification, 1976.
Honor Grad, US Army Logistics Management College, Opns Research & Systems Analysis program of study, 1987.
Promotion to Lieutenant Colonel, 1993.
Engineer Battalion Command designation, 1994.
Meritorious Service Medal (5th Award), 1997.
Legion of Merit (1st Award), 2001.

Donelle M. Goerlitz

Professional Experience

1/2000 – present

Eastern Michigan University Ypsilanti, MI

Senior Academic Program Analyst, Academic Affairs (10/2001 – Present)

Coordinate and manage Program Review process, facilitate workshops for faculty and administrators, data gathering and analysis, institutional research, coordinate and manage NCA accreditation self-study process and visit.

Coordinator, Distance Education (7/2000 – 10/2001)

Manage and oversee all distance education functions for credit-bearing programs.

Program Assistant/Liaison, Continuing Education (1/2000 – 7/2000)

Assist regional managers with student and faculty issues, web site updates, Caucus technical support, and registration.

1999-2000

Frontline-US, Inc. (Ashton Group) Ann Arbor, MI

Technical Support/Office Management

Technical support and help desk.

1996-1999

Cleary College Ann Arbor, MI

Business Office/Accounting

Office management and accounting.

Education

1996-1998 Cleary College, Ann Arbor, MI

A.B.A., Business Administration.

1998-1999 Cleary College, Ann Arbor, MI

B. B. A., Management of Information Technology.

2001-present Eastern Michigan University, Ypsilanti, MI

Currently in pursuit of a Masters degree in Educational Leadership in Higher Education - graduation date 4/03.

Professional/Community Activities

- Leadership EMU – Cohort 3 (Fall 2002).
- EMU Women’s Association.
- AAUW – Current.
- Data/Technical Team chair for the 1999 & 2000 Cleary College Annual Auction.
- Data/Technical Team co-chair for the 1996, 1997, and 1998. Cleary College Annual Auction.
- Committee member for the 1996, 1997, and 1998 Cleary College Annual Golf Outing.
- Member of the Milan Fair Board from 1996 to 1999. Served as Fair Board Secretary during 1997-1998.

Earl H. Potter III, Ph.D.

Dean, College of Business
Eastern Michigan University

Earl H. Potter III is Dean of the College of Business at Eastern Michigan University and the former Director of Organizational Development and Employment Services at Cornell University. In this later role he led a team of professionals providing consulting services in organizational effectiveness and change management to the university. For sixteen years prior to going to Cornell he was a member of the faculty of the United States Coast Guard Academy where he served as Associate Dean for Academic Affairs, Chair of the Department of Economics and Management and Executive Officer of "America's Tall-ship", the U.S. Coast Guard Barque *EAGLE*. He retired from active duty in the Coast Guard in 1993 at the rank of Captain.

Dr. Potter received his Ph.D. in Organizational Psychology from the University of Washington in 1978. His research on leadership and stress has been published in the *Journal of Applied Psychology*, *Academy of Management Journal*, and *Journal of Personality and Social Psychology*. As a consultant to private, public and non-profit organizations he has focused on leadership development, team performance, organizational effectiveness and change management. His clients have included Consolidated Natural Gas, John Hancock, the University of Arizona, the IBM Higher Education Group, the United Way of America and the Episcopal Diocese of Connecticut.

Dr. Potter is a member of the Board of Examiners for the Malcolm Baldrige National Quality Award as well as a Senior Examiner for the Michigan Quality Award Program and a former Fellow of the American Council on Education. He has been a Mellon Faculty Fellow at Yale University and a National Institute of Mental Health Fellow at the University of Chicago. He is a member of the American Psychological Association (APA), Academy of Management, and Phi Beta Kappa. He has served on the program committees of Division 14 of the APA and of the Society of Industrial and Organizational Psychology and as a member of the Executive Committee of Division 1 of the International Association of Applied Psychology.

He and his wife, Christine Marshall, have five children and live in Saline, Michigan. As a citizen and community member Dr. Potter is a member of the Board of Directors of the Ypsilanti Chamber of Commerce, the Michigan Association of United Ways, and the Michigan District Export Council. He was recently appointed by Ypsilanti Mayor Cheryl Farmer to serve as member of the Local Development Finance Authority, the entity create by Ann Arbor and Ypsilanti to oversee the implementation of the Michigan Economic Development Corporations' Smart Zone program. He is currently serving as Chair of the Authority.

Mary Suzanne Marz

Education:

PhD – 1988 Wayne State University – Major: Nursing; Minor: Business Administration

Post Masters Certificate – 1983 – Wayne State – Nursing Administration

MS –1970 DePaul University – Chicago – Major: Nursing; Minor: Education

BS – 1966 Michigan State University – Major: Nursing

Professional Employment:

2001 – present Department Head, Nursing; Eastern Michigan University
1992-2001 Assistant Vice President Nursing; Sparrow Hospital; Lansing
1989-1992 Associate Professor, Nursing, Eastern Michigan University
1987-1989 Nurse Researcher, St. Joseph Hospital, Pontiac
1985-1987 Instructor, Masters in Nursing program; Wayne State
1983-2001 Supervisor (Part time), Community Health Center, Coldwater MI
1974-1983 Asst. Director of Nursing, Community Health Ctr, Coldwater, MI
1976-1978 Instructor, Allied Health, Kellogg Community College
1972-1974 Instructor, Nursing, DePaul Univ. Chicago
1966-1974 Staff Nurse, Head Nurse; Hines Veterans Hospital, Chicago

Honors and Awards:

Research: Michigan Nurses Association - Research Scholar
Michigan Blue Cross & Blue Shield Student Research Award
Sigma Theta Tau, Research grants, 1987, 1991, 1994
State of Michigan Governor's Advisory Committee, Laws and Licensure
Fellowship, Wayne State University
National Honor Society for Nursing
Outstanding Alumnus – Michigan State University, College of Nursing
Group Study Exchange Team (Rotary) – England and Wales
LINE Fellow – UCSF

Areas of publication:

Stress in Nursing
Nurse Staffing
Patient Monitoring in Recovery Room
Incorporating Clinical Guidelines into Practice

Alida Westman, Ph.D.

Professor

Education

Ph.D. Cornell University

M.S. Washington State University

B.S. Washington State University

Biographical Sketch

I spent the first 12 years of my life in The Hague, Holland, Europe. With WWII and its after-effects so abundant, I wondered why people saw the world so differently. Why did one see a problem and another a challenge? How can people be so inhumane against other people? Further, traumatized people show the effects non-verbally when they can't verbalize what they've experienced. I learned to look for sites eliciting reactions and to research them to find out what happened. As a result my life was set by the age of four or so toward perception and research.

My teenage years I spent in the Pacific Northwest, in Pullman, Washington, home of Washington State University. It was surrounded by pristine wilderness and only 8 miles from the Idaho panhandle. We frequently camped and traded news for a leg of elk with some of the squatters. I was very hesitant to leave this haven. So I stayed as long as I could and got both my bachelors and masters at Washington State University.

Cornell University is in the finger lakes of up-state New York. Cornell assumed motivated students, so there were no required courses, only the demand that one learn. I did, and in 1971 I earned my Ph.D. degree. As I defended my thesis, I met a visiting graduate student from the University of Michigan. We were engaged a week later and married soon after. After 26 years of marriage, our son and I lost him.

I had accepted a job as Research Associate at the Central Institute for the Deaf in St. Louis, Missouri. It was interesting work, but a commuting marriage is unpleasant. Thus I went job hunting again and ended up at Eastern. I've been here longer than anywhere else in my life.

Teaching Interests

I teach courses which deal with people's perception and comprehension of the world and how these facets develop.

I teach Sensation-Perception (Psy 357) and history of ideas people have had about people (History & Systems, Psy 453), and the role of religion in people's lives (Psychology of Religion, Psy 225). On occasion I teach Cognitive Processes either at the undergraduate or graduate level. Similarly, I teach perception at the graduate level, as needed.

With respect to development, I teach Child Psychology (Psy 321) regularly. On occasion I teach undergraduate or graduate adolescence. And, occasionally, I guest lecture in Death & Dying (Psy 551).

When there was space in my course load for statistics, I taught it. I hope at some point to return to teaching it.

Research Interests I do research on perceptual and cognitive development, early memories, concepts of self and death, religion, and cross-modal perceptual sequences.

**Program Review:
A Strategic Approach
to Academic Quality**

Dr. Michael Harris
Associate Provost

Dr. Earl Potter
Dean, College of Business

Brian Hoxie
Director, Academic Programming

Dr. Mary Sue Marz
Department Head, Nursing

Donelle Goerlitz
Senior Program Analyst

Dr. Alida Westman
Professor, Dept. of Psychology

*Board of Regents
Eastern Michigan University
November 19, 2002*

AGENDA

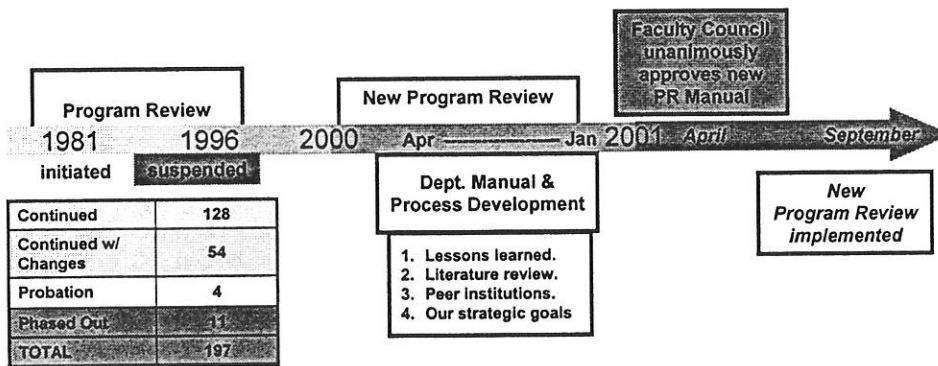
- Why Program Review?
- History of Program Review at EMU.
- Program Review Goals.
- Program Review Criteria.
- 2001-2002 Program Review:
 - Timeline.
 - Process.
 - Results.
- Closing.

WHY PROGRAM REVIEW?

Manifestation of the university's focus
on continuous academic improvement.



PROGRAM REVIEW AT EMU



Program Review

GOALS

- ***Continuous academic improvement.***
- Active interaction between faculty and administration to ensure academic quality.
- Integrate program review and accreditation activities with student outcomes assessment.
- Maximizing program effectiveness to assure prudent husbandry of public resources.
- Refine divisional priorities.
- Meets NCA Requirements.



Program Review

PHILOSOPHY & GUIDANCE

- Goal oriented.
- Program as a whole.
- Forward-thinking.
- Focus on analysis rather than observation.
- Faculty ownership & collaboration.
- Recommendations expressed in terms of action.
- The program review process is continuous.
- Continue to improve the review process & data resources.

A successful program review system presents standards & criteria that are credible and fair, encourages a culture of peer collaboration and review, and drives the strategic planning themes of academic programming.



Program Review
CRITERIA

- **Quality.**
- **Efficiency.**
- **Productivity.**
- **Effectiveness.**
- **University Mission.**

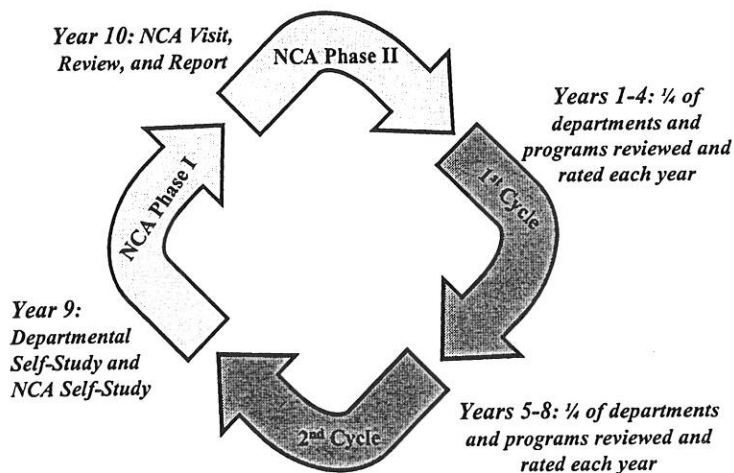
Tailored through interactive process with individual programs.

- ✓ *Regional needs?*
- ✓ *Student needs?*

Source: Provost Schollaert's letter to EMU Faculty Members on Program Review Criteria: Oct 10, 2001.



Program Review
TEN YEAR PROCESS



Program Review
2001-2002

2001-2002	2002-2003	2003-2004	2004-2005
ART	FLABS	CTA	AAS
GEOG	PLSC	ENGL	MUSC
CHEM	SAC – UNDERGRAD	SAC – GRAD	ECON
PSY	COSC	BIOL	HIST
FCIS	MATH	MKTG	WMNS
HPER&D	BUSINESS ADMIN	LDRS	PHY
NUR	ACC	HECR	MGMT
INDT	IT	AHP	SPED
		BTE	SWRK
			TC ED
IDBS	CCT (QUALITY)	CRI	
NICE	CCT (Risk Reduction)	ISCFC	
CEITA	TRTI		



Program Review
TIMELINE

Determine list of programs.	Sept.
Distribution of data.	Oct.
Workshops for departments.	Nov.
Program compilation.	Sept. – Jan.
Campus comment.	Feb. – Mar.
Open discussions.	Apr. – Jun.
Findings & Annual Report.	Jun.



