

**EASTERN MICHIGAN UNIVERSITY**

**Board of Regents**

201 Welch Hall

(734) 487-2410

**Tuesday, September 24, 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

- Cultural Heritage Months
- Roger Coryell, MAC Coach of the Year, Baseball
- Dave Farmer, MAC Coach of the Year, Women's Tennis
- Banner Finance Process Team

Tab C Minutes of June 25, 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 Academic Affairs Administrative/Professional Appointments/Transfers (EPC)
- Section 8 Faculty Appointments (EPC)
- Section 9 Staff Appointments (EPC)
- Section 10 Separations/Retirements (EPC)
- Section 11 Emeritus Faculty Status (EPC)
- Section 12 Emeritus Staff Status (EPC)

## REGULAR AGENDA

### Student Affairs Committee

- Section 13 Monthly Report and Minutes (SAC)

### Faculty Affairs Committee:

- Section 14 Monthly Report and Minutes (FAC)

### Educational Policies Committee:

- Section 15 Monthly Report and Minutes (EPC)

### Finance Committee:

- Section 16 Monthly Report (FC)
- Section 17 Consolidated Financial Statements and Supplementary Information as of June 30, 002 and 2001 (F2C)
- Section 18 OMB Circular A-133 Supplementary Financial Reports for the year Ended June 30, 2002 (FC)
- Section 19 2001-2002 General Fund Budget Management Report (FC)
- Section 20 2001-2002 General Fee Report (FC)
- Section 21 2001-2002 Auxiliary Fund Budget Management Report (FC)
- Section 22 Collective Bargaining Agreement Between EMU and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, Technical, Office and Professional Local 1976 (FC) *tentative*
- Section 23 Agreement – Washtenaw County 800MHz Communications Consortium (FC)
- Section 24 Graduate Assistant Program (FC)
- Section 25 Collective Bargaining Agreement Between EMU and the American Federation of State, County and Municipal Employees (AFSCME) Local 1666 *tentative*



# EASTERN MICHIGAN UNIVERSITY

## Board of Regents' Meeting

The preliminary minutes of the June 25, 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 A. Brandon
- Regent Michael Morris
- Regent Karen Valvo

Board Members absent were:

- Regent Robert DeMattia
- Regent Steven Gordon

Members of the Administration present were:

- President Samuel Kirkpatrick
- Vice President Patrick Doyle
- Vice President Courtney McAnuff
- Vice President Juanita Reid
- Vice President & Provost Paul Schollaert
- Vice President John Shorrock
- Vice President Jim Vick

## COMMUNICATIONS

Secretary Aymond announced there were no requests to address the Board.

The Board recessed for lunch.

The Regular Meeting of the Eastern Michigan University Board of Regents was reconvened at 1:32 p.m. and an attendance roll call was taken.

The Board Members present were:

Vice Chair Rosalind Griffin

Regent Joseph Antonini

Regent Jan Brandon

Regent Michael Morris

Regent Karen Valvo

**.5960M            RESOLUTION: Men's Indoor Track & Field – Mid-American  
Conference Champions**

Regent Valvo moved and Regent Morris seconded to support the Resolution.

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

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

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

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

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

**Motion Carried.**

**.5961M      RESOLUTION: Men's Swimming and Diving Team  
Mid-American Conference Champions**

Regent Brandon moved and Regent Morris seconded to support the Resolution.

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

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

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

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

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

**Motion Carried.**

**.5962M      RESOLUTION: Men's Outdoor Track & Field  
Mid-American Conference Championship  
And NCAA Championship**

Regent Morris moved and Regent Antonini seconded to accept the Resolution.

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

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

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

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

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

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

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

**Motion Carried.**

**.5963M      RESOLUTION: State Senator Alma Wheeler Smith**

Regent Antonini moved and Regent Valvo seconded to accept the Resolution.

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

**WHEREAS**, the 18<sup>th</sup> District includes most of Washtenaw County and the City of Ypsilanti; and

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

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

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

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

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

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

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

**Motion Carried.**

**.5964M            MINUTES OF THE MARCH 19, 2002, REGULAR BOARD  
MEETING**

Regent Griffin moved and Regent Morris seconded to approve the minutes of the March 19, 2002, Regular Board Meeting.

**Motion Carried.**

**PRESIDENT'S REPORT**

This has been an outstanding year for Eastern Michigan University. Enrollment is up. Research activity is robust. Community partnerships are flourishing and our commitment to excellence continues to be recognized by numerous external agencies. As the academic and fiscal years draw to a close we have much to celebrate as we begin planning for the new year. One set of our most significant achievements this spring resulted from implementation of those components of the new strategic plan that address the needs of students.

Our enrollment, retention and student success initiatives are off to a very good start. The Transfer Center and commuter support services are in place, our Community College Relations Office is being directed by a full-time professional, and we expect summer session enrollment to be up nearly 10 percent.

The colleges and departments are doing their part this summer by offering programs that host high school and prospective EMU students on campus. The Summer Institute for Arts, Sciences and Technology began this week; the Technology Institute in Computers for Business and Marketing and the Technology Institute in Applied Polymer Chemistry will take place in mid-July; and our special Summer Institutes in Forensics and Theatre are underway.

The freshman retention rate has increased 2 percent and we are fully prepared to launch our new first-year student initiatives—a comprehensive “First Four Weeks” program to facilitate transition to college and meet student needs for academic and social integration, a new first year mentoring program staffed professionally, a virtual parents association and parents e-mail system (“E-family”), and new mailings to parents with tips for ensuring more timely degree completion. The Provost and I also have attended a series of workshops on the first-year experience and we expect to do more in this important area to enhance retention and timely degree completion.

These are very tangible products from our first strategic planning process, which is continuing with a new cycle underway. We are updating the environmental scan, conducting a study of the economic impact of EMU, surveying stakeholders and prospective students, conducting new external focus group sessions, and linking the recently completed institutional peer analysis with our planning process. To position ourselves for more effective data-based decision-making, we have completed the reorganization of the former Institutional Reporting and Budget Analysis Office; expanded and merged its institutional research mission with strategic planning under Don Loppnow's leadership; and added information management, continuous improvement, and the analysis of student characteristics and needs to the mission of this new operation under the President's Office. A search will soon be finalized for an Executive Director of Institutional Research and Information Management who will be responsible for these internal research and evaluation activities linked to the strategic plan and its implementation. Progress reports on plan implementation are being reviewed this summer and seven cross-cutting committees already are working on a plan update to feed into the next cycle of initiatives which will be developed within the various divisions beginning late summer and proceeding throughout the following year

When our returning and new students arrive in the fall, they will find substantial improvements in parking on campus. Contracts have been awarded and construction has begun on the new surface lots and resurfacing of the Sill Lot, refurbishing the main parking structure and improving Pine Grove and Cornell Court apartment lots. In advance of the construction of our new parking structure next year, we now have successfully completed the first phase of the paid reserved parking program for staff and faculty. These spaces have been in high demand and the revenue stream will be important to our overall parking improvement effort. In the meantime, the restoration of Hover, which will house staff relocated for the parking structure, continues on schedule for occupancy in late August.

I also am pleased to report that our very substantial Information and Communications Technology initiatives involving the implementation of new enterprise-wide administrative software are progressing well, with considerable help from scores of staff. In a few days, the financial services package of Banner will go online and shortly thereafter the student admissions module will be ready to process applications from new students.

The new employee wellness program got off to a good start this month with the arrival of Eric Ward, the new University Wellness Coordinator, and the successful Employee Health and Fitness Day event involving over 175 faculty and staff. Also new to the EMU scene is Linda Pritchard, Dean of Arts and Sciences, who joins us from Arkansas State University, Rachel Cheng, who is coming from Wesleyan University to assume the position of University Librarian, and Don Anderson, Director of Access Services. Congratulations also to our own Karen Simpkins, who has been appointed Assistant Vice President for Student Affairs, and Polly Buchanan, named Interim Dean of the College of Health and Human Services.



EMU also has received some recent organizational recognitions by others in four specific areas: 1) the Washtenaw Development Council has conferred upon EMU the Work/Life Designation for our employee-friendly policies which allow for a healthy balance between the demands of employees' work and personal lives; 2) the Governmental Accounting Standards Board (GASB) has recently recognized us for our "professional leadership, initiative and commitment to improving public accountability" as one of the first universities in the nation to have issued financial statements in accordance with new GASB standards; 3) the recent Auditor General's report on charter schools has praised University authorizers for efficient and effective oversight of our charter schools; and 4) the Mid-American Conference recognized our comprehensive athletic programs for overall achievement in the Reese and Jacoby Standings, placing us third for women's programs and sixth for the men's, both ahead of other universities in Michigan.

Thanks to the hard work of faculty and development staff, since the Board last met we formally accepted a corporate gift from SBC/Ameritech to launch the New Teacher Resources Network, an online mentoring program for new teachers, and we dedicated the Ford Motor Company Learning Center, a state-of-the-art computer laboratory in the College of Business.