Program Review
DETERMINING PROGRAM REPORTS

CHEMISTRY

*All program codes for
a given department*

CH 01 – General Chemistry
CH 02 – Professional Chem. Curriculum
CH 03 – Professional Biochem. Curriculum
CH 04 – General Biochem. Curriculum
CH 05 – Biochem/Toxicology Curriculum
CH 07 – Pre-Dentistry
CH 08 – Pre-Mortuary Science
CH 09 – Pre-Pharmacy
CH 31 – Chemistry – Secondary Teaching
CH 99 – MS in Chemistry

*Codes for programs
that issue awards*

CH 01 – General Chem.
CH 02 – Professional Chem.
Curriculum
CH 03 – Professional Biochem.
Curriculum
CH 04 – General Biochem.
Curriculum
CH 05 – Biochem/Toxicology
Curriculum
CH 99 – MS in Chemistry

*Reports based on
logical groupings*

Chemistry – BS.
Biochemistry/Toxicology – BS.
Pre-professional.
Chemistry – MS.

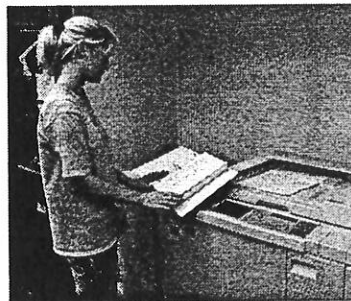


Program Review
DATA DISTRIBUTION

➤ Delivered to Department Heads.

➤ Includes:

- Program Review Manual.
 - ✓ Program Review guidelines.
 - ✓ Timeline.
 - ✓ Correspondence (to date).
- Data
 - ✓ 5 full academic years
 - ✓ Programs under review.
 - ✓ Minimum hours to completion (UG).
 - ✓ Average cumulative GPA report.
 - ✓ UG & GR degrees conferred.
 - ✓ Diversity.
 - ✓ Full-time & part-time.
- Other dept data resources.



Academic Programming GA preparing department data for distribution.



Program Review
WORKSHOPS

Program Review Report

- Goals
- Curriculum
- Faculty Quality
- Student Trends
- Service Courses
- Program Delivery
- Outreach
- Cost Effectiveness
- Resolution of Issues
(Internal and External)
- Recommendations for the Future
- Appendix

- Layout of the task and report.
- Program Data.
- What information and/or data supports what sections?
- Internal data resources.
- Establish lines of communication.
- Allow faculty and senior administration interaction.
- Department manual.
- Work plan.
- Time line.



Program Review
REPORT COMPILATION

- Reports were compiled during November and December.
- Each department used techniques tailored to their faculty situation.
- Completed reports were reviewed by department heads and provided to the deans by 12 Jan 02.
- Reports with the Dean's assessments were completed and provided to the Associate Provost by the end of January.



Program Review

CAMPUS COMMENT

- Completed Program Review reports were reproduced and distributed to interested parties for feedback during the first week of February 2002.
- Interested parties were given until mid-March to formally respond to the Associate Provost regarding the Program Review reports they had received.
- Responses summarized and used to develop agenda for Roundtable Discussions.



Program Review

ROUNDTABLE DISCUSSIONS

- *Purpose: To encourage constructive interaction between faculty, department heads, and EMU administration on program-related concerns.*
- *Who attended?*
 - Provost and Associate Provost.
 - Deans and department heads.
 - Coordinators & report writers.
 - Faculty.
 - Other interested parties.
- *Format: Open discussions address recommendations and concerns identified during the "Evaluation & Feedback" period of the Program Review process.*



Program Review
PROGRAM RATING

- All input considered.
- Associate Provost submits recommendation to Provost.
- Provost issues final report.
- Rating scale used:

Continuation	<i>No review required for 5 years.</i>
Continuation with Specific Changes	<ul style="list-style-type: none"> ▪ <i>Post-Review Improvement Plan.</i> ▪ <i>No review required for 5 years.</i>
Probation	<ul style="list-style-type: none"> ▪ <i>Post-Review Improvement Plan</i> ▪ <i>Annual review until deficiencies corrected.</i>
Phase Out	<i>Department Head & faculty will be given 30 days to respond to recommendation.</i>



Program Review
FACULTY MEMBER'S PERSPECTIVE

- Dr. Alida Westman, Professor, Dept of Psychology.
- Insights:
 - Creation of the program review document.
 - Evolution of the process.
 - Different perspectives are educational, informative.
 - Concerns.
 - Thoughts for the future.

Jefferson



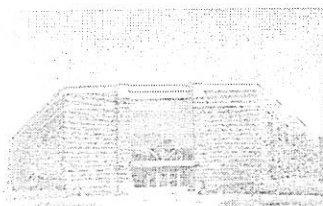
College of Arts & Sciences



Program Review

DEPARTMENT HEAD'S PERSPECTIVE

- Dr. Mary Sue Marz, Dept Head, Dept of Nursing.
- Insights:
 - Process.
 - Feedback.
 - Outcome.
 - Recommendations.



Program Review

DEAN'S PERSPECTIVE

- Dr. Earl Potter, Dean, College of Business.
- Insights:
 - Enormously Valuable....if you see the process as a "friend."
 - Requires skill to implement...the kind of skills built in a continuous improvement program.
 - Absolutely dependent on access to high quality, fine-grained, data.
 - Departments "in the queue" are getting a jump start... because it is an awful lot of work to do in one semester.
 - Results in measurable program improvements.

College of Business

Eastern Michigan University



Program Review
2001-2002 FINDINGS

	Continuation	Continuation with changes	Probation	Phase Out
Academic Programs	23	30	2	0
Centers and Institutes	1	0	0	3

- > Placed on probation:
 - BS in Recreation/Park Management (HPERD).
 - BS in Public Safety - Individualized Study (IDT).
- > Scheduled for phase out:
 - MLS in Technology - Information Systems (IDT)
 - National Institute for Consumer Education (NICE)
 - Institute for Diversity and Business Services (IPEDS)



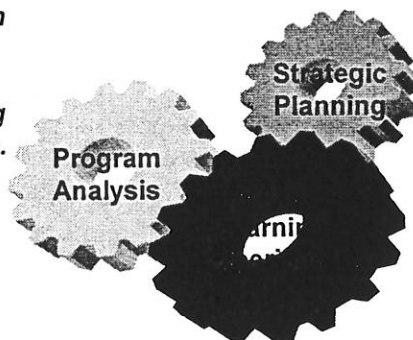
Program Review
INSIGHTS

- > **We have a good process in place!**
 - Must remain somewhat flexible.
 - Faculty Council is an invaluable ally.
 - Active faculty participation & ownership is key to success.
 - Involvement by divisional leadership is essential.
 - Feedback must be encouraged and accepted.
- > **Programs need more time and better data.**
- > **Data:**
 - Need to continuously improve data collection.
 - Need more specific & accurate data.
 - Distribution needs to occur earlier.
- > **Workshops now tailored to each department.**
- > **Roundtable Discussions very successful:**
 - Viewed as an opportunity to be heard.
 - Promote faculty & administration interaction.
 - Communication must be ongoing and open.
- > **Manual to revised to include Department Overview & Dean's Comments.**



EMU PROGRAM REVIEW

The program review process reinforces the campus culture of continuous improvement. In conjunction with effective strategic leadership, they assure an optimum learning experience for our students.



ACADEMIC AFFAIRS
EASTERN MICHIGAN UNIVERSITY

EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

FACULTY AFFAIRS COMMITTEE MINUTES

September 24, 2002
8 a.m., 201 Welch Hall

Attendees (seated at tables): Regent Brandon (Chair), Regent Valvo, Provost Schollaert, D. Clifford, E. Tratras-Contis, S. Erenburg, C. Gerdes, M. Harris, R. Holkeboer, S. McCracken and H. Zot

Guests: (as signed in) R. Abent, D. Beagen, A. Blakeslee, J. Blumner, P. Buchanan, R. Cere, D. Clifford, R. DeLong, D. Harmon, W. Harris, B. Hoxie, M. Kanagy, L. Klopfer, M. Laporte, R. Larson, G. Liepa, P. Melia, G. Mitchell, S. Moeller, B. Morgan, A. Nazzaro, M. O'Connell, U. Reinhardt, L. Ristau, K. Saules, J. Todd, T. Venner, J. Waltman, B. Warren, D. White and R. Woods

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

Monthly Report and Minutes (Section 14)

Regent Brandon recommended approval of the Faculty Affairs Committee Agenda for September 24, 2002 and the Minutes of March 19, 2002 be accepted and placed on file.

The recommendation was accepted.

Status Report: Faculty Professional Development: 2002 Summer Institutes

Dr. Paul T. Schollaert, Provost and Vice President for Academic Affairs, stated that he was pleased to be able to put forward a program today that further highlights Eastern Michigan University's continuing resolve to strong faculty development programs. *Provost Schollaert* then introduced the first presenters *Dr. Jacob S. Blumner, Director of Writing Across the Curriculum and Professor of English Language and Literature* and *Dr. Ann M. Blakeslee, Former Director of Writing Across the Curriculum and Professor of English Language and Literature*

Dr. Blumner began his presentation by stating that Writing Across the Curriculum is a complex programmatic entity, intended to enhance students' critical thinking and problem-solving skills. It entails a. Writing to Learn (the more you write, the better you get at it), b. Writing to Communicate (Learning to Write Disciplinary Discourse) and c. Critical Thinking. Premises for Writing Across the Curriculum are a. writing skills must be practiced and reinforced throughout the curriculum, b. to write is to learn (the more you write, the more you learn), and c. the responsibility for student writing is university-wide. Writing Across the Curriculum at EMU consists of a. writing identified as a primary curriculum issue by deans and department heads (prioritized in the 150-2000

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 15
DATE: November 19, 2002

RECOMMENDATION

MONTHLY REPORT - FINANCE COMMITTEE

ACTION REQUESTED

It is recommended that the Working Agenda for November 19, 2002 and the minutes for the September 24, 2002 Finance Committee meeting be received and placed on file.

STAFF SUMMARY

Regular Agenda items discussed at the September 24, 2002 Finance Committee included: Finance Committee Monthly Report; Consolidated Financial Statements and Supplementary Information as of June 30, 2002 and 2001; OMB Circular A-133 Supplementary Financial Reports for the Year Ended June 30, 2002; 2001-02 General Fund Budget Management Report; 2001-02 General Fee Report; 2001-02 Auxiliary Fund Budget Management Report; Collective Bargaining Agreement Between Eastern Michigan University and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, Technical, Office and Professional Local 1976 (tentative); Agreement – Washtenaw County 800 MHz Communications Consortium; and Graduate Assistant Report. Consent Agenda items discussed were: Treasurer's Report, Internal Audit Report, Grants and Contracts Report, Construction Projects Progress Report, Accounts Receivable Report, and Technology Plan Implementation Report.

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

1

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

November 19, 2002

REGULAR AGENDA

- Section 15: Finance Committee Monthly Report**
Patrick J. Doyle, V.P. for Business and Finance and Treasurer to the Board of Regents
- Section 16: FY 2004 Appropriation Request**
Patrick J. Doyle, V.P. for Business and Finance and Treasurer to the Board of Regents
- Section 17: FY 2004 Capital Outlay Budget Request**
Patrick J. Doyle, V.P. for Business and Finance and Treasurer to the Board of Regents
- Section 18: Collective Bargaining Agreement Between Eastern Michigan University and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), Technical, Office and Professional (PT) Local 1976**
Jill Pollock, Executive Director for Human Resources
- Section 19: Collective Bargaining Agreement Between Eastern Michigan University and Local 1666 Affiliated with Council 25 of the American Federation of State, County and Municipal Employees (AFSCME) and the AFL-CIO**
Jill Pollock, Executive Director for Human Resources
- Section 20: 2001-02 Eastern Michigan University Foundation Annual Report**
Laura Wilbanks, Vice President and Chief Financial Officer, EMU Foundation
- Section 21: 2001-02 Eagle Crest Management Corporation Annual Report**
Kathy Vachon, Executive Director, Eagle Crest Management Corporation

CONSENT AGENDA

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

September 24, 2002

Present: Regents Antonini, Brandon, Valvo, Incarnati, and Griffin; Vice President Doyle

MONTHLY REPORT

Patrick Doyle, Vice President for Business and Finance, recommended that the working agenda for the September 24, 2002 Finance Committee and the minutes for the June 25, 2002 Finance Committee meeting be received and placed on file. There were no questions.

**CONSOLIDATED FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
AS OF JUNE 30, 2002 AND 2001**

Darrell Burks of PricewaterhouseCoopers (PWC) presented the Consolidated Financial Statements and Supplementary Information as of June 30, 2002 and 2001. Burks reported that the audit was performed in accordance with Generally Accepted Accounting Standards (GAAS) and the internal control environment and overall attitude towards controls at the University continue to be strong. There were no findings classified as "management recommendations". Burks reported that Eastern Michigan University is the first among 15 universities to present its financial statements. At June 30, 2002, total University assets were \$400 million, compared to \$385 million in fiscal 2001. Operating expenditures increased by \$17.8 million, primarily due to investment in instructional activities, scholarships and fellowships, and utilities. Total net assets increased by \$9.6 million to \$256 million, primarily due to increased tuition and program fee revenue.

Burks also reported that effective fiscal year 2004 the University will be required to include the Foundation's total assets, revenues and expenses with the University's financial statements.