In the realm of personal kudos, the outstanding work of our faculty, staff, students and alumni continues to be recognized by others. To name just a few . . . Mike Grissom, who works for the EMU Police Department and the Dexter Fire Department, was recently named one of five firefighters of the year for his efforts at Ground Zero following the September 11 tragedy. Three alumnae have been named among Michigan's most influential women by Crain's Detroit Business—Elizabeth Lowery, Vice President of General Motors; Marilyn Wilbarger, Vice President of Grubb and Ellis; and Kathleen McCann, Senior Vice President of Seave Enterprises. Two EMU History professors recently received national recognitions for their academic achievements—Daryl Hafter won the Thomas Newcomen Award for research in business history, and Robert Citino had his fifth book chosen as a featured selection by the History Book Club. Also, a group of our graduate students placed fourth nationally in the L'Oreal online business competition.

In advance of closing, I want to mention two items of special significance on the Board agenda today. The first is the University's new set of Equal Employment Opportunity and Affirmative Action plans, the most comprehensive in our history. These plans are grounded in our key strategic direction on diversity, in legal requirements and in our detailed workforce utilization study completed and approved last year. These are the product of considerable review and constructive recommendations by many individuals and groups on campus. They make our commitment to acting affirmatively real.



The second is the University budget. It reflects flat financing from the State of Michigan as displayed by the current economy, and fortunately, it also reflects the fact that higher education, unlike other areas of state government, has been held harmless to budget cuts. This was a significant accomplishment for all involved—EMU and the other public universities, the Governor and executive branch leaders, and the Legislature. While it means that our budget, as recommended, will not include general increases for supplies, services and materials, it is a budget that will meet all of our personnel contractual obligations, avoid layoffs in the absence of future state cuts, keep EMU competitive for top faculty and staff, allow us to continue the important strategic initiatives begun this year, and appropriately serve our growing enrollments. It also expands our financial aid scholarship programs to enhance accessibility and relieve demands on students resulting from the national policy shift emphasizing user payments over general citizen support through taxes and appropriations. In order to achieve these objectives and balance our revenues and expenditures, we are relying on a diverse revenue stream, including increases in tuition and fees, without state penalties, and robust enrollment growth. This will maintain our current competitive position with other institutions in the State. We are continuing to look for opportunities to eliminate nuisance fees, such as the transcript fee, and we are not planning to increase the general fee or the technology fee this year. Enhanced student services and some initial set-aside funding to jump start the McKenny Union expansion are being funded through growth revenue instead. It clearly is in everyone's interest to work hard on enrollment and student success initiatives in this challenging economic climate.

Building the foundation for private support is of growing importance at EMU. Despite the economy and September 11, we had positive growth in cash gifts to the Foundation and many more people in the EMU family have been involved with our development efforts. Pam and I continue to maintain a vigorous engagement calendar in our efforts to raise friends and funds for EMU and we encourage others to do so as well.

In closing, I want to acknowledge the leadership and support of the Board of Regents. I am very appreciative of your personal commitment to the mission of Eastern Michigan University and I look forward to our continued success.

**.5965M      TREASURER'S REPORT**

**Section 1**

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

**Motion Carried.**

**.5966M      INTERNAL AUDIT**

**Section 2**

Regent Morris moved and Regent Antonini seconded that the Internal Audit report for March through May 2002, be received and placed on file.

**Motion Carried.**

**.5967M      GRANTS/CONTRACTS**

**Section 3**

Regent Morris moved and Regent Antonini seconded that 112 grants and contracts totaling \$2,302,657 for the period 03/01/02 through 05/31/02 be accepted.

**Motion Carried.**

**.5968M      CONSTRUCTION PROJECTS PROGRESS**

**Section 4**

Regent Morris moved and Regent Antonini seconded that the Board receive and place on file the Construction Projects Progress Report for the period ending June 10, 2002.

**Motion Carried.**

**.5969M      ACCOUNTS RECEIVABLE**

**Section 5**

Regent Morris moved and Regent Antonini seconded that the Student Accounts Receivables Ration Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of May 31, 2002, be received and placed on file.

**Motion Carried.**

**.5970M      2001-02 GENERAL FUND BUDGET STATUS REPORT**

**Section 6**

Regent Morris moved and Regent Antonini seconded that the Board receive and place on file the 2001-02 General Fund Budget Status Report.

**Motion Carried.**

**.5971M      REPORT: INFORMATION AND COMMUNICATIONS  
TECHNOLOGY STATUS**

**Section 7**

Regent Morris moved and Regent Antonini seconded that the Board receive and place on file the ICT Report.

**Motion Carried.**

**.5972M            ACADEMIC AFFAIRS ADMINISTRATIVE/PROFESSIONAL  
APPOINTMENTS/TRANSFERS**

**Section 8**

Regent Morris moved and Regent Antonini seconded that the Board approve six Administrative/Professional appointments/transfers as shown on the listing below.

**ADMINISTRATIVE/PROFESSIONAL TRANSFERS**

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

**ADMINISTRATIVE/PROFESSIONAL HIRING REPORT**

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

**Motion Carried.**

**.5973M            STAFF APPOINTMENTS**

**Section 9**

Regent Morris moved and Regent Antonini seconded that the Board of Regents approve the 46 staff appointments listed on the following pages.

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

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

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

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

EASTERN MICHIGAN UNIVERSITY  
 STAFF APPOINTMENTS

GE 4  
 APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Slough, Akosua	Continuing Certification	CS-04	Secretary II	04/08/02	\$22,224	100	W	F	New Hire
Blanshard, Matthew	Mailroom	CS-03	Postal Clerk	03/19/02	\$20,016	100	W	M	New Hire
Dion, Harry	Physical Plant	FM-24	Master Skilled Trades - Plumber	02/28/02	\$52,000	100	W	M	New Hire
Travers, Keith	Intercollegiate Athletics	FM-10	Laundry Operator	03/25/02	\$24,024	100	W	M	New Hire
Cloud, Gary	Custodial	FM-06	Custodian	05/15/02	\$17,389	100	I	M	New Hire
Hall, Leslie	Custodial	FM-06	Custodian	03/13/02	\$17,389	100	B	F	New Hire
Isenegger, Kyle	Custodial	FM-06	Custodian	05/19/02	\$17,389	100	W	M	New Hire
Kennedy, Bryan	Custodial	FM-06	Custodian	05/19/02	\$17,389	100	I	M	New Hire
Perez, Juan I	Custodial	FM-06	Custodian	05/12/02	\$17,389	100	H	M	New Hire
Perez, Juan N	Custodial	FM-06	Custodian	05/13/02	\$17,389	100	H	M	New Hire



<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>
Podell, Sean	Custodial	FM-06	Custodian	05/12/02	\$17,389	100	W	M	New Hire
Reyes, Xinla	Custodial	FM-06	Custodian	03/24/02	\$17,389	100	H	F	New Hire
Schuh, Cathy	Custodial	FM-06	Custodian	03/13/02	\$17,389	100	W	F	New Hire
Stratton, Nancy	Custodial	FM-06	Custodian	05/19/02	\$17,389	100	W	F	New Hire
Turner, Karen	Custodial	FM-06	Custodian	04/21/02	\$8,694	50	B	F	New Hire
Varney, David	Custodial	FM-06	Custodian	05/15/02	\$17,389	100	W	M	New Hire

**Motion Carried.**

**.5974M      SEPARATIONS/RETIREMENTS**

**Section 10**

Regent Morris moved and Regent Antonini seconded that the Board approve 34 separations and retirements for the reporting period January 28, 2002 through June 19, 2002 as shown on the following listings.

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

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

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Brown, Jacqueline	Accounting-Student Accounting	CS-05	Customer Service Representative II	02/19/01	04/20/02	\$25,113	100	B	F	Resigned
Carter, Jenny	Financial Aid Office	CS-05	Senior Secretary	07/09/01	03/04/02	\$25,113	100	W	F	Resigned
Dabaghian, Paula	Parking	CS-05	Account Specialist	06/04/01	05/17/02	\$25,113	100	W	F	Discharged
Lewis, Irene	Continuing Education Administration	CS-05	Customer Service Representative II	11/11/96	04/07/02	\$25,113	100	B	F	Did Not Return From Leave
Montgomery, Tracey	Accounting-Student Accounting	CS-05	Account Specialist	01/24/97	03/23/02	\$25,113	100	B	F	Resigned
Sojka, Donna	Continuing Education Regional Centers Jackson	CS-05	Customer Service Representative II	09/02/88	01/28/02	\$24,147	100	W	F	Retired
Fournier, Jacqueline	Social Work	CS-04	Secretary II	01/16/02	03/11/02	\$22,224	100	W	F	Resigned
Haynes, Denise	Political Science	CS-04	Secretary II	05/19/97	05/02/02	\$11,112	50	B	F	Resigned
Siegel, Michelle	Convocation Center Operations	CS-04	Secretary II	09/04/01	03/29/02	\$22,224	100	W	F	Resigned
Vaughn, Gerald	Custodial	FM-14	Facilities Maintenance Worker	09/27/78	03/30/02	\$31,408	100	B	M	Retired
Ward, Glen	Grounds, Walks & Roadways	FM-12	Groundsperson	11/21/88	05/05/02	\$27,726	100	W	M	Did Not Return From Leave
Gates, Sheldon	Custodial	FM-06	Custodian	06/27/94	03/27/02	\$28,558	100	B	M	Resigned

Motion Carried.

**.5975M      EMERITUS FACULTY STATUS**

**Section 11**

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

**Jagdish T. Danak** – Associate Professor, Department of Management  
From 1969 - 2002 (33 years)

**Annette Martin** – Professor, Department of Communication and Theatre Arts  
From 1963 – 2002 (39 years)

**Kaaren Strauch Brown** – Professor, Department of Social Work  
From 1978 – 2002 (24 years)

**Nelly Ullman** – Professor, Department of Mathematics  
From 1963 – 2002 (39 years)

**Mary Yorke** – Assistant Professor, Department of Mathematics  
From 1982 – 2002 (20 years)

**Motion Carried.**

**.5976M      FACULTY APPOINTMENTS**

**Section 12**

Regent Morris moved and Regent Antonini seconded that the Board approve thirty new tenure-track appointments for the 2002-2003 academic year at the ranks, salaries, and effective dates shown on the following lists.

## FACULTY HIRING REPORT

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

**Motion Carried.**

**FACULTY REAPPOINTMENTS**

moved and Regent Antonini seconded the motion to accept the probationary faculty members for the 2002-03 academic year.



## 2002-03 Faculty Reappointments

ATTACHMENT A

### College of Arts and Sciences

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

## 2002-03 Faculty Reappointments

ATTACHMENT A

### College of Arts and Sciences - continued

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

### College of Business

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

### College of Education

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

## 2002-03 Faculty Reappointments

ATTACHMENT A

### College of Education - continued

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

### College of Health & Human Services

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

### College of Technology

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

## 2002-03 Faculty Reappointments

ATTACHMENT A

### College of Technology - continued

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

### Learning Resources & Technologies

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

2002-03 Reappointments for  
Faculty Returning from LOA

ATTACHMENT B

College of Arts and Sciences

<u>Name</u>	<u>Rank</u>	<u>Department</u>
1. Bernstein, Jeffrey	Assistant Professor	Political Science

College of Health and Human Services

<u>Name</u>	<u>Rank</u>	<u>Department</u>
2. Fineberg, Keith	Assistant Professor	Human, Environmental & Consumer Resources

Motion Carried.

## **FACULTY TENURE**

moved and Regent Antonini seconded the motion to approve the 3 faculty members beginning 2002 fall semester.

## 2002-03 Tenure Appointments

Revised 5/31/02

### College of Arts and Sciences

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

### College of Business

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

### College of Education

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

### College of Technology

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

Motion Carried.

## **ACULTY PROMOTIONS**

oved and Regent Antonini seconded that Board accept and place on  
romotion of Faculty Members for 2002-03.



## PROMOTION OF FACULTY MEMBERS FOR 2002-2003

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

Total Promotions = 38

CAS = 24

COB = 3

COE = 7

CHHS = 2

COT = 2

LRT = 0

Assistant = 1

Associate = 18

Full Professor = 19

**.5980M**

**ACADEMIC AFFAIRS ADMINISTRATIVE PROMOTIONS**

**Section 16**

Regent Morris moved and Regent Antonini seconded that the Board approve the promotion in faculty rank of two current Administrative/Professional employees shown below.

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

**Motion Carried.**

**.5981M**

**STUDENT AFFAIRS COMMITTEE**

**Section 17**

Regent Griffin moved and Regent Valvo seconded that the Agenda for June 25, 2002, and the Minutes of March 19, 2002, be received and placed on file.

**Motion Carried.**

**.5982M**

**EDUCATIONAL POLICIES COMMITTEE**

**Section 18**

Regent Antonini moved and Regent Valvo seconded that the Educational Policy Committee Agenda for June 25, 2002, and the minutes of March 19, 2002, be received and placed on file.

**Motion Carried.**

Section 19

Regent Antonini moved and Regent Valvo seconded that the Board accept and place on file the Report on 2002-03 Sabbatical Leaves as shown on the following listing.

**Two Semesters**

**Monroe P. Friedman, Psychology**

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

**One Semester**

**David B. Crary, Economics**

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

**Craig Dionne, English Language and Literature**

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

**Ruth Ann Hansen, Associated Health Professions**

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

**Arthur S. Howard, Chemistry**

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

**David Kass, Biology**

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

**Konnie Kustron, Business and Technology Education**

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

**Kemper W. Moreland, Economics**

“The Optimal Piecewise Linear Income Tax”

**Susan K. Pfoutz, Nursing**

“The Cost of Being a Patient”

**Natthi L. Sharma, Physics and Astronomy**

“Hands-On Learning in Photonics”

**Fathi F. Sokkar, Computer Information Systems**

“Supply Chain Management and E-Business”

**Denise M. Tanguay, Management**

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

**William D. Tucker, English Language and Literature**

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

**James L. VandenBosch, Biology**

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

**Gary M. Victor, Marketing and Law**

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

**Judith C. Williston, Teacher Education**

“Writing a Book: Developing the Teacher Leader”

**Robert S. Winning, Biology**

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

**Willard D. Zirk, Music**

“Personal Private Music Teacher: A Digital Versatile Disc”

**Motion Carried.**

**.5984M      2001-02 FACULTY RESEARCH AND CREATIVE ACTIVITY  
FELLOWSHIPS**

**Section 20**

Regent Antonini moved and Regent Morris seconded that the Board accept the report on 2002-03 Faculty Research and Creative Activity Fellowships.

EASTERN MICHIGAN UNIVERSITY  
DIVISION OF ACADEMIC AFFAIRS

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

**Catherine E. Bach, Biology**

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

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

“Multicultural Education and Religion in Japan”

**Sanjib Chowdhury, Management**

“Measuring Customer Induced Uncertainty and Examining Contingent Management Techniques”

**Robert Citino, History and Philosophy**

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

**Clayton Eshleman, English Language and Literature**

“Completion of a Manuscript of Original Poetry”

**Flora Hoodin, Psychology**

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

**Valerie Howells, Associated Health Professions**

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

**Kevin A. Kuehn, Biology**

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

**Roger D. Long, History and Philosophy**

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

**Mansoor Moaddel, Sociology, Anthropology and Criminology**

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

**Walter R. Parry, Mathematics**

“Geometry of Rational Functions”

**David D. Reid, Physics and Astronomy**

“The Manifold Dimension of Causal Sets”

**Krishnaswamy Rengan, Chemistry**

“Gamma-Ray Spectra of Fission—Product Nuclides”

**Clovis E. Semmes, African American Studies**

“Chicago’s Regal Theater: A Social History”

**Weidian Shen, Physics and Astronomy**

“Fundamental Study of Mar/Scratch Resistance—Investigating the Correlation of Mar/Scratch Resistance with Material Physical Parameters and Indentation Behavior”

**Heather L. Smith-Holmes, Chemistry**

“Understanding Chromatography at the Molecular Level”

**Patricia J. Williams, Art**

“Developing and Managing Constructed Color in Jacquard Tapestry Weaves”

**Tsu-Yin Wu, Nursing**

“Community-Based Program to Promote Breast Cancer Screening Among Minority Women”

**Motion Carried.**

**.5985M      2002 SPRING-SUMMER RESEARCH AWARDS FOR  
RESEARCH AND CREATIVE ACTIVITY**

**Section 21**

Regent Antonini moved and Regent Valvo seconded that the Board accept the Report on 2002 Spring-Summer Awards for Research and Creative Activity.