Burks reported on the proposed Statement on Auditing Standards, which will establish standards and provide guidance to auditors in fulfilling their responsibility as it relates to fraud in an audit of financial statements, thus improving the likelihood that auditors will detect material misstatements due to fraud in a financial statement audit. Regent Incarnati asked if PWC has had the opportunity to examine the University's internal audit agenda relative to being properly focused on control of fraud. Burks answered yes; they review the internal audit schedule. Burks further stated that the University's practice of placing an external auditor to perform regular internal control evaluations and recommendations is a good structure and better suited to making real-time changes in areas of high risk, versus waiting to evaluate control processes at the end of the fiscal year.

**OMB CIRCULAR A-133 SUPPLEMENTARY FINANCIAL REPORTS FOR THE YEAR
ENDED JUNE 30, 2002**

Darrell Burks recommended that the OMB Circular A-133 Supplementary Financial Reports for the Year Ended June 30, 2002 be received and placed on file. PricewaterhouseCoopers (PWC) reported that there were no findings. The University complied with requirements governing its major Federal Awards Programs for the year ended June 30, 2002.

2001-02 GENERAL FUND BUDGET MANAGEMENT REPORT

Al Levett recommended that the 2001-02 General Fund Budget Management Report be received and placed on file, and that the funding authorization for \$6,021,808 be approved for outstanding obligations, commitments, encumbrances and provisions. The approved FY2002 general fund budget includes net revenues of \$178.5 million, plus authorized allocations of fund balances in the prior year for outstanding commitments, encumbrances and provisions of \$5.4 million for a total funding source of \$183.9 million. Actual revenues plus approved allocation of fund balances for the year of \$186.3 million exceeded the plan by \$2,380,000. The approved fiscal year 2002 general fund expenditure budget was \$183.8 million with actual expenditures of \$178.9 million, which was \$4.9 million below the authorization. Revenue exceeded expenditures by \$1,992,000, which is also the amount by which the general fund balance increased over the June 2001 balance. As reported in the financial statement for the year ending June 30, 2002, the general fund revenues exceeded expenditures and transfers by \$1.99 million, thus increasing the fund balance to \$10,700,000. Levett reported that of this balance, \$6.0 million has been encumbered, allocated or otherwise committed which results in an unallocated unencumbered balance of \$4.7 million, or an increase of \$1,360,000 over the prior year. General fund revenues less the allowance for uncollectable tuition and fees exceeded budget by \$2,380,000 – a direct result of enrollment gains. The University's state appropriation for fiscal year 2002 was \$87,637,000. Student credit hour enrollment was 558,000 and exceeded the plan by nearly 16,000 credit hours, or 2.9 percent; and increased by 16,800 credit hours or 3.1 percent when compared to the prior year enrollment. Levett reported that tuition and fees, including Continuing Education program revenues, exceeded the plan by \$2.4 million or 2.9 percent. Indirect cost recovery exceeded plan by \$324,000. Expenditures and transfers of \$178.9 million were below authorization by \$5.0 million. Personal service expenditures including student help and fringe benefits totaled \$129.5 million, representing 72.5 percent of the total general fund operation. Direct fringe benefits for faculty and staff totaled \$28.8 million or 30.1 percent. Levett reported that health care and dental costs were contained during the year. Because of the continuing migration of staff from HMOs and tradition Blue Cross Blue Shield to the Community Blue PPO, total fringe benefits were nearly \$700,000 below budget for the year. Total expenditures and transfers of \$178.9 million increased \$12.4 million, or 7.45 percent over the prior year. Levett reported that overall, enrollment growth coupled with cost containment initiatives contributed to the \$2.0 million increase in the fund balance.

2001-02 GENERAL FEE

Al Levett recommended that the 2001-2002 General Fee Report be accepted and placed on file. Levett reported that in fiscal year 2002 the General Fee was assessed at \$20 per student credit hour. Based upon planned enrollments of 543,000 student credit hours, the planned gross revenues amounted to \$10.8 million. Actual gross revenues amounted to \$11.1 million, exceeding the plan by \$272,000 on recorded enrollments of 558,264 student credit hours. The planned net revenues amounted to \$10,500,000 excluding the carry forward authorizations. Actual net revenues amounted to \$11.0 million, which included the carry forward of \$782,000 in balances from the prior year. Levett reported that during fiscal year 2002 expenditures and commitments of the General Fee revenues totaled \$11,028,120.

2001-02 AUXILIARY FUND BUDGET MANAGEMENT REPORT

Jim Vick recommended that the 2001-2002 Auxiliary Fund Budget Management Report be accepted and placed on file. Vick reported that auxiliary operations earned \$36.48 million, which is \$2.06

million in excess of the budget plan. The excess revenue is attributed to operations including Dining Services, Health Services, Recreation Intramurals, University Publications, computer sales and Parking. The net of operations is \$6.0 million, which is \$87,000 in excess of the plan. Vick reported that obligated payments from the net of operations included \$1.28 million to the general fund for administrative support; \$1.6 million for debt service; \$325,000 for the facility plan; and \$70,000 for heating plant operations. Total transfers from the net of operations were \$3.28 million leaving an operating balance of \$2.75 million. Vick reported that \$2.63 million was transferred to the plant fund for maintenance and reserves, exceeding the plan by \$159,000. The net change to the operating balance was \$112,000. The accumulated total balance as of June 30, 2002 is \$3.1 million. Vick stated that Auxiliary Fund Budget Management Report does not include the Golf Course and the Corporate Education Center, which are managed by Eagle Crest Management Corporation. Eagle Crest Management Corporation will present their report in November.

AGREEMENT: EASTERN MICHIGAN UNIVERSITY AND THE WASHTENAW COUNTY 800 MHZ COMMUNICATIONS CONSORTIUM

Pat Doyle recommended that the agreement between Eastern Michigan University and the Washtenaw County 800 MHz Communications Consortium be approved. Doyle reported that upon approval of the respective bodies of the member agencies, the updated Washtenaw County 800 MHz Communications Consortium Agreement will supercede and terminate the Agreement between the parties which formed the 800 MHz Communications Coordinating Council (CCC), effective July 23, 1986. The agreement will provide for the ownership, governance, and management of a public safety/public service communications system that delivers reliable, interoperable wireless communications throughout Washtenaw County for its subscribing members, which includes the University's Department of Public Safety and allows them to communicate with other city, county, and governmental entities in Washtenaw County. Membership may be terminated by notification to the Consortium's Executive Board before the approval of the next year's budget and will be effective on the first day of the next budget year. A Consortium member shall be required to pay one year's maintenance fee as a termination fee. Doyle reported that based on the University's use of 35 radios on the system, annual expenses to EMU are expected to cost \$5,500 for fiscal year 2002-03.

GRADUATE ASSISTANT PROGRAM REPORT

Robert Holkeboer recommended that the Graduate Assistant Program Report be received and placed on file. Holkeboer reported that the division of Academic Affairs provides 359 base-funded graduate assistant (GA) positions (a number has remained constant since 1997), and up to 150 additional positions are funded each year from grants, sponsors and auxiliary accounts. Another 20 awards are supported by state or federal college work-study funds. The Provost allocated the general fund GA positions to units, and college deans reallocated them to departments based on need. Holkeboer stated that GA positions provide a valuable mentored learning experience in addition to being a coveted form of financial aid for master's-level graduate students. The award consists of a variable stipend for hours worked, a scholarship covering tuition up to 18 credit hours a year; and fees: registration fee (fall and winter semesters only), general fee and the technology fee; priority registration, parking and library privileges, and a 10 percent discount on University Bookstore purchases. Applicants must have a baccalaureate degree from a regionally accredited college or university, or recognized international institution of higher education; full degree admission to a graduate program; and an undergraduate

grade-point average at least equal to the average of students in the program. Graduate assistants must be enrolled full-time and maintain a 3.0 GPA.

Regent Antonini stated that the University's graduate assistantship program is a critical component in developing quality faculty and staff.

TREASURER'S REPORT

Pat Doyle recommended that the Treasurer's Report for the month of August 2002 be received and placed on file. Doyle reported that as of August 31, 2002 cash and investments total \$90 million and were invested to return a total annualized return of 6.56 percent. Cash and investments as of August 31, 2002 increased by \$22,621,818 when compared to August 2001. Doyle stated that nearly half of the increase is attributed to federal funds received during the reporting period for Fall 2002 financial aid awards. Doyle stated that University investments in the intermediate term funds have been relatively stable.

INTERNAL AUDIT REPORT

Jeff Fineis and Amy Brown of Andrews Hooper and Pavlik recommended that the Internal Auditor's activity report for the period June through August 2002 be received and placed on file. The reports for the Student Government Audit and the Catering and Conferences Audit have been issued, and include findings and corresponding recommendations to improve controls. Fineis stated that the recommendations were reviewed with the appropriate personnel; University management agrees with the recommendations, and is proceeding with actions to implement them. Fineis stated that the University has included a report showing that the recommendations from the University Housing audit and Financial Aid audit, completed in June, have been fully implemented. Fineis reported that all audits on the internal audit schedule for the period ending September 30 2002 have been completed. Fineis presented a proposed internal audit schedule for the period ended September 30, 2003 and 2004.

GRANTS AND CONTRACTS REPORT

Brian Anderson recommended that 101 grants and contracts totaling \$3,695,442 for the period June 1 through August 31, 2002 be accepted. Of those awards, 100 percent sponsor-funded grants and contracts in the amount of \$2,263,286 were awarded. Grants and contracts awarded to the University that required EMU cost-sharing and/or in-kind contributions totaled \$1,432,156. The cash contributions for those awards were \$106,691. Anderson reported that from the total cash contributions for the period, \$8,750 is allocated to fiscal year 2002 for a fiscal year-to-date total of \$363,463 against a base budget of \$361,652. Anderson reported that \$97,941 is allocated to fiscal year 2003 for a fiscal year-to-date total of \$97,941 against a base budget of \$361,652. From the final progress report for FY 2002, Anderson reported that 470 proposals were processed, which was minus 10 from the plan; 392 awards were received, an increase of 41 from the plan. The dollar value of awards was \$14,504,119 – down \$1,995,881 from the plan. Matching funds committed was \$363,463 – an increase of \$1811 over the plan. Comparing fiscal year 2002 totals to fiscal year 2001 totals, 12 more proposals were processed; 28 more awards were received; the dollar value of awards received was down \$1,952,032; and matching funds increased by \$68,336. Anderson reported that actual expenditures for grants and contracts for FY 2002 amounted to \$13,497,000, an increase of 7.6 percent over FY 2001 expenditures of \$12,549,000.

Anderson reported that the FY 2003 plan includes 506 proposals and 394 awards with a dollar value of \$16,515,000. Matching funds for the year are planned at \$361,652. Anderson reported that 69 proposals have been processed through August 31, 2002 – which is minus 15 from the plan, and 51 awards – which is minus 15 from the plan. The dollar value of awards received is \$2,348,073 – which is minus \$404,000 from the plan. Matching funds committed were \$97,941 – an increase of \$37,666 from the plan. Comparing fiscal year-to-date 2003 to fiscal year-to-date 2002, Anderson reported that five more proposals were processed; two more awards were received; the dollar value of awards received is up \$81,780; and matching funds total \$6,269 dollars.

Anderson reported that last year's plan was negatively affected by several multi-year awards that were serviced in FY 2002, but actually awarded in the FY 2001. Delays in U.S. Department of Education programs, which provide a significant source of funding for the University, also negatively affected last year's plan. Anderson reported that delays resulted when the U.S. DOE did some significant retooling in order to implement President Bush's "No Child Left Behind" legislation. Anderson expects the plan to be achieved this year. Anderson reported that lobbyists are currently working in Washington, DC to obtain earmarked funds. Anderson said he expects the University to receive increased funding from the U.S. Department of Education.

Regent Incarnati stated that with this year's flat state appropriation, it is critical that the University achieve its goals. Regent Valvo asked why some high-dollar awards have been denied in the past, and if the University is getting information about how to improve award applications. Anderson said that first-time applications for high-dollar awards are typically denied. Once the proposals are reviewed and the review comments are released, the University can resubmit an application the next time the funding opportunity arises. Anderson said he expects many of these award applications will be resubmitted and many of them will be funded.

CONSTRUCTION PROJECTS PROGRESS REPORT

Tony Catner and Aaron Preston recommended that the Construction Projects Progress Report for the period ending September 6, 2002 be received and placed on file. Catner presented a chart showing the effects of the University's energy conservation program on campus-wide electrical demand and usage. Catner reported that by installing lighting retrofits to various buildings on campus (Pierce, Sill, Roosevelt and Sherzer), the total base of electric demand is lowered. Catner reported that new addressable and audible alarm systems have been installed in Hoyt, Buell and Goddard. Buildings slated for installation of the improved alarm system are Rackham, Dining Commons III, Quirk, Warner and Starkweather. Preston reported that the parking expansion program is progressing with completion of the 855-space North Campus Lot; reconfiguration of the Sill Lot; the 72-space New Alexander Lot, and the 13-space Pray-Harrold Lot. Preston reported that six new spaces were added in the Bowen Lot by removing islands. Preparation continues for the demolition of the Business and Finance building and the design/construction phase of the new 260-space tabletop parking deck. Preston reported that construction is scheduled to begin in spring 2003. Occupation of the newly renovated Hover building is scheduled for October. Preston reported that construction at the softball field complex site continues with scheduled completion for Fall 2003. The University House project remains on budget and on schedule.

Regent Antonini asked if a bidding process is used in the selection of design consultants for various

projects. Catner answered yes, and stated that sometimes the low bidder is not selected because of experience relative to specific needs for the project.

Regents Brandon and Valvo commended the University on resolving the issues that arose with the community concerning the softball fields project.