**Ruth Ann Armitage, Chemistry**

“Identification of Binders in Ancient Rock Paintings: Applications of Analytical Chemistry to Archeological Materials”

**Betty J. Beard, Nursing**

“Caring for AIDS Orphans in Africa”

**Kathleen P. Chamberlain, History and Philosophy**

“Victorio, Apache Leader and Warrior: Proposal to Fund Historical Research”

**Margaret E. Coffman, Biology**

“Isolation of Novel Promoters from Rainbow Trout, *Oncorhynchus mykiss*”

**Judy Foster Davis, Marketing**

“An Exception to the Rules: Caroline Robinson Jones, Pioneering Advertising Executive and Entrepreneur”

**Marianne M. Laporte, Biology**

“Genetic Engineering for Drought Avoidance in Plants”

**Dean Lauterbach, Psychology**

“Pay Administration Practices and Firm Performance”

**Erik Lokensgard, Industrial Technology**

“Feasibility Study Concerning the Quantification of Formaldehyde Emissions in the Injection Molding of Polyacetal”

**Julia R. Myers, Art**

“It Takes a Village: Robert Wylie and the American Search for Community in Pont Aven, Brittany”

**David C. S. Richard, Psychology**

“Reliability, Validity, and Diagnostic Efficiency of the Computerized PTSD Scale, Multimedia Version (CPS-M)”

**Pamela Ruiter-Feenstra, Music**

“Bach and Improvisation: Learning the Language”

**Eric R. Schulz, Management**

“Pay Administration Practices and Firm Performance”

**Motion Carried.**

**MENT OF CHARTER SCHOOL BOARD  
BERS**

Regent Morris seconded that the Board appoint Steven  
e Board of Directors of Ann Arbor Learning  
lvey and Kathryn Yanez to three-year terms and  
ck to two-year terms on the Board of Directors of  
e Burks, Timothy Hawkins, Jessica Lafata and Janice  
on the Board of Directors of Edison Oakland Academy;  
on the Board of Directors of Gaudior Academy; Daniel  
d to three-year terms on the Board of Directors of Grand  
o a three-year term on the Board of Directors of Great  
to a three-year term on the Board of Directors of Hope

**AMENDMENT: PROBATION/  
EXCLUSION/READMISSION**

Regent Valvo seconded that the Board adopt the  
policy as attached.



Chapter Name	Chapter No.	Page
ACADEMIC PROGRAMS & REQUIREMENTS	6.2.1	9 of 15
<b>Issue</b>		
UNDERGRADUATE		

All special examinations must be concluded before the last day of final examinations in order to meet the deadline for turning in grades.

#### SCHOLARSHIP INDEX

The Scholarship Index is determined by taking the total number of honor points acquired and dividing by the total number of semester hours taken which carry honor points. When a course is repeated, each attempt and grade is counted.

#### CLASSIFICATION

For purposes of figuring class levels, the following hours classifications are used:

Class	Semester Hours
Freshman	0-24
Sophomore	25-54
Junior	55-84
Senior	85 or over

#### ACADEMIC DISTINCTION

The term Summa Cum Laude (3.90 - 4.00); Magna Cum Laude (3.70 - 3.89); or Cum Laude (3.50 - 3.69) will appear on the diploma of an individual whose academic record warrants such a level of distinction.

#### **Undergraduate Policy on Probation/Dismissal/Readmission (Effective Fall, 2002)**

If, at the end of any term of enrollment, an undergraduate's cumulative grade point average (GPA) falls below 2.00, having previously been at or above 2.00 (or if new to the University), that student will be placed on academic probation (PRB1). The student will then have three terms of enrollment (spring/summer count as one) to raise the cumulative GPA to 2.00 or higher. At any time that the student's cumulative GPA reaches 2.00, the student will be restored to good academic standing (GOOD). Unless the cumulative GPA has been raised to 2.00 by the end of the third term of probation (PRB3), the student will be subject to academic dismissal.

Chapter Name	Chapter No.	Page
ACADEMIC PROGRAMS & REQUIREMENTS	6.2.1	10 of 15
Issue		
UNDERGRADUATE		

Exceptions to this policy are as follows:

1. Any student whose first term of probation is the result of a semester of all E's must earn better than 0.00 (all E's) in the first term of probation or face dismissal immediately.
2. Students who have been readmitted (READ is equivalent to PRB1) after a dismissal will be placed on PRB2 after their first term, if their cumulative GPA remains below 2.00. They will have two terms to raise their cumulative GPA average to 2.00 or they will face a second and final dismissal.
3. All initial dismissal actions are subject to an appeal. Procedures and deadlines for such appeals will be included in notices of academic dismissal, sent to students at the conclusion of a term of enrollment. If an appeal is successful, the student will be reinstated, which means the dismissal does not count. Students who are reinstated after an appeal will be given one more term to raise the GPA to 2.00 or they will be dismissed.

#### READMISSION

Students dismissed from the University for the first time must remain away from Eastern Michigan University for one calendar year. They can then apply for readmission through the Academic Advising Center. Procedures and deadlines for readmission are available in the Academic Advising Center (301 Pierce Hall); contact the Assistant Director for Academic Actions. Students dismissed more than once (excluding reinstatement) are usually not eligible to return to the University. On occasion, when students have been away from the University for at least 10 years, a request may be submitted, through the Assistant Director for Academic Actions, to the Academic Standards Committee, who will make the final decision in such a case.

While remaining out of the University due to a dismissal, students may choose to attend another institution. Certain rules apply to course work taken elsewhere. Refer to the repeat policy in the catalog and consult with Academic Records on transfer of courses.

While on academic probation, a student may meet with the Assistant Director for Academic Actions or any advisor in the Academic Advising Center. In addition, students may seek help in developing successful strategies for academic performance through the Holman Learning Center, the Counseling Services Center, and the Career Services Center.

**Motion Carried.**

**.5988M**

**REPORT: AFFIRMATIVE ACTION PLAN FOR  
WOMEN AND MINORITIES AND THE  
AFFIRMATIVE ACTION PLAN FOR  
VETERANS AND INDIVIDUALS WITH  
DISABILITIES**

**Section 24**

Regent Antonini moved and Regent Valvo seconded that the Board receive and place on file the June 2002 Affirmative Action Plan for Women and Minorities and the Affirmative Action Plan for Veterans and Individuals with Disabilities.

**Motion Carried.**

**.5989M**

**FINANCE COMMITTEE**

**Section 25**

Regent Morris moved and Regent Valvo seconded that the Working Agenda for June 25, 2002 and the minutes for the March 19, 2002, Finance Committee meeting be received and placed on file.

**Motion Carried.**

**.5990M**

**2002-03 GENERAL FUND BUDGET**

**Section 26**

Regent Morris moved and Regent Antonini seconded that the Regents approve a 2002-03 General Fund Operating Budget in the amount of \$193,457,829 and that \$3.6 million be designated for non-base initiatives and contingencies.

**Motion Carried.**

**.5991M      2002-03 TUITION AND MANDATORY FEES**

**Section 27**

Regent Morris moved and Regent Antonini seconded that the Board maintain the registration fee at \$40.00 per semester, the General Fee at \$20.00 per credit-hour, and the Technology Fee at \$10.00 per credit hour.

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

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

**Motion Carried.**

**.5992M      FY 2002-03 PROGRAM FEES**

**Section 28**

Regent Morris recommended and Regent Antonini seconded that the attached schedule of Program Fees for FY 2002-03, effective Fall 2002 semester, be approved.

**Eastern Michigan University  
PROGRAM FEES SCHEDULE  
FY 2002-03**

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

**Motion Carried.**

**.5993M      2002-03 AUXILIARY FUND BUDGET**

**Section 29**

Regent Morris moved and Regent Antonini seconded that the Board approve the 2002-03 Auxiliary Fund Operating Budget of \$38,021,155.

**Motion Carried.**

**.5994M**

**2002-03 ROOM AND BOARD RATES**

**Section 30**

Regent Morris moved and Regent Valvo seconded that the 2002-2003 rates proposal for Housing and Dining Services be approved. This is a 6.25% increase.

**Motion Carried.**

**.5995M**

**2003-2004 GENERAL FUND SCHOLARSHIPS, AWARDS  
AND GRANTS**

**Section 31**

Regent Morris moved and Regent Antonini seconded that the Board approve the 2003-04 General Fund Scholarships, Awards and Grants proposal for \$11,475,558 (\$11,280,558 through General Fund revenues, \$150,000 through General Fee revenues and \$45,000 through Auxiliary Fund revenues).

**Motion Carried.**

**.5996M**

**ELIMINATION OF TRANSCRIPT FEE**

**Section 32**

Regent Morris moved and Regent Antonini seconded that the Board eliminate POLICY 12.2.3, "Charges for Transcript of Credits". The elimination of the fee will allow the transcripts to be provided to students and alumni free of charge effective July 1, 2002.

**Motion Carried.**

**.5997M**

**POLICY REVISION: RESIDENCY CLASSIFICATION  
FOR TUITION PURPOSES**

**Section 33**

Regent Morris moved and Regent Antonini seconded that the Board amend the University's policy 12.1.1, Residence Classification to Tuition Purposes, to include the following: *Residency classification for tuition purposes does not apply to on-line courses.*

**Motion Carried.**

**.5998M            AMENDMENT OF DEFINED CONTRIBUTION RETIREMENT  
PLAN AND ADOPTION OF 457(B) DEFERRED  
COMPENSATION PLAN**

**Section 34**

Regent Morris moved and Regent Antonini seconded that the Board approve the attached amendments to the University's Defined Contribution Retirement Plan and approve the adoption of the 457(B) Deferred Compensation Plan.

**Motion Carried.**

**.5999M            EQUALIZED BENEFITS FOR AP/AC/CC EMPLOYEES**

**Section 35**

Regent Morris moved and Regent Antonini seconded that the Board approve changes to the benefit plan for AP/AC/CC non-bargained for employees.

**Motion Carried.**

**.6000M            PRAY-HARROLD MODERNIZATION –  
PROGRAM STATEMENT**

**Section 36**

Regent Morris moved and Regent Valvo seconded that the Board approve the Program Statement for the modernization of the Pray-Harrold building.

**Motion Carried.**

**.6001M COLLECTIVE BARGAINING AGREEMENT BETWEEN  
EMU AND THE EASTERN MICHIGAN  
UNIVERSITY POLICE OFFICERS  
LABOR COUNCIL**

**Section 37**

Regent Morris moved and Regent Valvo seconded that the Board approve the Collective Bargaining Agreement between Eastern Michigan University and the Eastern Michigan University Police Officers Labor Council and authorize the President and the University's Bargaining Committee to execute the Agreement on behalf of the Board of Regents.

**Motion Carried.**

**.6002M MEETING ADJOURNED**

Regent Griffin moved and Regent Valvo seconded that the Board of Regents meeting for June 25, 2002 be adjourned at 2:15 p.m. The next Board Meeting is September 24, 2002.

Respectfully Submitted,

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Dana C. Aymond  
Secretary to the Board of Regents



**COMMUNICATIONS SECTION**

## RESOLUTION

### RECOGNIZING CULTURAL HERITAGE MONTHS AT EASTERN MICHIGAN UNIVERSITY

**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.

September 24, 2002

## **RESOLUTION**

### **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

## RESOLUTION

### **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

## **Banner Finance Process Team Resolution**

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.

**ORAL REPORT TO BE MADE BY THE PRESIDENT**

# EXECUTIVE SUMMARY

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

**EXECUTIVE SUMMARY**

**DATE:**

September 24, 2002

**SECTION 1 - REPORT: TREASURER'S REPORT**

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

As of August 31, 2002, cash and investments totaled \$90,055,909 and were invested at 6.56%. The short-term investment fund yield was 1.88% compared to the 3-month Treasury Bill at 1.74%. The intermediate-term investment fund total return is 1.624% (9.75% annualized) compared to the Merrill Lynch 1-3 year Treasury index at 1.600% (9.60% annualized). Cash and investments (excluding bond proceeds) as of August 31, 2002 increased by \$22,621,818 compared to August 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 Internal Audit report for the period June 2002 through August 2002.

The reports for the Student Government audit and Catering and Conferences have been issued. The reports include findings and recommendations to improve controls. Attached is also a report by University management on the status of recommendations made from Housing and Financial Aid audits completed in June 2002. Enclosed is the audit schedule for September 2002, 2003 and 2004.

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

### **SECTION 3 - REPORT: GRANTS/CONTRACTS**

It is recommended that 101 grants and contracts totaling \$3,695,442 for the period 6/01/02 through 8/31/02 be accepted.

One hundred percent sponsor-funded grants and contracts in the amount of \$2,263,286 were awarded to the University during the period 6/01/02 through 8/31/02. Grants and contracts requiring EMU cost-sharing and/or in-kind contributions totaled \$1,432,156.

**Fiscal Implications:** This action approves allocating University matching funds in the amount of \$106,691 as cash contributions for projects awarded during the period 6/01/02 through 8/31/02. Of the total cash contributions for the period, \$8,750 is allocated to FY02 for a fiscal year-to-date total of \$363,463 against a base budget of \$361,652. Total cash contributions of \$97,941 are all allocated to FY2003 for a fiscal year-to-date total of \$97,941 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 September 6, 2002.

Parking Expansion project is progressing. The 260-space tabletop parking deck is in the design phase and will begin in Spring 2003.

Hover is 95% rehabilitated with occupancy in October 2002.

Relocation of the softball fields continues.

Lighting retrofits for Pierce, Sill, Roosevelt and Sherzer are underway. New Fire alarms are being installed in Hill, Wise, Best and Goddard.

**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 August 31, 2002 be received and placed on file.

The Student Accounts Receivable Ratio Analysis balance is \$30,348,000 or 49.93% of revenue compared to \$31,922,000 (57.92%) as of August 31, 2001. This is a 7.99% decrease.

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

It is recommended that the Board approve 5 new tenure-track faculty appointments.

**Fiscal Implications:** Salary is part of the 2002-2003 budget.

## **SECTION 8 – FACULTY APPOINTMENTS**

It is recommended that the Board approve 4 staff appointments for the 2002-03 academic year. 2 (50%) are female, 1 (25%) is a minority.

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

## **SECTION 9 – STAFF APPOINTMENTS**

It is recommended that the Board approve 41 staff appointments for the period June through September 3, 2002. 24 (59%) are female, 7 (17%) are African American and 2 (5%) are Asian.

**Fiscal Implications:** The salaries are part of the 2001-2002 and 2002-2003 budget

## **SECTION 10 - SEPARATIONS/RETIREMENTS**

It is recommended that the Board approve 71 separations and retirements for the dates listed. Of the 71, 42 (59%) are female, 10 (14%) are African American, 2 (3%) are Hispanic, 4 (6%) are Asian/Pacific Islander and 1 (1%) is multi-racial.

**Fiscal Implications:** None.

## **SECTION 11 - EMERITUS FACULTY STATUS**

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

Franklin Case - Professor, Department of English Language & Literature  
From 1962 – 2002 (40 yrs.)

Jan Michael Field - Professor, Department of Art  
From 1965 – 2002 (36 yrs.)

John Jan Jellema – Professor, Department of Industrial Technology  
From 1982 – 2002 (20 yrs.)

James A. Reynolds – Professor, Department of English Language & Literature  
From 1967 – 2002 (35 yrs.)

Michael Zahratka – Professor, Department of Art  
From 1967 – 2002 (34 yrs.)

**Fiscal Implications:** None.

## **SECTION 12 – EMERITUS STAFF STATUS**

It is recommended that the Board grant Emeritus Staff Status to Albert A. Robinson, special assistant to the vice president for business and finance, who retired June 30, 2002.

**Fiscal Implications:** None.

### **SECTION 13 - STUDENT AFFAIRS COMMITTEE MONTHLY REPORT**

It is recommended that the Student Affairs Committee Agenda for September 24, 2002 and the Minutes of June 25, 2002 be received and placed on file.

**Fiscal Implications:** None.

### **SECTION 14 – FACULTY AFFAIRS COMMITTEE**

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

**Fiscal Implications:** None.

### **SECTION 15 - EDUCATIONAL POLICIES COMMITTEE**

It is recommended that the Ed Policies Committee Agenda for September 24, 2002, and the Minutes of June 25, 2002 be received and placed on file.

**Fiscal Implications:** None.

### **SECTION 16 - FINANCE COMMITTEE MONTHLY REPORT AND MINUTES**

It is recommended that the Working Agenda for September 24, 2002 and the minutes for the June 25, 2002 Finance Committee meeting be received and placed on file.

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

**SECTION 17 – CONSOLIDATED FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION AS OF JUNE 30, 2002 AND 2001**

It is recommended that the Board receive and place on file the audited 2001 - 2002 Financial Statements.

**Fiscal Implications:** None.

**SECTION 18 – OMB CIRCULAR A-133 SUPPLEMENTARY FINANCIAL REPORTS FOR THE YEAR ENDED JUNE 30, 2001**

It is recommended that the Board receive and place on file the OMB circular A-133 Supplementary Financial Reports for the year ended June 30, 2002.

**Fiscal Implications:** None.

**SECTION 19 – 2001-2002 GENERAL FUND BUDGET MANAGEMENT REPORT**

It is recommended 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.

The approved General Fund Budget of \$178,496,863 plus authorized allocations, commitments, encumbrances and provisions of \$5,387,673 for a total funding source of \$183,884,537. Actual revenues plus approved allocation of fund balances of \$186,264,715 exceeded the plan by \$2,380,178.

The approved 2002 General Fund expenditure budget was \$183,862,159. Actual expenditures of \$178,884,112 were \$4,978,047 below authorization.

Revenues exceeded expenditures by \$1,992,928.

**Fiscal Implications:**

The unallocated General Fund balance increased from \$3,339,277 to \$4,698,070 – an increase of \$1,358,792.

## **SECTION 20 – 2001-2002 GENERAL FEE REPORT**

It is recommended that the report be accepted.  
Please read the Staff Summary for this report.

**Fiscal Implications:** 2002 expenditures and commitments of General Fee revenues totaled \$11,028,120.

## **SECTION 21– 2001-2002 AUXILIARY FUND BUDGET MANAGEMENT REPORT**

It is recommended that the report be placed on file.  
Please read the Staff Summary for this report.

**Fiscal Implications:** The Auxiliary Fund operating balances increased by \$20,884. The accumulated balance as of 6/30/02 is \$3.1 million.

## **SECTION 22 – COLLECTIVE BARGAINING AGREEMENT BETWEEN EMU AND THE INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA TECHNICAL, OFFICE AND PROFESSIONAL LOCAL 1976**

Contract negotiations not complete at time of printing.