ACCOUNTS RECEIVABLE REPORT

John Beaghan recommended that the Student Accounts Receivable Ratio Analysis, Student Accounts Receivable Reports and the Collection Agency Inventory as of August 31, 2002 be received and placed on file. Beaghan reported that the August 31, 2002 net receivable balance is \$30.3 million, which is 49.9 percent of revenue for the year as compared to \$31.9 million or 58 percent of revenue as of August 31, 2001. Beaghan reported that the eight-percent decrease in net receivables is attributed to timing of the financial aid disbursement. The report also shows an increase of .81 percent in comparing the five-year average of 49.12 percent. Beaghan reported that student receivables for the reporting period are on target and the University continues to meet the goal of collecting 99 percent of student revenue.

TECHNOLOGY PLAN IMPLEMENTATION REPORT

Margaret Cline recommended that the Information and Communications Technology Initiatives and financial status report be accepted and placed on file. Cline reported that all initiatives are currently meeting scheduled targets and budgets. Cline reported that the finance module of Banner was fully implemented on July 1 as planned, and the admissions component of the student services module is up and functioning. We also have the new email, calendaring and portal system up and functioning. All new students receive email accounts on the new email system, and ICT is currently transferring staff, faculty and students from the old system to the new MyEmich email and calendaring system. Cline stated that the goal is to have complete migration to the new system by the holiday break. Regent Antonini stated that technological productivity within budget constraints is a critical component of the ICT project.

There were no further questions regarding the consent agenda or regular agenda of the Finance Committee. Regent Antonini adjourned the meeting.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 16
DATE: November 19, 2002

RECOMMENDATION

FY 2004 APPROPRIATION REQUEST

ACTION REQUESTED

It is recommended that the Board of Regents approve the FY 2004 Appropriation Request Strategy for subsequent submission to the Office of the State Budget.

STAFF SUMMARY

This request establishes the initial resource planning parameters for 2003-04. Its purpose is to identify the fiscal needs of the University for the Office of the State Budget. It does not preempt the Board of Regents' approval of the operating budget that is under development, for presentation at the June 2003 Board meeting.

The appropriation request focuses on six key points:

1. Acknowledging the continued shortfall in state revenues, but also recognizing the significant return to the state from the investment in higher education.
2. The University's growth in enrollment.
3. The impact enrollment growth has on the relative value of the appropriation on a per-student basis.
4. The University's sensitivity to the price of higher education and our significant investment in student financial aid.
5. Identification of projected contractual fixed costs, program improvements and our highest priority new initiative.
6. The University's commitment to and success in cost containment.

The University's FY 2004 appropriation request would: 1) identify \$11,759,830 in resource needs; 2) request a continuation budget from the state with an appropriation equal to the FY 2003 and 2002 levels - \$87,637,200; 3) ask the state to give serious consideration to funding enrollment growth (\$2.8 million); and acknowledge the historical, positive effect increased appropriations have had on minimizing tuition rates, and the significant return on investment that appropriating funds to public universities has provided to the state.

FISCAL IMPLICATIONS

This establishes the initial resource planning parameters for 2003-04. It is to be used to identify the fiscal needs of the University for the Office of the State Budget. It does not preempt the Board of Regents' approval of the operating budget that is under development.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

EASTERN MICHIGAN UNIVERSITY

FY 2004 APPROPRIATION REQUEST

EXECUTIVE SUMMARY

This request establishes the initial resource planning parameters for 2003-04. Its purpose is to identify the fiscal needs of the University for the Office of the State Budget. It does not preempt the Board of Regents' approval of the operating budget that is under development, for presentation at the June 2003 Board meeting.

The appropriation request focuses on six key points:

1. ACKNOWLEDGING THE CONTINUED SHORTFALL IN STATE REVENUES, BUT ALSO RECOGNIZING THE SIGNIFICANT RETURN TO THE STATE FROM THE INVESTMENT IN HIGHER EDUCATION.

State tax revenues continue to fall below both last year's receipts and revised House/Senate and Treasurer estimates, and most of the budget stabilization fund has been utilized. As such, the University is very appreciative of the decision not to reduce funding to Michigan's 15 public universities. The University believes this makes great sense. According to the 2002 economic impact study commissioned by the Michigan Economic Development Corporation and the Presidents Council of State Universities of Michigan, the state's investment of \$1.5 billion in higher education in 1999 had a net impact to Michigan's economy of \$39 billion, representing 12.6 percent of Michigan's gross state product that year and roughly equal to the entire state budget. For each dollar of state support, the public universities generated at least \$26 of economic impact. Likewise, for every dollar of state support to EMU, the University generated between \$30 and \$32 of economic impact on the state's economy. Few, if any, other public investments realize a rate of return of this magnitude.

2. THE UNIVERSITY'S GROWTH IN ENROLLMENT.

Eastern Michigan University continues to grow. Strategic and deliberate enrollment initiatives that have focused on new students, transfer students and retention are delivering planned results. Some of the initiatives include:

1. The development of a retention tracking system
2. Establishment of the Holman Learning Center
3. Introduction and expansion of Supplemental Instruction
4. Review of the general education curriculum
5. Creation of academic advising offices in each college
6. Mandatory freshman orientation
7. First year mentorship and freshman advising
8. Expansion of summer incentive program
9. Improved marketing and student recruitment
10. Establishment of the Commuter and Transfer Student Centers
11. Enhanced scholarship support

As a result, full-year equated student (FYES) enrollment for this fall has increased 1.5 percent over last fall, and 4.8 percent over Fall 2000. The University is experiencing record high retention rates and record low course withdrawal rates.

EASTERN MICHIGAN UNIVERSITY

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EXECUTIVE SUMMARY

3. THE IMPACT ENROLLMENT GROWTH HAS ON THE RELATIVE VALUE OF THE APPROPRIATION ON A PER-STUDENT BASIS.

Although state appropriations remained constant at the FY 2002 level, its relative value has decreased due to increased enrollments. Appropriation funding per FYES has declined by \$142 per FYES, or 3 percent, since Fall 2000 – from \$4,624 to \$4,482 per student. Funding from the state for current enrollments at the Fall 2000 level would add \$2.8 million to the appropriation.

4. THE UNIVERSITY'S SENSITIVITY TO THE PRICE OF HIGHER EDUCATION AND OUR SIGNIFICANT INVESTMENT IN STUDENT FINANCIAL AID.

One of the guiding principles of the University's mission is "*Affordability: Qualified individuals who desire to participate are not discouraged from doing so because of financial resources*".

Dedication to this principle is demonstrated in two ways: 1) the University has always been in the lower half of tuition prices, and currently ranks 10th lowest of the 15 public universities; 2) by the University's significant investment in student scholarships, fellowships and other campus aid. This investment, which is the fastest growing part of the budget, has increased from \$12.7 million in FY 2001 to \$16.8 million in FY 2003 – an increase of \$4.1 million, or 33 percent.

This investment has been more than matched by the growth in state, federal, and private/student support, which at Eastern is expected to reach \$100 million this year. This support, which increased by almost \$25 million last year, is expected to increase another \$17 million this year. Of the \$100 million, nearly \$25 million is expected to be in non-loan scholarships and grants.

5. IDENTIFICATION OF PROJECTED CONTRACTUAL FIXED COSTS, PROGRAM IMPROVEMENTS AND OUR HIGHEST PRIORITY NEW INITIATIVE.

Faculty and Staff Compensation

\$6,802,830

The positive difference the University makes to the individual lives of students is directly related to the quality of the faculty and staff who deliver and support our academic programs.

Competitive salaries are essential to attracting and retaining this invaluable human resource.

Although 88 percent of EMU's employees are represented by one of seven organized labor unions, market studies and careful benchmarking are performed to reach agreement on compensation levels—contractual agreements that the University is committed to upholding.

Health Care Cost Increases

\$1,276,000

The cost of employee benefits continues to grow despite successful initiatives to avoid increased health care costs by restructuring health care plans offered to employees. Increases are due, in large part, to both the cost of health care services and the cost and demand for prescription drugs which continue to accelerate. During this past year, the University made additional progress toward consolidating all employees into one health care plan with the migration of all 233

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members of the American Federation of State, County and Municipal Employees (AFSCME) union. As such, the University is forecasting an increase in health care costs at only 75 percent of the national projection.

MPSERS – Retiree Health Care in State Retirement Plan \$287,000

Retiree health care benefits provided by the Michigan Public School Employee Retirement System (MPSERS), over which the University has no control, contribute to the University's benefit cost increases. The cost of this unfunded state mandate has increased more than \$1.75 million since 1998—an increase in excess of 100 percent. An additional increase of approximately \$287,000 is expected again next year.

Student Scholarships and Financial Aid \$2,475,000

The University's commitment to accessibility, affordability, diversity and attracting quality students is demonstrated by the University's significant investment in student scholarships, fellowships and other campus aid. This investment has grown from \$12.7 million in FY 2001 to \$16.8 million in FY 2003 – an increase of \$4.1 million, or 33 percent. Expansion of this investment is planned for next year. The return on the investment includes record high retention rates, record low course withdrawal rates and the highest SAT and ACT scores for incoming first-year students in five years.

Continuous Improvement \$875,000

One of the University's highest priorities is to ensure continuous improvement and accountability to heighten effectiveness, efficiency and quality performance. Program improvements support the University's core mission to serve students, enhance the learning experience and contribute to Michigan's economic and cultural development. They include continuous improvements in student success programs to attract and retain qualified students, enhancements to first year and other undergraduate learning experiences, enhancements to outreach and community partnerships and continuous process and outcome improvements across the University.

Graduate Program Development \$424,000

Eastern Michigan University's graduate programs focus on a blending of advanced theory and practical application and meet the state's needs for a well-trained workforce and economic development. The doctoral program in clinical psychology admitted its second class of students in fall 2002. This program responds to the state's high demand for mental health care workers and the emergence of new delivery systems supervised and managed by doctoral clinicians. The program creates a new scientist-practitioner-health care systems specialist with interdisciplinary skills and a community focus.

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EXECUTIVE SUMMARY

Ph.D. in Technology

\$120,000

Eastern Michigan University is uniquely positioned to address the growing technology education needs of Michigan and the nation. The University has an established base on which to build doctoral-level programming in technology in its successful interdisciplinary College of Technology. This interdisciplinary structure offers a national model for academic programming that builds on a variety of disciplines to address the new demands of a more complex information-age economy and the technology-assisted revitalization of Michigan's post-industrial economy. EMU is known as an innovator in technology education, delivery systems and collaboration with industry, professional organizations and government agencies. No other Michigan university offers a doctoral degree in the field. The proposed Ph.D. will be unique nationally, rivaled by only a handful of programs across the nation.

6. THE UNIVERSITY'S COMMITMENT TO AND SUCCESS IN COST CONTAINMENT.

Cost Savings/Avoidance

(\$500,000)

Last year, Eastern Michigan University, like many others, experienced nearly a 100 percent increase in the cost of natural gas. To meet these energy cost challenges, the University implemented a comprehensive "Conserve Eastern" energy conservation program. Strategies range from lighting retrofits, building system controls, energy peak shaving to simple reminders to turn off lights and personal computers. As a result, the University is forecasting a net \$250,000 reduction in energy costs for next year.

Like energy, voice and data communications are a fixed cost encountered by all universities. Eastern Michigan University currently spends more than \$2 million in telecommunications services. As technological advancements and deregulation provide more alternatives to traditional telecommunications delivery systems, the University has been able to leverage these alternatives to secure lower telecommunications costs. The University is projecting a net \$250,000 decrease in next year's telecommunications expenditures. A comprehensive list of cost containment, cost avoidance and process efficiencies is attached as Exhibit A.

EASTERN MICHIGAN UNIVERSITY

FY 2004 APPROPRIATION REQUEST

EXECUTIVE SUMMARY

2003-04 Resource Needs

<u>2002-03 Budget Authorization</u>	<u>\$209,431,094</u>
Faculty and Staff Compensation	6,802,830
Health Care Cost Increases	1,276,000
Health Care (retirees)	287,000
Student Scholarships and Financial Aid	2,475,000
Continuous Improvement	875,000
Graduate Program Development	424,000
Ph.D. in Technology	120,000
Cost Savings	(500,000)
Total resource increase over FY2003 base	\$11,759,830

Total Resource % increase over FY 2003 base	5.6%
Total Resource % increase over FY 2003 base net of financial aid	4.8%
Total Resource % increase over FY 2003 base net of enrollment growth & financial aid	3.3%

APPROPRIATION REQUEST

The University's FY 2004 appropriation request would: 1) identify \$11,759,830 in resource needs; 2) request a continuation budget from the state with an appropriation equal to the FY 2003 and 2002 levels - \$87,637,200; 3) ask the state to give serious consideration to funding enrollment growth (\$2.8 million); and acknowledge the historical, positive effect increased appropriations have had on minimizing tuition rates, and the significant return on investment that appropriating funds to public universities has provided to the state.

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FY 2004 APPROPRIATION REQUEST

COST CONTAINMENT/AVOIDANCE & PROCESS EFFICIENCIES

1. Electrical peak shaving lowered the University's maximum electrical demand by just under 1,000 kWh in both September and October resulting in approximately \$60,000 of annual cost avoidance.
2. Natural gas purchases and transportation rates have been advanced purchased for the period September 1, 2003 thru August 31, 2005 for a total cost reduction of \$540,000.
3. Lighting retro-fits of campus buildings has continued by replacing energy intensive T-12 lamps with energy efficient T-8 lamps. In addition, where practical, four tube fixtures have been replaced with three and two tube fixtures with ballasts being reduced to handle the new fixture requirements. Four major University buildings have been completed utilizing these efficiencies, resulting in annual cost savings estimated at \$164,000.
4. Consolidation of the University's healthcare offerings to a single BC/BS Community Blue PPO continued with the migration of the 233 member American Federated State, County, and Municipal Employees (AFSCME) unit. Projected health cost avoidance for premiums, combined with higher co-pays on prescription drugs is projected to be \$84,000 annually.
5. Implementation of the Banner system and the associated paper and manpower associated with separating and distributing reports has resulted in an estimated savings of \$78,000 annually.
6. Implementation of an ACH system to replace checks processed for student refunds is projected to save \$9,800 annually.
7. Implementation of an Electronic Bill Presentment and Payment (EBPP) system to invoice students for tuition and fees and collect student payments using web-based applications is presently being developed and evaluated. The resulting elimination of credit card discount fees (University paid), postage for invoices, and manual processing has potential savings in the range of \$500,000 annually.
8. Implementation of address "cleansing" software to reduce wasted postage and handling costs, and improve accuracy of outgoing mail using barcoding to provide the lowest rates for mail are estimated to save \$35,000 annually.
9. Negotiations with SBC for lower phone line rental rates and decreased local toll rates is estimated to save approximately \$250,000 annually.

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COST CONTAINMENT/AVOIDANCE & PROCESS EFFICIENCIES

10. Reverse auction purchasing for certain commodity purchases is being carefully evaluated and has the potential to offer significant cost savings, particularly for commodities.
11. "Conserve Eastern", a comprehensive campus-wide energy and overhead cost savings program, has been launched. The program includes suggestions as simple as reminding building occupants to turn out lights and to turn off computers, to installing sophisticated electronic controls on mechanical and electrical building systems that monitor and adjust the building's environment from a remote location.
12. Cost savings of \$15,000 was achieved by re-bidding procurement card service providers. Comerica, the successful bidder, provides a small rebate on all University purchases made with the procurement card.
13. Increased revenue of \$15,000 was realized through an agreement with Cingular Wireless to place one of their antennae on top of the Mark Jefferson building
14. A comprehensive Loss Control Program is underway with assistance from the University's property insurance carrier. Benefits include enhanced safety, protection of assets and lower premiums.
15. Negotiations with EMU's dental carrier, Delta Dental resulted in a 6% reduction for the administrative cost per EMU employee. Monthly rates were reduced from \$5.30 to \$4.98 resulting in annual savings of nearly \$8,000.
16. In response to Prudential increasing EMU's Long Term Disability rates by 10%, an RFQ was issued to find a more competitive insurance provider. Met Life, who also has EMU's Life Insurance business, was the low bidder with a quote that was 17% lower than the quoted rates from Prudential. Effective July 1, the Long Term Disability insurance was resourced to Met Life, resulting in annual savings of \$57,894.
17. EMU's migration from a phone based registration system to an on-line registration system will eliminate the need for 64 phone lines, resulting in annual savings of \$14,861.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 17
DATE: November 19, 2002

RECOMMENDATION

FY 2004 CAPITAL OUTLAY BUDGET REQUEST

ACTION REQUESTED

It is recommended that the Board of Regents approve the FY 2004 Capital Outlay Budget Request. The modernization of Pray-Harrold and renewal of the Mark Jefferson science building have been identified as the University's top capital outlay projects.

STAFF SUMMARY

Attached is an Executive Summary and project descriptions of the proposed \$41,394,375 modernization of Pray-Harrold classroom building, and the \$46,942,870 renewal of the Mark Jefferson science building. A complete copy of the FY 2004 Capital Outlay Budget Request is also provided. Also attached is an overview of the funding and financing alternatives related to the University's top four capital projects.

FISCAL IMPLICATIONS

The estimated cost to modernize Pray-Harrold is \$41,384,475. The University's cost share is \$10,346,119. The estimated cost to renew Mark Jefferson is \$46,942,870 with a cost-share of \$11,735,717. The University's total match of \$22,081,836 would likely be provided through the sale of bonds.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

EASTERN MICHIGAN UNIVERSITY
CAPITAL OUTLAY REQUEST FY 2004
EXECUTIVE SUMMARY

An increased state investment in Eastern Michigan University is an investment in Michigan's future. EMU is positioned to respond to metropolitan area growth, a changing population of diverse learners and the demands of schools, businesses and public agencies. We will have a measurable impact on the citizens of Michigan. To accomplish this the University must provide an exceptional learning environment that can accommodate the diverse and specialized delivery of instruction that will meet the expectations of our publics – students and their parents, business and industry, and the state. An exceptional learning environment requires facilities that can accommodate the technologies that are now woven through every discipline. Buildings constructed before the technology revolution/evolution cannot satisfy these demands.

Eastern Michigan University has 30 buildings that are at least 20 years old, with an average building age (weighted by square feet) of 34 years. While many old buildings have a unique charm, they lack the infrastructure needed to facilitate modern information and communication technologies, as well as the mechanical and electrical systems required to support a technology-friendly environment. It is recognized that most building systems have finite useful lives of approximately 30 years. Note that the University's top capital projects, the modernization of Pray-Harrold and the renewal of Mark Jefferson, exceed this age. As such, the University has identified both the modernization of the 237,108 square ft. Pray-Harrold classroom facility and the renewal of the 180,802 square ft. Mark Jefferson science building as its top capital outlay projects.

Pray-Harrold opened in 1969 as the state of Michigan's single largest classroom building. For the past 33 years the building has been utilized at capacity servicing approximately 10,000 students each instructional day. Modernizing this building will positively affect more learners than any other capital need of the University.

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Some improvements to this building have been completed already with the restoration from a March 2000 fire. Costs to restore Pray-Harrold to its pre-fire condition exceeded \$10.5 million. Much of the cost specifically addressed components included in the Pray-Harrold modernization project. These include improvements to HVAC systems (the fire started in the penthouse mechanical room), abatement of asbestos, new lighting and ceiling tiles on floors three through seven, and new roofing. The program statement for renewal of this essential classroom building into a 21st century, technologically-central learning facility has been completed and submitted to the Department of Management and Budget. The University hopes that this building project will be considered in the near future, and is prepared to mobilize immediately upon funding authorization.

In addition to the need to modernize Pray-Harrold, the University also has a critical need to improve its science facilities. Many of the building deficiencies reported in Pray-Harrold (i.e. age, mechanical and electrical system conditions and capabilities, and lack of specialized spaces and technology) also pertain to the University's science space. Several alternatives were studied and it was determined that renewal of the Mark Jefferson science building would be the most economical and expeditious way in which to address the building deficiencies that affect the biology, chemistry, and psychology departments. The Program Statement for revitalization of the Mark Jefferson building is being developed, and a capital outlay request is being submitted with this Capital Outlay Plan.

The scope of this renewal project will focus primarily on infrastructure including mechanical systems, duct work, fume hoods, lighting systems, electrical systems/building transmission loop, structural improvements to the building exterior, roof replacement, interior improvements and scientific instrumentation.

The anticipated costs of this recommendation is \$46,942,870. A phase-in plan has been developed in order to accomplish the aforementioned work with minimum disruption to students

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EASTERN MICHIGAN UNIVERSITY
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EXECUTIVE SUMMARY

and faculty. The estimated project life is 2.5 years. Eastern Michigan University is experienced in building renewal projects, having most recently completed the \$10 million fire restoration of Pray-Harrold, the University's largest classroom building (237,000 sq. ft.), in a four-month period. This project required complete vacation and temporary relocation of all building occupants.

Eastern Michigan University views its physical capital as a financial asset, and believes that investing in either the Pray-Harrold modernization project or the renewal of the Mark Jefferson science building is an exceptionally wise use of state funds. Such an investment will extend the life of the buildings, reduce operation costs and offer a more effective learning environment. The University is prepared to provide any required matching funds.

EASTERN MICHIGAN UNIVERSITY
CAPITAL OUTLAY REQUEST FY 2004
IMPLEMENTATION PLAN

PRAY-HARROLD MODERNIZATION

Total Project Cost: \$41,384,475
Capital Funding Required by EMU: \$ 10,346,119
Proposed Funding Sources: See Matching Resources Section

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 of new construction? Renovation✓ 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, these systems 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.

A 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. However, extensive renewal of major building systems remains.

Reconfiguration of the large classrooms to smaller ones on the second floor will provide more varied and flexible space. The reconfiguration of especially the second and third floors to provide cluster arrangements of computing facilities, advising, and space for studying and student interaction, is planned. This will provide students, with particular benefit to commuter

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CAPITAL OUTLAY REQUEST FY 2004
IMPLEMENTATION PLAN**

students, an atmosphere where they can stay and engage themselves in 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 essential elements of the proposal include:

- 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.
- 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.

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 will be in place. Reconfiguration of classrooms will also be achieved, providing more varied and flexible space and 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.

The completion of this project will result in a modern, technologically advanced building that is able to effectively serve the students of Eastern Michigan University.

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 buildings basic shortcomings. If the modernization can continue and complete the renewal of building systems, building envelope, integrated technology, 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 \$57 million. This is approximately \$16 million more than the cost of the remaining work to be done. Also, because of the size of the

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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 substantial 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 citizen's 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.

Match Resources

Matching funds will be provided through the sale of bonds. The University is prepared and has the financial capacity to expedite such borrowing. The bonds will be supported through tuition and fee revenue. Private support initiatives are also underway.

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**EASTERN MICHIGAN UNIVERSITY
CAPITAL OUTLAY REQUEST FY 2004
IMPLEMENTATION PLAN**

Mark Jefferson Revitalization

Total Project Cost: **\$46,942,870**

Capital Funding Required by EMU: **\$11,735,717**

Proposed Funding Sources: State Funding and University Match

Does authorization for this project exist in any public act?	Yes	No <input checked="" type="checkbox"/>
Is the project for instructional purposes?	Yes <input checked="" type="checkbox"/>	No
Is the project a renovation or new construction?	Renovation <input checked="" type="checkbox"/>	New
Are professionally developed program statement and/or schematics available?	Yes <input checked="" type="checkbox"/>	No
Are required match resources currently available?	Yes <input checked="" type="checkbox"/>	No
Has the University identified available operating funds?	Yes <input checked="" type="checkbox"/>	No

Project Description Narrative

Phase 1 of modernizing and expanding the University's science facilities is proposed to address space deficiencies, both quality and quantity, in three science departments: biology, chemistry, and psychology. The project is programmed to renovate the five story, 180,802 square foot Mark Jefferson, whose building systems are nearing the end of their useful life and that lacks the specialized spaces and laboratories needed for today's science education curriculum and hands-on laboratory experiences. The lack of specialized spaces has resulted in the building being severely under-utilized, with some laboratory space being totally unusable. During the last decade, nearly every university the size of Eastern Michigan University has renovated their science buildings to address this problem.

Current needs for science education include improvements or expansion of space for instruction, science laboratories, integrated technology, specialized equipment, and building systems which will provide the special air quality and a health safety environment needed for science education. The scope of this renewal project will completely rehabilitate all of the building's infrastructure deficiencies and will renew a mix of laboratory and classroom spaces appropriate in size, configuration, technology, accessibility, and equipment to conduct general education/basic studies curriculum, undergraduate and graduate programming, and faculty/student research. With these improvements, Eastern Michigan University will be able to expand its curriculum (particularly in the areas of biochemistry and microbiology) to meet the needs of today's science student, and to be competitive among universities of comparable size and instructional mission.

In order to provide the University with modern laboratories, learning spaces, and technology consistent with the demands of the 21st. century, it will require a complete renewal of the Mark

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**EASTERN MICHIGAN UNIVERSITY
CAPITAL OUTLAY REQUEST FY 2004
IMPLEMENTATION PLAN**

Jefferson science building. The scope of this renewal project will focus primarily on infrastructure, including mechanical systems, duct work, fume hoods, lighting systems, electrical systems/building transmission loop, structural improvements to the building exterior and roof, and interior improvements (including furnishings).

The anticipated cost of this recommendation is \$46,942,870 of which the University match is \$11,735,717. The renovation project for Mark Jefferson will be constructed in Phases according to the layout of the existing mechanical system and room type use as described in the existing building assessment. Eastern Michigan University is developing an implementation plan (utilizing temporary facilities/trailers and/or existing buildings) so as not to adversely affect class schedules or research projects. The estimated project life is 2 1/2 years.

The renewal of Mark Jefferson is expected to increase the building's useful life by an additional 35 years, and will provide an exceptional environment for all who pursue learning in the field of science. In addition to expanding the building life, this project will also increase the utilization levels of the building on a daily basis.

Other Alternatives Considered

The science center planning committee assisted by expert consultants in science facilities identified a new 300,000-plus-square-foot science building that would optimize inter-disciplinary and cross-departmental development and delivery of science instruction. Although an ideal solution to the university's science facility needs, this alternative would still require investment to renew and reassign the 180,802 square foot Mark Jefferson Science building. This alternative was dismissed because of cost.

Other alternatives such as leasing space, long-distance learning or terminating programs were not considered viable because of the complex nature of science programming and the importance of the University's science programs.

If the project is not authorized, Mark Jefferson's building systems, which are at the end of their useful life, will shortly compromise the integrity of the facility. Structure erosion, health-and-safety air exchange requirements and other critical building systems will be threatened. Eventually, the University would not be able to fulfill its mission to provide an exceptional learning environment, attract quality faculty or properly educate students in the field of science.