## **SECTION 23 – EASTERN MICHIGAN UNIVERISTY AND THE WASHTENAW COUNTY 800 MHZ COMMUNICATIONS CONSORTIUM**

It is recommended that the Board approve the updated Washtenaw County 800 MHz Communications Consortium Agreement.

**Fiscal Implications:** Based on EMU's use of 35 radios on the system, annual expenses to EMU are about \$5,500 for 2002-03.

## **SECTION 24 – GRADUATE ASSISTANT PROGRAM**

It is recommended that the Graduate Assistant Program Report be received and placed on file.

**Fiscal Implications:** None.

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 1
DATE: September 24, 2002

**RECOMMENDATION**

**REPORT: TREASURER'S**

**ACTION REQUESTED**

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

**STAFF SUMMARY**

As of August 31, 2002, Cash and Investments totaled \$90,055,909 and were invested to return a total annualized return of 6.56%. As summarized below, Eastern's latest investment performance compared favorably to the established benchmarks.

- |   |                           |
|---|---------------------------|
| • Short-Term Investment Fund Yield:                 | 1.88%                     |
| • Benchmark: 3-month Treasury Bill:                 | 1.74%                     |
| • Intermediate-Term Investment Fund Total Return:   | 1.624% (9.75% annualized) |
| • Benchmark: Merrill Lynch 1-3 Year Treasury Index: | 1.600% (9.60% 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.         | • 0% of the portfolio is in variable rate obligations.                    |
| • The portfolio has no leveraged investments.           | • Average weighted credit quality of the portfolio is AA+.                |
| • The portfolio has no speculative derivatives.         | • Average weighted maturity of the portfolio is approximately 1.26 years. |
| • 100% of the portfolio is in fixed income obligations. |   |

Cash and investments (excluding bond proceeds) as of August 31, 2002 increased by \$22,621,818 when compared to August 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**  
**August 31, 2002**

**Cash**

Comerica Bank	Bank
FirStar Bank	Balance
Total Cash	\$13,988,376.11
	\$5,096.52
	\$13,993,472.63

**Eagle Crest Cash**

Conference Center	100,910.85
Golf Club	96,967.28
Maintenance Reserve	445,338.61
Total Cash	\$643,216.74

**Investments**

	Date Settled	Date Maturing	Total Return YTD (Annualized)	Principal
<b>Short Term Investment Funds:</b>				
Dreyfus Institutional Preferred	Daily	Mutual Fund	1.660% *	13,541,339.04
Dimensional Fund Advisors	Monthly	Mutual Fund	1.970% *	28,155,828.37
<b>Intermediate Term Investment Funds:</b>				
Vanguard Short Term Corporate	Monthly	Mutual Fund	7.199%	7,170,848.00
Federated US Government 2-5 Year	Monthly	Mutual Fund	19.397%	7,474,816.73
<b>Agencies:</b>				
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	68,342,832.14
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<b>Subtotal Cash and Investments</b>	\$82,979,521.51
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**General Revenue Bonds Investments**

Dimensional Fund Advisors	Monthly	Mutual Fund	1.970%	7,076,387.93
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<b>Subtotal General Revenue Bonds Investments</b>	7,076,387.93
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<b>Grand Total: Cash, Investments</b>	\$90,055,909.44
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Net Annualized Yield - Short Term	1.869%
Total Annualized Return - Total Investments	6.621%

\* Figure represents net yield.



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

		Amount of EMU Cash/Investment	% of Total Cash/Investment
A.	Book Cash Balance	13,993,472.63	16.86%
B.	Eagle Crest Cash Balance	643,216.74	0.78%
C.	Dreyfus Institutional Preferred	13,541,339.04	16.32%
D.	Dimensional Fund Advisors	28,155,828.37	33.93%
E.	Vanguard Short Term Corporate	7,170,848.00	8.64%
F.	Federated US Government 2-5	7,474,816.73	9.01%
G.	Federal Home Loan Mortgage Corp.	3,000,000.00	3.62%
H.	Federal Home Loan Bank	3,000,000.00	3.62%
I.	Federal Home Loan Bank	3,000,000.00	3.62%
J.	Federal Home Loan Bank	3,000,000.00	3.62%
		82,979,521.51	100.00%
		Amount of EMU Bond Investment	% of Total Bond Investment
K.	Dimensional Fund Advisors	7,076,387.93	0.00%
		7,076,387.93	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**

August 31, 2002

	Dreyfus*	DFA	Vanguard	Federated US Govt. 2-5	Net University Holdings	Total
<b>Total Fund Net Assets</b>	\$9,808,881,094	\$925,150,000	\$11,170,890,204	\$664,906,493		
<b>EMU's Investment % of Total Fund</b>	\$13,541,339 0.14%	\$35,232,216 3.81%	\$7,170,848 0.06%	\$7,474,817 1.12%	\$26,636,689	\$90,055,909
<b>Fund Inception Date</b>	11-Jun-97	27-Jul-83	29-Oct-82	1-Sep-91		
<b>Date of Initial EMU Investment</b>	20-Jan-01	18-Jan-96	18-Jan-96	22-Jan-96		
<b>Average Weighted Maturity</b>	52 days	348 days **	2.7 years	3.33 years		1.26 Years
<b>Book NAV (7/1/02)</b>	1.00	10.34	10.68	11.24		
<b>Market NAV (08/31/02)</b>	1.00	10.40	10.71	11.52		
<b>Liquidity Option</b>	Same Day	Next Day	Next Day	Next Day		
<b>Morningstar Rating</b>	N/A	4 stars	4 stars	5 stars		
<b>3 Year Average Annual Total Return</b>	4.40%	5.71%	6.93%	8.69%		
<b>3 Year Benchmark</b>	4.30%	~4.30%	7.17%	7.17%		
<b>Portfolio Mix</b>						
Commercial Paper Notes	46.8%	0.2%				
Repos						
Variables						
Govt. Agency Mort. Backed Sec.				31.9%		
Time Deposits	24.1%		20.2%			
Direct U.S. Govt. Agencies	29.1%					
C.D.'s						
U.S. Treasury's		32.7%	2.9%	64.8%		
Other				3.3%		
Bonds		67.1%	76.9%			
Cash						
Federal Home Loan Mortgage Corp.					\$3,000,000	
Federal Home Loan Bank					\$3,000,000	
Federal Home Loan Bank					\$3,000,000	
Federal Home Loan Bank					\$3,000,000	
Comerica Bank (sweep account)					\$13,988,376	
FirStar Bank					\$5,097	
Eagle Crest Cash					\$643,217	
<b>Average Credit Quality Rating</b>	AAA	AAA	A	AAA	AAA	AA+

\* Money Market Fund

\*\* Average Duration

3.

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 2
DATE: September 24, 2002

**RECOMMENDATION**

**REPORT: INTERNAL AUDIT**

**ACTION REQUESTED**

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

**STAFF SUMMARY**

The reports for the Student Government audit and Catering and Conferences audit have been issued. The reports include findings and corresponding recommendations to improve controls. The recommendations have been discussed with appropriate personnel. Management agrees with the recommendations and is proceeding with actions to implement the recommendations. Andrews Hooper and Pavlik is satisfied that management's responses will satisfy the intent of the recommendations.

Also attached is a report prepared by University management on the status of recommendations made from the previous University Housing and Financial Aid internal audits completed in June 2002. As noted in the report, management has agreed with the internal auditor's recommendations and has found that all recommendations have been implemented.

Enclosed is the updated internal audit schedule for the period ending September 30, 2002, as well as the proposed schedules for the periods ending September 30, 2003 and 2004.

**FISCAL IMPLICATIONS**

It is expected that fiscal year 2002-03 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 Office

\_\_\_\_\_  
Date



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

Date: August 22, 2002

To: Mr. James F. Vick,  
Vice President, Marketing and Student Affairs

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

Re: **AUDIT REPORT**  
**Student Government**

Attached is the report for the internal audit review of the internal control process for the Student Government. Revisions based on discussions with Vickie Bagherzadeh, Student Government Supervisor, have been incorporated.

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

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

cc: Board of Regents  
President Samuel A. Kirkpatrick  
Vickie Bagherzadeh

## Audit Report Student Government

### **Background**

Beginning in 1994, the Board of Regents approved a general student fee which funds a variety of programs (health center, athletics, etc.). The Student Government is allocated a portion of that fee. The Student Government allocates their portion to a number of programs including the following:

#### *Women's Center*

The University Women's Center provides information, education, referral services, etc. to all women at Eastern Michigan University. The Student Government provides funding for various expenses of the Women's Center (i.e. payroll & office expenses).

#### *R.E.A.C.T.*

Resource for Equity and Action for Consumer and Tenants (R.E.A.C.T) is a service for students that deals with rights and responsibilities of student and landlord relationships. This organization provides information about rental units as well as legal consultation.

#### *Business and Finance Committee*

The Student Government distributes funding to student organizations through the Student Senate Business and Finance Committee. Requests for money are submitted to the Student Government and reviewed for purpose prior to approval.

#### *Payroll*

The Student Government compensates several members of its staff. A portion of the annual budget is allocated to these paid positions.

#### *Other*

The remaining portion of the budget is allocated to various committees and programs that support the student body (Student Relations Committee, Homecoming festivities, Leadership Development conferences, etc.) as well as general expenses that allow for services to the Student Government (Office Expenses, Advertising, etc.).

## Objectives and Scope

Our objective was to evaluate the adequacy of internal controls as well as to ensure the policies and procedures related to the Student Government are being properly followed.

The scope of our procedures included obtaining an existing policies and procedures manual for the Student Government and discussing the pertinent controls in place with the Student Government advisor. Our scope also included testing the controls in place, as well as compliance with the policies and procedures listed in the manual and described by management.

The specific areas we reviewed included:

- The requisition process
- The reconciliation process
- Budget vs. Actual comparison

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

## Conclusion

We identified opportunities for strengthening the University's internal controls as they relate to some areas we reviewed. We have included recommendations to management for improving the internal control process in the Student Government.

We concluded our audit fieldwork on August 22, 2002.

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

# Findings and Recommendations

## Approval of Requisitions

### *Finding*

Per review of the procedures manual and discussions with management, requisitions must be approved by either the President or Vice President of the Student Government, as well as the Business Finance Officer or Dean of Students. During our testing of 20 requisitions we noted that three were not approved by the President, Vice President, Business Finance Officer or the Dean of Students. In addition, we found 11 additional requisitions that were approved by either the President or Vice President of the Student Government, but were not approved by either the Business Finance Officer or the Dean of Students.

### *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.

## Documentation of Reconciliations

### *Finding*

Per review of the procedures manual and discussions with management, information is reconciled between the Student Government database and FRS on a monthly basis. There is no documentation or approval signature to evidence that this reconciliation is being completed.

### *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.

**Budget to Actual Analysis**

***Finding***

During our review of the Budget to Actual Analysis prepared by the Business Finance Officer's office, we were unable to support the total budgeted revenue. After inquiring of the Business Finance Officer, we were informed that the budgeted amount included \$14,500 that was disallowed by the Student Government President and should have been removed from the budgeted amount.

***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.





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

Date: July 25, 2002

To: Mr. James F. Vick  
Vice President, Marketing and Student Affairs

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

Re: **AUDIT REPORT**  
**Catering and Conferences**

Attached is the report for the internal audit review of the Catering and Conference process. Revisions based on discussions with Ann Klaes, Assistant Director- Contracts and Catering, have been incorporated.

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

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

Attachment

cc: Board of Regents  
Ann Klaes  
Vickie Bagherzadeh

# Audit Report

## Catering and Conferences

### Background

Eastern Michigan University's Catering and Conference Department is responsible for coordinating events on campus for both internal and external customers. Catering and Conferences staff handle approximately 1,400 events per year, which includes approximately 300 external events.

### Reservation Process

The Event Planning Office is responsible for working with the customer to determine if the date, time and location the customer wants are available. If so, a customer reservation is created in the system. The reservation staff will enter all the pertinent customer information into EMS (Event Management System), including the customer name and address, name of the event, contact person and phone number, date of event, type of event, type of organization making the reservation and the staff who entered the event in the system.

The catering staff has a list of menu items that the customers can select from which are all at set prices. They can also provide special pricing if the customer requests something that is not on the menu. After the catering piece of the reservation is complete, the staff will request a deposit from the customer. The deposit amount varies depending on if the customer is internal or external, if it is a first time customer and the amount of the order.

A confirmation/contract is faxed to the customer listing the details of the event. If it is an external customer, the contract must be signed and returned. If it is an internal customer, a signed contract is requested but not required. When contract changes are made, a new contract is printed and sent to the customer to obtain a new signature. A signed contract should be on file for all external customers prior to the date of event. A copy of the contract is kept on file for approximately three months after the event takes place in case there are any discrepancies.

EMU also provides catering services for summer camps. Reservations for summer camps are created in the system the same way as other reservations except that external camp customers are expected to pay a majority of the cost up front.

### Event Process

During the event, the catering staff will fill out a catering worksheet to determine the actual number of people at the event and have the customer sign the worksheet. The staff will then update the confirmation in EMS from the catering worksheet. If the number of people at the event was less than the count on the confirmation, the staff will not change the count. If the number of people at the event was more than the count on the confirmation, the staff will increase the count. The catering manager verifies that the counts on the confirmation are correct based on the catering worksheet and the contract. Once this process is complete, the catering staff will send an e-mail notifying the billing clerk that they can bill customers through a certain date.

There are approximately 30 summer camps held each year that are handled by the dining staff rather than the catering staff. A meal card is issued to each student in the camp. The cashier in the dining area swipes the card. The card is used to keep track of how many students are eating breakfast, lunch and dinner for each customer. A manual count is also kept by the cashier as a backup. At the end of each camp, the dining staff prepares a form indicating how many students ate breakfast, lunch and dinner each day.

The form includes a formula to calculate the dollar amount for each meal. There are different rates used depending on if it is breakfast, lunch, or dinner and if it is an internal or external customer. The form also includes a fee for the rental of the room if it is an external customer. Once the form is complete, it is reviewed and emailed to the billing clerk, who will update the contract and prepare the invoice.

A spreadsheet is also created to show the total revenue for camps each month. The total on the spreadsheet is compared to the monthly FRS report. Discrepancies are appropriately resolved.

**Billing Process**

The billing process begins when the billing clerk receives an e-mail from the Catering Office or from Summer Camps notifying them of which dates can be billed.

The billing process is performed approximately once a week. Invoices are generated and reviewed to ensure that the proper dates are included. After the invoice is generated, it is reviewed and compared to the contract. Once an event is invoiced, the contract cannot be changed. Any payments or deposits that have been entered into EMS are automatically applied to the invoice.

Invoices are usually mailed from the Event Planning Office the day after they have been generated. The invoices that are fully paid are signed, dated and stamped as paid in full and then sent to the customer for their records.

**Receipts Process**

The internal requisitions and receipts are picked up daily from the event planning office by housing and dining services staff. The payments are entered into EMS for internal customers. The reservation number is listed on the requisition. The reservation number on the requisition is matched to EMS. The dollar amount on the requisition is then applied to the open reservation in EMS. After the money is applied to the reservation, the original requisition is sent to the accounting office to process and a copy is kept on file.

For external customers, payment is received at McKenny Union. A receipt is prepared and a copy is sent to the customer for their records. The receipt contains the EMS number, which is also the reservation number. When a deposit on an event is received, the payment is applied to the reservation number. The money received by McKenny Union is picked up by housing and dining services staff on a daily basis. The deposit slip is prepared weekly and taken over to the cashier's office.

9.

A journal entry is created once a month for recording from EMS to FRS using the General Ledger Distribution Report. Each invoice can be traced to the General Ledger Distribution report. A reconciliation is prepared on a monthly basis to reconcile between the EMS and FRS systems. Reconciling items are investigated.

An accounts receivable aging report is printed on the first day of every month, which is agreed to the EMS reconciliation.

## **Objectives and Scope**

Our objectives were to evaluate the adequacy of internal controls for catering and conferences and review proper recording of transactions in the event planning office accounting records.

The scope of our procedures included reviewing transactions and procedures specific to Catering and Conferences. Specific procedures included reviewing bi-weekly reports, reconciliation of EMS and FRS statements, review of accounts receivable aging reports, review of payments and review of contracts and various other reports used by Catering and Conferences, on a test basis.

## **Conclusion**

We identified opportunities for strengthening the University's internal controls as they relate to some areas we reviewed. We have included recommendations to management for improving the internal control process in Catering and Conferences.

We completed our audit fieldwork on July 25, 2002.

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

## Findings and Recommendations

### Event Contract/Confirmation

#### *Finding*

Based on our review of a sample of twenty-five events (four of which were for organizations external to the university). Three of the four external events did not have a signed contract on file. Five of the sixteen internal events did not have a signed requisition or contract on file. Four of the five camps did not have a signed requisition or contract on file. Currently, signed contracts are required to be on file for all external events and, at a minimum, an unsigned copy of the contract should be on file for all internal events.

#### *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.

### Catering Worksheet

#### *Finding*

Based on our review of a sample of twenty catering worksheets, we noted that four of the worksheets did not agree to the contract on the system, or did not appear to have been updated based on final actual information.

#### *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.

## **Billing**

### ***Finding***

Based on our review of a sample of twenty contracts/catering worksheets, we noted that three of the events were not in EMS. Per our discussion with management, we noticed that from mid-April to mid-May, all new contract information entered into the system was lost due to a system crash. These contracts had to be re-entered from hard copies of the contracts that were on file. It appears that not all contracts were located and re-keyed into the system for events held during that time period.