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, including the ongoing economic benefit of a well-educated work force to attract and retain industry within the state. In addition, students who participate in science programs will be prepared to contribute to society and in return enjoy the quality of life that evolves from challenging and rewarding careers. Other benefits include lower operating costs throughout the life cycle of a modern, energy-efficient facility (an external study conducted by energy management professionals estimates that \$800,000 in annual energy costs can be saved as

**EASTERN MICHIGAN UNIVERSITY
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IMPLEMENTATION PLAN**

a result of this renewal project) and an enhancement to the local economy because of the construction project's economic activity.

Match Resources

Matching funds will be provided through the sale of bonds. The University is prepared, and has the financial capacity, to execute such borrowing. The bonds will be supported through a capital fee. Private support initiatives are also underway.

EASTERN MICHIGAN UNIVERSITY

FY 2004 CAPITAL OUTLAY BUDGET REQUEST

CAPITAL NEEDS FUNDING AND FINANCING ALTERNATIVES

The University has identified four critical capital projects: the modernization of Pray-Harrold - \$41,384,475; renewal of Mark Jefferson - \$46,942,870; expansion/renovation of McKenny Union - \$45,000,000; and new/replacement student housing - \$15,000,000.

Under today's rules, the University is required to provide 25 percent matching funds for both the Pray-Harrold and Mark Jefferson projects, and all of the cost to expand/renovate McKenny Union. Housing operations would finance the new/replacement student housing project.

Project	Project Cost	University's Share	Funded by Housing Revenue	Funded by General Operations
Modernization of Pray-Harrold	\$41,384,475	\$10,346,119	-----	\$10,346,119
Renewal of Mark Jefferson	\$46,942,870	\$11,735,717	-----	\$11,735,717
Expansion/Renovation of McKenny Union	\$45,000,000	\$45,000,000	-----	\$45,000,000
New/Replacement Student Housing	\$15,000,000	\$15,000,000	\$15,000,000	-----
	<hr/>			
	\$148,327,740	\$82,081,836	\$15,000,000	\$67,081,836

The University is in the process of developing a financing plan to address these critical capital needs. Strategies include reallocation of existing student fees, reallocation of a number of lease revenues, restructuring University debt (with neutral or positive present value savings) and the assessment of a new capital fee to students. The bond rate environment is highly favorable.

Although not finalized, preliminary pro-formas indicate that if funded by a student fee, a fee would be needed in the range of \$3.50 per credit hour.

ACTIONS

1. Finalize McKenny Union Program Statement
2. Finalize Housing Phase II project details
3. Finalize long-term debt strategy
4. Finalize Capital Fee needs

SECTION: 18

DATE:

November 19, 2002

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

COLLECTIVE BARGAINING AGREEMENT BETWEEN EASTERN MICHIGAN UNIVERSITY AND THE INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA, TECHNICAL, OFFICE AND PROFESSIONAL LOCAL 1976

ACTION REQUESTED

It is recommended that the Board of Regents approve collective bargaining agreement between Eastern Michigan University and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, Technical, Office and Professional Local 1976 and authorize the President and the University Bargaining Committee to execute the Agreement on behalf of the Board of Regents.

STAFF SUMMARY

The recommendation is based upon negotiations with the professional and technical employees' bargaining unit (UAW 1976) for a new four-year collective bargaining agreement covering the period from July 1, 2002 to July 31, 2006.

FISCAL IMPLICATIONS

The proposed Agreement, summarized as Exhibit A, is projected to increase the University's professional and technical employees' fiscal year 2002-03 net compensation costs by \$760,944. A cost projection for the duration of the Agreement is attached as Exhibit B. A detail of negotiated changes in the Agreement is attached as Exhibit C.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer _____

Date _____

**SUMMARY OF NEGOTIATED CHANGES IN THE
COLLECTIVE BARGAINING AGREEMENT BETWEEN
EASTERN MICHIGAN UNIVERSITY
AND UAW LOCAL 1976 (PT)**

July 1, 2002 - July 31, 2006

COMPENSATION - WAGE ADJUSTMENT

- 3% in first year; wage-only reopeners in second through fourth years, with 2% minimum annual increase
- Classification longevity adjustments
- Inclusion of supervision of clerical/secretarial employees in 10% wage differential for PT supervisors

HEALTH CARE BENEFITS

- Incorporate in contract previously agreed BCBSM Community Blue PPO exclusive coverage
- Increase health care waiver by \$10 per month
- Modify shared resident requirements for domestic partners
- Domestic partner dental coverage
- Incorporate previously agreed pre-tax medical flexible spending account

RETIREMENT AND DEATH BENEFITS

- Increase life insurance to \$7,000 for employees who retire on or after 7/1/02

LONG TERM DISABILITY

- Increase benefit maximums from \$5,000 to \$7,000 at a benefit rate of 65 percent of the employee's regular monthly earnings

SICK AND BEREAVEMENT LEAVES

- Payout of accrued incentive sick leave as of June 30, 2002 and eliminate incentive sick leave contract provision
- Inclusion of domestic partner in definition of immediate family

Exhibit A

TUITION WAIVER

- Eligibility revision for employee to first semester following completion of probation
- Domestic partner inclusion

SENIORITY

- Loss of seniority 90 days after transfer to non-bargained-for position
- Bumping rights reduced for grant-funded position employees
- General fund employees excluded from bumping into grant-funded positions

HOURS OF WORK

- Clarification of compensable time eligibility and accumulation

LETTERS OF UNDERSTANDING

- Emeritus status opportunity, pending Board of Regents' policy review and approval of revised policy
- Ability to buy a premium-based health care benefit plan exclusively for retirees, pre-Medicare eligible, at their cost

**Settlement Cost Estimate
Professional/Technical Employees
(UAW/TOP Local 1976)**

Exhibit B

Current Salary/Cost 2001/02	07/01/2002 (+3.0%)	07/01/2003 (+2.0%)	07/01/2004 (+2.0%)	07/01/2005 (+2.0%)	Remarks
14,887,572	15,334,199	15,772,607	16,136,873	16,537,633	
	129,141	47,857	76,493	91,062	Fiscal Year cost basis at estimated 60% of actual annualized base wage
216,147	222,631	227,084	231,626	236,258	Increased by same factor as base wages
467,333	481,353	490,980	500,800	510,816	Increased by same factor as base wages
8,926	8,926	8,926	8,926	8,926	no change
29,609	30,201	30,805	31,421	32,050	Increased by same factor as base wages
5,473,071	5,637,151	5,797,016	5,930,396	6,076,901	Constant rate of 35.8% on Base Wages; 19.85% non base (OT/shift/longevity)
21,082,658	21,843,602	22,375,275	22,916,534	23,493,645	

PT Total Compensation Costs

446,627	753,311	1,068,763	1,391,501
129,141	180,872	253,491	344,553
6,484	10,937	15,479	20,111
164,080	323,945	457,325	603,830
14,020	14,020	33,467	43,483
0	0	0	0
592	1,196	1,812	2,441
760,944	1,284,281	1,830,337	2,405,918

PT Total cost variance from base fiscal prior year (2001-02)

446,627	753,311	1,068,763	1,391,501
129,141	180,872	253,491	344,553
6,484	10,937	15,479	20,111
164,080	323,945	457,325	603,830
14,020	14,020	33,467	43,483
0	0	0	0
592	1,196	1,812	2,441
760,944	1,284,281	1,830,337	2,405,918

3

**DETAIL OF NEGOTIATED CHANGES IN
 COLLECTIVE BARGAINING AGREEMENT BETWEEN
 EASTERN MICHIGAN UNIVERSITY AND
 THE INTERNATIONAL UNION, UNITED AUTOMOBILE,
 AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA,
 TECHNICAL, OFFICE AND PROFESSIONAL LOCAL 1976**

ARTICLE

DESCRIPTION OF CHANGE

III

RECOGNITION

Paragraph 5 – Clarified the category of employees included in the bargaining unit and category of employees excluded from the bargaining unit.

VIII

COMMUNICATIONS

Paragraph 39 (D) – Agreed, when distributing the new collective bargaining agreement, to give each bargaining unit member a copy of the University’s Rules and Regulations.

Paragraph 40 (E) – Agreed to give the Union a list of the names and departments of new bargaining unit employees during the week of their orientation.

X

REPRESENTATION AND RELEASE TIME

Paragraph 50 (G) – Set the maximum total aggregate of release time, without loss of pay, to attend to official Union business at twenty-four days per contract year.

XIV

SENIORITY

Paragraphs 79 (4) and 80 (5) – Clarified that employees who transfer to positions outside the bargaining unit shall be treated as external applicants when applying for posted bargaining unit positions and shall lose bargaining unit seniority after 90 days.

Paragraph 92 (1) - With respect to layoff, clarified that Union Stewards and Union Officials, when exercising their seniority, shall be placed in full time positions.

Paragraphs 111 (5) AND 112 (6) – Reduced bumping rights for those employees hired into grant funded or externally funded

**DETAIL OF NEGOTIATED CHANGES IN
 COLLECTIVE BARGAINING AGREEMENT BETWEEN
 EASTERN MICHIGAN UNIVERSITY AND
 THE INTERNATIONAL UNION, UNITED AUTOMOBILE,
 AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA,
 TECHNICAL, OFFICE AND PROFESSIONAL LOCAL 1976**

Paragraph 285 (11) - Increase the health care waiver from \$75 to \$85 per month.

Paragraph 298 (1) - Increase long term disability benefits from 60% to 65% of the employee's regular monthly earnings and increase the monthly maximum benefit from \$5000 to \$7000.

Paragraph 295 (3) - Include domestic partner dental coverage.

Paragraph 308 (1) - Define Christmas Seasonal Days.

Paragraph 342 (B) - Include domestic partner in definition of immediate family, with regard to usage of sick leave for family illness.

Paragraph 344.1 (10) - Pay accrued incentive sick leave day(s) and eliminate provision to accrue incentive sick leave in future years.

Paragraph 356 - Increase life insurance from \$4000 to \$7000 for those employees who retire on or after July 1, 2002.

XXVI

MISCELLANEOUS

Paragraph 378 (1) - Make bargaining unit employees eligible for tuition waiver the first semester after completion of probationary period.

Paragraphs 394 (3), 395 (a), 396 (b), 391 (1), 398 (a), 400 (3), 401 (4), 402 (c), 404 (e), & 407 (3) - Include domestic partner in tuition waiver eligibility.

XXIX

DURATION AND AMENDMENT

Four year agreement with an expiration date of July 31, 2006.

**DETAIL OF NEGOTIATED CHANGES IN
 COLLECTIVE BARGAINING AGREEMENT BETWEEN
 EASTERN MICHIGAN UNIVERSITY AND
 THE INTERNATIONAL UNION, UNITED AUTOMOBILE,
 AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA,
 TECHNICAL, OFFICE AND PROFESSIONAL LOCAL 1976**

APPENDIX A July 1, 2002 PT Salary Schedule inserted in Appendix A and subsequently adjusted following contractual across-the-board increases.

For contract year one, effective January 1, 2003, bargaining unit employees shall receive a classification longevity adjustment as follows:

- * minimum - 0 through 3 years
- * 20th percentile - 4 years through 6 years
- * 40th percentile - 7 through 9 years
- * midpoint - 10 years through 14 years
- * maximum - 15 years or more

No bargaining unit employee shall suffer a reduction in salary as a result of applying the above formula.

Subsequent to January 1, 2003, increases based upon classification longevity will be effective on the individual's classification anniversary date, using the above formula.

APPENDIX J Delete requirement of reporting to the Union the hiring and use of non-teaching lecturers.

APPENDIX K DOMESTIC PARTNERS - Modify shared residence requirements from six months to twelve months.

APPENDIX L FLEXIBLE SPENDING - Incorporate in contract previously agreed to pre-tax flexible spending account.

**DETAIL OF NEGOTIATED CHANGES IN
 COLLECTIVE BARGAINING AGREEMENT BETWEEN
 EASTERN MICHIGAN UNIVERSITY AND
 THE INTERNATIONAL UNION, UNITED AUTOMOBILE,
 AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA,
 TECHNICAL, OFFICE AND PROFESSIONAL LOCAL 1976**

APPENDIX M **AREA COMPLEX DIRECTORS** - In an effort to reduce competitive disadvantage and to increase recruiting possibilities, executed a letter of understanding addressing employment commitments of Area Complex Directors.

LETTER OF UNDERSTANDING – Apply the University’s Emeritus policy to eligible bargaining unit members, if approved by the Board of Regents.

LETTER OF UNDERSTANDING – Permit retirees, pre-Medicare eligible, to buy a premium-based health care benefit plan exclusively for retirees.

BULLETIN BOARDS - Explore the possibility of the Union utilizing existing bulletin boards presently not in use.

MEMORANDUM OF UNDERSTANDING - By January 1, 2003, the University and the Union will establish a timeline to make internal wage adjustments previously agreed to by management; said adjustments to be made over the term of the contract.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 19
DATE: November 19, 2002

RECOMMENDATION

COLLECTIVE BARGAINING AGREEMENT BETWEEN EASTERN MICHIGAN UNIVERSITY AND LOCAL 1666 AFFILIATED WITH COUNCIL 25 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES AND THE AFL-CIO

ACTION REQUESTED

It is recommended that the Board of Regents approve collective bargaining agreement between Eastern Michigan University and Local 1666 Affiliated with Council 25 of the American Federation of State, County and Municipal Employees and the AFL-CIO and authorize the President and the University Bargaining Committee to execute the Agreement on behalf of the Board of Regents.

STAFF SUMMARY

The recommendation is based upon negotiations with the maintenance, food service and custodial employees' bargaining unit (AFSCME Local 1666) for a new three-year collective bargaining agreement covering the period from July 1, 2002 to June 30, 2005.

FISCAL IMPLICATIONS

The proposed Agreement, summarized as Exhibit A, is projected to increase the University's maintenance, food service and custodial employees' fiscal year 2002-03 net compensation costs by \$389,436. A cost projection for the duration of the Agreement is attached as Exhibit B. A detail of negotiated changes in the Agreement is attached as Exhibit C.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

**SUMMARY OF NEGOTIATED CHANGES IN
COLLECTIVE BARGAINING AGREEMENT BETWEEN
EASTERN MICHIGAN UNIVERSITY AND
LOCAL UNION 1666 AFFILIATED WITH COUNCIL 25 OF THE
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES AND THE AFL-CIO**

July 1, 2002 – June 30, 2005

COMPENSATION - WAGE ADJUSTMENT

- 3.5% in first year
- Wage-only reopeners in second and third years, with 2% minimum annual increase
- Shift differential increase of \$0.10

HEALTH CARE COVERAGE AND ACCOUNT

- Shift from various plans to Blue Cross Blue Shield of Michigan Community Blue PPO, with a \$7 generic/\$15 brand prescription drug co-payment
- Domestic partner benefit eligibility
- Pre-tax medical flexible spending account

RETIREMENT PLAN

- Immediate vesting; shift to same 403(b) format as all other employees except clerical/secretarial

SICK TIME OFF AND LONG-TERM DISABILITY

- Cash payout option of portion of unused sick leave to encourage continuous improvement in attendance
- Update of long-term disability coverage to reflect annualized wages

DISCIPLINARY ACTION

- Assessment of discipline within 45 days from awareness of infraction (previously silent)
- Removal from personnel file of expired disciplinary record(s) at the employee's request
- Shortened penalty schedule for absenteeism and tardiness

**SUMMARY OF NEGOTIATED CHANGES IN
COLLECTIVE BARGAINING AGREEMENT BETWEEN
EASTERN MICHIGAN UNIVERSITY AND
LOCAL UNION 1666 AFFILIATED WITH COUNCIL 25 OF THE
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES AND THE AFL-CIO**

SENIORITY

- Seniority accrual for up to 60 days while temporarily assigned to a position outside bargaining unit
- Criteria for filling vacancies by seniority among candidates with necessary qualifications and demonstrated ability to perform essential duties
- Process clarification for filling temporary upgrades
- Temporary assignments exceeding six months subject to Special Conference

TUITION WAIVER

- Eligibility revision for the employee to the first EMU semester following conclusion of probationary period

UNIFORMS

- Increased input from Union

Settlement Cost Estimate
Food Service and Maintenance (AFSCME)

Exhibit B

	Current Salary/Cost 2001/02	07/01/2002 +3.5%	07/01/2003 +2.0%	07/01/2004 +2.0%	Remarks
Total Base Wages	7,114,385	7,393,340	7,538,024	7,685,603	3.5% Yr 1; Yr2, Yr3 wage reopener with minimum 2.0%; FFW emps to \$9.00/hr
Total Fringe Benefits	3,266,431	3,383,823	3,451,174	3,519,871	Assumes constant benefits rate
Total Overtime	762,766	804,948	821,047	837,468	Includes effect of ATB wage adjustments
Total Shift Premium	43,938	56,460	56,460	56,460	Increase of 10 cents per hour; \$0.40 afternoon; \$0.50 midnight
Total Longevity Pay	249,958	262,208	267,452	272,802	No contract change; includes effect of ATB wage adjustments
Additional cost- one year wait on retirement plan participation eliminated		10,987	11,207	11,431	Actual calculated cost for yr 02; yr 03, 04 increased by 2.0% each
Additional cost- vesting changed from 5 years to immediate upon hire		0	0	0	No cost to EMU; Current plan cost just redistributed differently
Change in health care plan to Community Blue PPO with \$7 generic; \$15 brand name Rx.		-84,853	-84,853	-84,853	Based on budget estimate of change in avg monthly cost from \$495 to \$459 @ 200 participants.
Add domestic partner health care coverage		0	0	0	
Change tuition waiver to be effective 1st semester after completion of probation period.		0	0	0	
FM Total Compensation Costs	11,437,477	11,826,914	12,060,512	12,298,781	
Cost variance from base fiscal year (July 1, 2001 thru June 30, 2002) - Base Wages		278,955	423,640	571,218	
Cost variance from base fiscal year -Fringe Benefits		117,392	184,743	253,440	
Cost variance from base fiscal year - Overtime		42,182	58,281	74,702	
Cost variance from base fiscal year - Shift		12,522	12,522	12,522	
Cost Variance from base fiscal year - Longevity		12,250	17,495	22,844	
Cost variance from base fiscal year - Eliminate one year wait on retirement		10,987	11,207	11,431	
Cost variance from base fiscal year - Immediate vesting		0	0	0	
Cost variance from base fiscal year- Community Blue PPO		-84,853	-84,853	-84,853	
Cost variance from base fiscal year- Domestic partner coverage		0	0	0	
Cost variance from base fiscal year- Tuition waiver change		0	0	0	
FM Total cost variance from base fiscal year (2001-02)	389,436	623,034	861,304	861,304	

3.

DETAIL OF NEGOTIATED CHANGES IN
COLLECTIVE BARGAINING AGREEMENT BETWEEN
EASTERN MICHIGAN UNIVERSITY AND
LOCAL UNION 1666 AFFILIATED WITH COUNCIL 25 OF THE
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES
AND THE AFL-CIO

ARTICLE

DESCRIPTION OF CHANGE

10

SUSPENSION, DISCIPLINE OR DISCHARGE

Paragraph 79 – Notice of Discharge, Suspension or Discipline – Assessments of discharge, suspension or discipline shall occur not later than the forty-five days from the day the Employer first became aware of the infraction giving cause for disciplinary action.

Paragraph 83 – Use of Past Record – At the request of the employee, the Employer will remove from the employee's official personnel file those records of disciplinary action(s) which no longer have any force and effect within the progressive disciplinary procedure as set forth in the collective bargaining agreement and the Shop Rules for AFSCME bargaining unit employees.

11

SENIORITY

Paragraph 110 – Transfers – If an employee is transferred to a position under the Employer not included in the bargaining unit for more than sixty days and is thereafter transferred again to a position in the bargaining unit, he/she shall not be credited with seniority while in such position that is outside the bargaining unit.

Paragraph 114 – Vacancies – The Employer will make job awards within the bargaining unit available on a seniority basis to its employees who possess the necessary qualifications and the demonstrated ability to perform the essential duties for the position under consideration.

Paragraph 122 – Out of Classification Pay – When filling a temporary upgrade, where qualifications and ability are equal between an external candidate and a bargaining unit member, the Employer will place the bargaining unit member in the temporary upgrade position. Where the qualifications and ability are equal among bargaining unit members, the Employer will place the most senior bargaining unit member in the temporary upgrade. At the

request of the Local President, a copy of the Upgrade Availability Lists shall be provided to the Union.

Paragraph 124 – A temporary employee may be used to fill the vacancy resulting from the upgrade of the bargaining unit employee.

Paragraph 125 – For assignments in excess of six months or where the Union believes an assignment has been made in error, the Union may request to meet in Special Conference to discuss and resolve the issue. The decision of the Employer is not subject to the grievance procedure.

12 SICK LEAVE

Employees with at least twelve (12) months continuous service, who during the fiscal year use no more than eighty (80) Sick Leave hours, shall, at his/her option, receive a cash payout of twenty-four (24) Sick Leave hours, payable in July of the following fiscal year.

13 LEAVES OF ABSENCE

Paragraph 158 – Personal Leave – New language distinguishing personal leave from medical, leave; new language allowing for the posting and filling of the positions of employees on personal leave.

Paragraph 159 – Medical Leave – New language distinguishing medical leave from personal leave; new language allowing for the posting and filling of the positions of employees on medical leaves, other than FMLA and Workers’ Compensation leaves.

Paragraphs 170, 171, 172, 174, and 180 – Language clarifying leaves taken under FMLA.

15 SHIFT DIFFERENTIAL AND HOURS

Increased shift premium by \$.10 per hour.

19 UNION BULLETIN BOARDS

Paragraph 215 – Provision for five additional union bulletin boards.

20 TRAINING OPPORTUNITIES

Paragraph 224 – Employer/Union task force to be created to study and recommend proposals for training and educational opportunities within the bargaining unit.

23 OVERTIME AND EQUALIZATION

Paragraphs 247 and 250 – Modification and clarification of the equalization of overtime process.

25 JURY DUTY

Clarification of provisions for jury duty.

28 COMPENSATION – WAGE ADJUSTMENTS

3% across-the-board increase in first year; wage reopens in second and third years, with a minimum 2% across-the-board increase in each of the second and third years.

29 VACATION

Paragraph 276 – Clarification of vacation processes and procedures.

32 HOSPITALIZATION/MEDICAL COVERAGE

Paragraph 302 – The University shall provide and maintain the Blue Cross/Blue Shield Community Blue PPO (Preferred Provided Organization) health care plan. This plan will provide comprehensive inpatient and outpatient medical services and prescription drugs at \$7/generic and \$15/brand name with a mail order prescription drug program with up to a 90-day supply with one (1) co-pay, subject to dispensing limitations. The University shall provide and maintain the above medical benefits for each employee regularly assigned to work twenty (20) or more hours per week, commencing with the employee's 91st day of employment. A comprehensive group medical benefits plan may be substituted for the above, subject to the Union's approval, whose approval shall not be unreasonably withheld.

36 LONG TERM DISABILITY

Paragraph 351(4) – Changes in benefit amounts based on changes in basic annual salary occur effective the change in base salary (benefit unchanged at 60% of regular monthly earnings, to a maximum of \$5,000 per month.)

37 RETIREMENT BENEFITS

Paragraph 353 – Regular retirement age for employees fifty (50) years of age and ten (10) years of service.

Paragraph 354 – Employees hired into the bargaining unit on or after January 1, 1996 who are regularly assigned to work twenty (20) hours per week or more and who are ineligible to participate in MPSERS may enroll in TIAA-CREF within thirty (30) calendar days of the commencement of their regular employment with the University. Any employee who does not make such an election within this time period, may thereafter enroll by completing an enrollment application in the Benefits Office. Retirement plan contribution shall be effective as of the date of enrollment. Once an employee has so enrolled, such enrollment is irrevocable. The Employer shall contribute eight percent (8%) of an employee's gross earnings to the TIAA-CREF Retirement Plan for those employees participating in said plan.

Paragraph 355 – Employer contributions and the earnings thereon, are immediately vested.

38 BEREAVEMENT LEAVE

Paragraph 359 – Clarification of process and procedure for non-immediate family bereavement leave.

39 UNIFORMS

Paragraph 363 – The Union shall have the opportunity to meet and agree with the Employer regarding the selection of uniforms, for example: sleeve length, pant type, style, fit, identification, color, etc., as well as the opportunity for input regarding uniform durability, performance, etc., throughout the life of the contract.

42 TUITION WAIVER

Paragraph 371 (1) – Bargaining unit employees eligible for tuition waiver the first semester following completion of probationary period.

Housekeeping modifications to reflect actual practice.

45 DURATION AND AMENDMENT

Three-year contract.

APPENDIX:

- F ATTENDANCE AND TARDINESS** – Deleted. No longer relevant.
- H LETTER OF AGREEMENT – SUBCONTRACTING** – Bidding opportunities for sub-contracted moving related custodial, grounds, and skilled trades services in University residence.
- J LETTER OF AGREEMENT – FLEXIBLE SPENDING** – The University will provide all employees with the opportunity to participate in a pre-tax flexible spending account (Section 125 Plan) to provide tax benefits for medical care expenses. The enrollment fee for this program will be paid by the University.
- K LETTER OF AGREEMENT – DOMESTIC PARTNER** – University will provide Domestic Partner benefits to AFSCME Local 1666 bargaining unit employees.

MISCELLANEOUS – ABSENTEEISM/TARDINESS

**EASTERN MICHIGAN UNIVERSITY
ABSENTEEISM AND TARDINESS GUIDELINES
FOR AFSCME LOCAL 1666 BARGAINING UNIT EMPLOYEES**

Modification of the university's guidelines for absenteeism and tardiness, for the purpose of encouraging regular and timely attendance. With respect to absenteeism/tardiness standards, the University and the Union endorse the concept of preventive counseling.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 20
DATE: November 19, 2002

RECOMMENDATION

REPORT: The 2001-2002 Eastern Michigan University Foundation Annual Report

ACTION REQUESTED

It is requested that the Eastern Michigan University Board of Regents receive and place on file the Eastern Michigan University Foundation Annual Report for the year ended June 30, 2002.

STAFF SUMMARY

In accordance with Section C. 4. of the Agreement Between Eastern Michigan University and The Eastern Michigan University Foundation, it is our responsibility and privilege to present for your review the annual report of the Eastern Michigan University Foundation for the year ended June 30, 2002. The annual financial audit of the Foundation and its subsidiaries was performed by Plante & Moran, LLP, and they have reviewed and approved the content of the report presented, and provided an unqualified financial opinion.

Total endowment assets reported at year-end were \$30,517,632. This represents a 9.3 percent decrease from the value at fiscal year end 2001, which was \$33,663,799. Contributions during 2001-2002 were \$4,764,490. Contributions designated toward endowment totaled \$1,013,276.

During this fiscal year, the return on investment of negative 7.1 percent matched the target investment policy benchmark return of negative 7.1 percent. Total return since inception on September 30, 1992, of 9.9 percent surpasses the benchmark of 8.5 percent.

Current expendable gifts distributed to Eastern Michigan University for programs and scholarships totaled \$3,231,921 for the year ended June 30, 2002. Of that total, \$1,299,812 represented gifts of property, equipment and other support. In addition, funding provided from endowed scholarships and endowments totaled \$889,499, an 18.5 percent increase over the previous year.

FISCAL IMPLICATIONS

None.

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: 21
DATE: November 19, 2002

RECOMMENDATION

2001-02 EAGLE CREST MANAGEMENT CORPORATION ANNUAL REPORT

ACTION REQUESTED

It is recommended that the FY 2003 Eagle Crest Management Corporation Annual Report be received and placed on file.

STAFF SUMMARY

Eagle Crest Management Corporation (ECMC) is a wholly-owned for profit subsidiary of the Eastern Michigan University Foundation. ECMC provides management services for the University's Golf Course and Conference Center assets. In addition, ECMC provides food and beverage services, media and business services, and housekeeping/maintenance services to the Golf Course and Conference Center.

For FY 2002, Eagle Crest Management Corporation realized net income of \$34,524 after a \$50,000 dividend paid to the Eastern Michigan University Foundation.

Kathryn Vachon, Executive Director of Eagle Crest Management Corporation, will provide a report on the FY 2002 business activities.

FISCAL IMPLICATIONS

Under ECMC's management, the Conference Center realized net income of \$118,230 and the Golf Course realized a net loss of \$188,076.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date



EAGLE CREST
CONFERENCE RESORT

EAGLE CREST MANAGEMENT CORPORATION
REPORT TO EASTERN MICHIGAN UNIVERSITY BOARD OF REGENTS
NOVEMBER 19, 2002
(as reported to EMU Foundation Board September 27, 2002)

Fiscal year 2001-2002 proved challenging for Eagle Crest in the wake of September 11 and the declining economy. We are pleased to report the Eagle Crest was able to provide a dividend of \$50,000 to the EMU Foundation as promised and maintain a profit of \$34,524. The conference center also performed well, returning a \$118,230 profit. The golf course suffered due to increased competition and the economy and experienced a loss of \$188,076 which included prior year write-offs of \$30,138.

The team achieved several accomplishments over the course of the year including:

- Development of Eagle Crest Web-site-1,000,000 hits since inception
- Implementation of Quality teams
- Partnership with Davey Golf Group for golf course maintenance which included eliminating ongoing goose problem, improved greens, irrigation system repairs, and definition of bunkers.
- Partnership with Interstate Hotels (Marriott) to improve synergies and revenue generation
- Enhanced relations with EMU golf program
- Implementation of promotional program-Executive Player's Card for golf course to target new customers- with over 400 cards sold
- Streamlined accounting procedures and controls and completion of a successful financial audit for year 2001-2002

Future initiatives for the year 2002-2003 include:

- Development of marketing plans for each entity and redeployment of sales staff to improve revenue generation
- Regular meetings with EMU, Davey Golf and Eagle Crest to define future capital improvements and enhance ongoing building and golf course maintenance
- Selection committee to be formed to review architects for potential future golf course enhancements
- Strategic Plan development by Eagle Crest Management and Board of Directors
- Implementation of two new quality teams to address revenue and service delivery
- Implementation of training programs in all areas
- Expansion of teambuilding and improved communication throughout the organization
- Development of human resources plan for recruitment, retention, recognition, and rewards for employees

1275 S. HURON ST.
YPSILANTI, MICHIGAN
48197-9701

CONFERENCE CENTER
(734) 487-0600
FAX (734) 484-1411

MARRIOTT HOTEL
(734) 487-2000
FAX (734) 487-0773

GOLF CLUB
(734) 487-2441
FAX (734) 487-2339

Eagle Crest Management Corporation
Financial Statements
Year-To-Date June 30, 2002

2,

Eagle Crest Management Consolidated

	Actuals		Budget		Variance	Var %	Last Yr		Variance	Var %
	2001-2002	% Rev	2001-2002	% Rev			2000-2001	% Rev		
Food & Beverage	1,523,201	79%	1,746,659	80%	(223,458)	-13%	1,762,639	82%	(239,438)	-14%
Media & Business Center	464,051	24%	509,255	23%	(45,204)	-9%	572,646	27%	(108,595)	-19%
Housekeeping & Maintenance	265,845	14%	316,249	14%	(50,404)	-16%	117,163	5%	148,682	127%
Management Fees	82,442	4%	83,044	4%	(602)	-1%	144,555	7%	(62,113)	-43%
Total Sales	2,335,539	121%	2,655,207	121%	(319,668)	-12%	2,597,003	121%	(261,464)	-10%
Cost of Goods Sold	404,826	21%	463,745	21%	58,919	0%	458,805	21%	53,979	12%
Net Revenue	1,930,713	100%	2,191,462	100%	(260,749)	-12%	2,138,198	100%	(207,485)	-10%
Salaries, Wages & Taxes	855,191	44%	976,294	45%	121,103	12%	837,531	39%	(17,660)	-2%
Benefits & 401K	126,836	7%	121,571	6%	(5,265)	-4%	115,088	5%	(11,746)	-10%
Contracted Services	28,432	1%	83,783	4%	55,351	66%	15,886	1%	(12,546)	-79%
Operational Expenses	288,241	15%	289,456	13%	1,215	0%	305,772	14%	17,531	6%
Allocated Expenses	313,284	16%	372,444	17%	59,160	16%	395,238	18%	(81,954)	-21%
Total Expenses	1,611,984	83%	1,843,548	84%	231,564	13%	1,669,515	78%	(57,531)	-3%
Depreciation	127,464	7%	79,000	4%	(48,464)	-61%	112,368	5%	15,096	13%
Personal Property Tax	31,314	2%	28,300	1%	(3,014)	-11%	28,303	1%	3,011	11%
Interest Expense	23,314	1%	19,857	1%	(3,457)	-17%	22,801	1%	513	2%
Total Other Expenses	182,092	9%	127,157	6%	(54,935)	-43%	163,472	8%	18,620	11%
Net Income	136,637	7%	220,757	10%	84,120	38%	305,211	14%	(168,573)	-55%
Federal Income Tax	7,500	0%	59,590	3%	52,090	87%	101,195	5%	(93,695)	-93%
SBT Tax	25,247	1%	12,329	1%	(12,918)	-105%	19,107	1%	6,140	32%
Dividend	50,000	3%	50,000	2%	-	0%	58,512	3%	(8,512)	-15%
Income Before Write-Offs	53,890	3%	98,838	5%	(44,948)	-45%	126,397	6%	(72,506)	-57%
Profit/Loss Previous Years	(19,366)									
Total Net Income	34,524									

Eagle Crest Conference Center

	Actuals		Budget		Variance	Var %	Last Yr		Variance	Var %
	2001-2002	% Rev	2001-2002	% Rev			2000-2001	% Rev		
Room Rentals	887,700	474%	957,520	421%	(69,820)	-7%	1,039,893	418%	(152,193)	-15%
Office Services	4,202	2%	1,000	0%	3,202	320%	16,117	6%	(11,915)	-74%
Total Sales	891,902	477%	958,520	421%	(66,618)	-7%	1,056,010	425%	(164,108)	-16%
Cost of Good Sold	2,825	2%	2,000	1%	(825)	-41%	8,368	3%	5,543	66%
Net Revenue	889,077	475%	956,520	420%	(67,443)	-7%	1,047,642	421%	(158,565)	-15%
Salaries, Wages & Taxes	187,111	100%	227,528	100%	40,417	18%	248,556	100%	61,445	25%
Benefits & 401K	30,622	16%	33,449	15%	2,827	8%	37,254	15%	6,632	18%
Operational Expenses	334,283	179%	422,317	186%	88,034	21%	355,710	143%	21,427	6%
Allocated Expenses	222,749	119%	208,055	91%	(14,694)	-7%	273,134	110%	50,385	18%
Total Expenses	774,765	414%	891,349	392%	116,584	13%	914,654	388%	139,889	15%
Income Before Write-Offs	114,312	61%	65,171	29%	49,141	75%	132,988	54%	(18,676)	-14%
Profit/Loss Previous Years	3,918									
Total Net Income	118,230									

Eagle Crest Golf Club

	Actuals		Budget		Variance	Var %	Last Yr		Variance	Var %
	2001-2002	% Rev	2001-2002	% Rev			2000-2001	% Rev		
Greens Fees	989,446	229%	1,082,991	271%	(93,545)	-9%	882,191	242%	107,255	12%
Cart Rentals	228,958	53%	243,724	61%	(14,766)	-6%	199,620	55%	29,338	15%
Sales Pro Shop	139,038	32%	146,920	37%	(7,882)	-5%	121,274	33%	17,764	15%
Equipment Rental	6,230	1%	7,805	2%	(1,575)	-20%	7,022	2%	(792)	-11%
Driving Range	25,602	6%	38,739	10%	(13,137)	-34%	30,266	8%	(4,664)	-15%
Room Rental	21,972	5%	35,304	9%	(13,332)	-38%	34,389	9%	(12,417)	-36%
Total Sales	1,411,246	327%	1,555,483	390%	(144,237)	-9%	1,274,762	350%	136,484	11%
Cost of Good-Pro Shop	88,867	21%	121,174	30%	32,307	27%	112,868	31%	24,001	21%
Net Revenue	1,322,379	306%	1,434,309	359%	(111,930)	-8%	1,161,894	319%	160,485	14%
Salaries, Wages & Taxes	431,496	100%	399,219	100%	(32,277)	-8%	364,702	100%	(66,794)	-18%
Benefits & 401K	16,621	4%	10,665	3%	(5,956)	-56%	9,860	3%	(6,761)	-69%
Direct Expenses	683,135	158%	580,801	145%	(102,334)	-18%	521,449	143%	(161,686)	-11%
Operational Expenses	149,944	35%	134,338	34%	(15,606)	-12%	130,548	36%	(19,396)	-15%
Allocated Expenses	199,121	46%	314,573	79%	115,452	37%	253,641	70%	54,520	21%
Total Expenses	1,480,317	343%	1,439,596	361%	(40,721)	-3%	1,280,200	351%	(200,117)	-16%
Income Before Write-Offs	(157,938)	-84%	(5,287)	-1%	(152,651)	2887%	(118,306)	-32%	(39,632)	370600%
Profit/Loss Previous Years	(30,138)									
Total Net Income	(188,076)									

EASTERN MICHIGAN UNIVERSITY

VICE PRESIDENT FOR BUSINESS AND FINANCE

101 WELCH HALL

DATE: October 24, 2002

TO: Samuel A. Kirkpatrick
President

FROM: Patrick J. Doyle
Vice President for Business and Finance

SUBJECT: Tentative Finance Committee Agenda Topics for the November 19, 2002 Board of Regents Meeting

The Consent and Regular Agenda items have been identified for presentation to the Finance Committee of the Board of Regents on November 19, 2002 at 10:30 a.m.. They are listed below:

Regents Consent Agenda

1. Report: Treasurer's
2. Report: Internal Audit
3. Report: Grants/Contracts
4. Report: Construction Projects Progress
5. Report: Accounts Receivable
6. Report: Interim Budget Status
7. Report: Technology Plan Implementation

Finance Committee Agenda

1. Monthly Report
2. FY 2004 Appropriation Request
3. FY 2004 Capital Outlay Budget Request
4. Collective Bargaining Agreement Between Eastern Michigan University and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), Technical, Office and Professional (PT) Local 1976
5. Collective Bargaining Agreement Between Eastern Michigan University and Local 1666 Affiliated with Council 25 of the American Federation of State, County and Municipal Employees (AFSCME) and the AFL-CIO
6. 2001-02 Eastern Michigan University Foundation Annual Report
7. 2001-02 Eagle Crest Management Corporation Annual Report

/slb

cc: Dana Aymond
Cabinet

ALERT

Special Report

DATE: October 9, 2002
TO: Cabinet
FROM: Dana Aymond
Secretary to the Board
Subject: Schedule for the Tuesday, November 19, 2002, Board Meeting

The next regular Board of Regents meeting is scheduled for Tuesday, November 19, 2002, at 12:00 p.m., in 201 Welch Hall. In order to prepare the Board materials for distribution, the following schedule has been developed:

Tuesday	October 29	Board agenda topics to the Board of Regents Office, 201-B Welch.
<u>Wednesday</u>	<u>November 6</u>	<u>Final Board documents</u> to the Board of Regents Office, 201-B Welch, by 12:00 noon.
Monday	November 11	Board notebooks distributed to Board of Regents (one week in advance of Board meeting, per Board direction)

The Board committee meeting schedule for Tuesday, November 19, 2002, is as follows:

Faculty Affairs Committee	8:00 a.m.	201 Welch
Student Affairs Committee	8:00 a.m.	205 Welch
Educational Policies Committee	9:00 a.m.	205 Welch
Finance Committee	10:30 a.m.	201 Welch
Regular Meeting	12:00 noon	201 Welch
Recess for lunch	12:30 p.m.	204 Welch
Reconvene Regular Meeting	1:30 p.m.	201 Welch

Please notify appropriate members of your staff about the above schedule. Should you have any questions, please contact me at 7-2410.

cc: Michael Harris Loretta Newman Susan Brazin Carol Wilkins
Teri Papp Sue Campbell Brian Anderson Patty Desautel
Christina Bell Gail Getz Lori Ristau Gerri Beaugrand
Gale Brandau