### ***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.

## **Accounts Receivable Aging Report**

### ***Finding***

Based on our review of the accounts receivable aging report, we noticed that a significant portion of accounts receivable (20%) is greater than 90 days past due. Included in this amount are internal requisitions that have not been billed to/received from the department holding the event. As of early August, we noted that several events held in June had not been billed.

### ***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.

STATUS OF AUDIT RECOMMENDATION

***September 24, 2002***

**Financial Aid Office  
University Housing – Residence Halls**

4

Prepared by  
Vice President for Business and Finance Office

## INTERNAL AUDIT RECOMMENDATION STATUS

AUDIT PERFORMED:       **FINANCIAL AID OFFICE**

DATE COMPLETED:       JUNE 5, 2002

### COLLEGE WORK STUDY

#### 1. Recommendation:

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

#### Client Response:

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

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

#### Implementation Status:

The ultimate, and best solution will occur once Banner's Human Resource, Payroll, and Financial Aid modules are launched (still on target for January 1, 2003). In the meantime, the manual system will continue to be used to update all three systems (SAM, HRIZON, and Banner Finance).

The process can be summarized as follows:

- The Office of Financial Aid (OFA) receives the monthly 240 Report from the Student Aid Management System (SAM). This report details all of the students whose wages were charged to CWS or MCWS, but who SAM does not recognize as being authorized to be charged to those accounts. OFA investigates the circumstances for each student who appears on the report and determines whether:
  - i. The person should be classified as eligible for CWS or MCWS
  - ii. The person is mis-classified under the wrong code, but is eligible for CWS or MCWS
  - iii. The person is ineligible for either CWS or MCWS



### INTERNAL AUDIT RECOMMENDATION STATUS

- OFA marks up the 240 report and indicates if the student payment needs to be transferred to a different account in Banner Finance. Based on outcomes i. to iii. determined above, the following system changes may be required:
  - i. Banner Finance may be correct so that no adjustment to HRIZON/Banner Finance is required and SAM will need to be updated
  - ii. The entry may have been made to the wrong account and needs to be adjusted in HRIZON/Banner Finance and SAM will not need to be updated
  - iii. The person is ineligible, so HRIZON/Banner Finance needs to be corrected to show the payroll being booked to the regular student account and SAM will not need to be updated
- For i. above, OFA creates a batch of the corrections and this is input by them into SAM
- For ii. and iii. above, Accounting prepares a labor distribution transfer and Payroll enters this into HRIZON. HRIZON will automatically create a correcting journal entry in Banner Finance.

The importance of OFA's timely investigation of the 240 exception report in SAM, and the corresponding input of changes by both OFA and Payroll has been reviewed with all appropriate personnel. The following procedure is now in place to insure the continued timely corrections to all systems:

- OFA receives the 240 report within a week of the payroll date and marks it up
- OFA creates an excel worksheet that summarizes all of the changes required in HRIZON/Banner Finance and emails it to Accounting
- Accounting prepares the necessary changes and Payroll updates HRIZON/Banner Finance
- OFA inputs the necessary changes into SAM

The entire revision process will occur within two weeks of the payroll date, and will significantly reduce the need for end of semester adjustments.

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

Verification Date: August 22, 2002

### ENDOWMENT FUND SCHOLARSHIPS

#### 2. Recommendation:

We recommend that management reinforce the existing policies and procedures relative to scholarship award amounts to ensure that the process is free from clerical errors.

#### Client Response:

### INTERNAL AUDIT RECOMMENDATION STATUS

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

Implementation Status:

The ultimate, and best solution will occur once Banner's Human Resource, Payroll, and Financial Aid modules are launched (still on target for January 1, 2003). In the meantime, OFA follows the process detailed below to award endowment scholarships:

- OFA receives a file from the EMU Foundation that lists all endowment scholarship budgets for the fiscal year and this information is input into the Student Aid Management System (SAM)
- OFA creates a form from the Foundation file (EMU Endowment Scholarship Selection Form) to track scholarships awarded against the endowment budget appropriated for the fiscal year
- The appropriate department fills in the EMU Endowment Scholarship Selection Form with the required student information and award given (this should not exceed the endowment budget listed on the form)
- OFA verifies each student's eligibility and then posts the scholarship award information by student off of the EMU Endowment Scholarship Selection Form into SAM

There is not an automatic total of all student awards on the EMU Endowment Scholarship Form, so OFA input personnel manually total the awards given to each student to insure that this amount does not exceed the available balance that is shown on the form. This catches errors caused by the department, but would not catch data input errors after the data is input into SAM. Since the system does not update in real time (e.g. runs at night so inputs cannot be reviewed until the following day), each endowment record in SAM cannot be reviewed to confirm that the input does not exceed the budget total until the following day.

The check of the SAM system must be conducted by looking up the individual endowments that had been modified the day before. This is a time consuming process and requires that the input personnel remember to conduct the check, as well as, remember each record that was updated. As this process was discussed with OFA, they inquired as to whether a report could be run that would show the endowment budget and actual scholarships awarded against it. It was learned that SAM does have a report that shows this data, however, the report is not presently being run. OFA will contact ICT and request they create a new job to run this report. OFA personnel can then print the report and review all accounts to insure that the actual scholarships awarded do not exceed the endowment budget. This will be done at the end of each month, so all corrections will be made in a timely manner.

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

Verification Date: August 22, 2002

Audit recommendations verified by:

\_\_\_\_\_  
 Steve Holda  
 Assistant to the Vice President for Business & Finance  
 Page 7

### INTERNAL AUDIT RECOMMENDATION STATUS

AUDIT PERFORMED: UNIVERSITY HOUSING – RESIDENCE HALLS

DATE COMPLETED: MAY 31, 2002

1. Recommendation:

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

Client Response:

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

Implementation Status:

Per discussions with the Associate Director of Housing, policies and procedures have been reviewed with the appropriate staff. In addition, occupancy forms have been amended to delete unnecessary information and the revised forms will be used beginning in Fall term.

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

Verification Date: June 20, 2002

2. Recommendation:

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

Client Response:

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

Implementation Status:

Dining and housing rates are input by Housing Department personnel and audited by the Director of Business Operations for Student Affairs. This has been, and will continue to be the system control to insure proper rates are input into the system.

Of the four cases where students were overbilled by more than \$1, these were a result of non-standard billing requirements. When students chose a standard meal plan, the choice is input into the system and billed according to the rates that have been input. After the term begins, students may change meal plans which would require manual calculations of adjustments that

### INTERNAL AUDIT RECOMMENDATION STATUS

need to be input into the system to adjust the student's account. This is where the under/over bill incidents occur. Reinforcement of the importance of double checking these manual calculations by the input personnel has been completed.

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

Verification Date: June 20, 2002

3. Recommendation:

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

Client Response:

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

Implementation Status:

The Residence Hall and Dining Service Contract Cancellation Form is reviewed and completed in its entirety by EMU personnel. The items that are left incomplete are primarily associated with information or signatures required by a student who cancels the service and leaves campus. If a student withdraws from classes and leaves campus, it is impossible to have them fill in the missing information.

The importance of careful review of the forms for completeness has been reviewed and reinforced with EMU personnel.

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

Verification Date: June 20, 2002

4. Recommendation:

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

Client Response:

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

Implementation Status:

### INTERNAL AUDIT RECOMMENDATION STATUS

The bi-weekly report schedule has been reinforced with the ACD's and the timeliness of submission will continue to be an item that is reviewed with the ACD as a part of their performance evaluation.

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

Verification Date: June 20, 2002

5. Recommendation:

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

Client Response:

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

Implementation Status:

The importance of counting the cash/stamp drawer at the beginning and end of each shift has been reinforced with the ACD's and the Office Assistants who run the front desks in the housing facilities. The logs have been and will continue to be reviewed by the ACD's as it is a requirement on the bi-weekly review that the ACD submits.

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

Verification Date: June 20, 2002

6. Recommendation:

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

Client Response:

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

## INTERNAL AUDIT RECOMMENDATION STATUS

### Implementation Status:

Reconciliations were not able to be provided by the ACD because they are not responsible for this task. The Director of Business Operations for Student Affairs has ultimate responsibility for the monthly reconciliations.

Reports of actual spending and commitments versus budget (and resulting variances) are published on-line each month by the Director of Business Operations for Student Affairs. These reports tie to FRS. There is no budget for the Social Fund, however, a monthly report detailing the starting balance, what is spent, and the ending balance is published by the Director of Business Operations for Student Affairs.

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

Verification Date: June 20, 2002

### 7. Recommendation:

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

### Client Response:

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

### Implementation Status:

Housing and Physical Plant personnel reviewed this recommendation and agreed that distribution of a master key log with key room and identification numbers for inventory purposes was not appropriate due to the risk that this could fall into the hands of an unauthorized person. The alternative to using the master list is for the ACD's to visually review the key boards to insure that the proper number of spare keys are hanging on the board. This review will be done weekly, and all discrepancies will be reported to the Physical Plant so that lock sets can be changed for those rooms where all the keys are not accounted for. The Associate Director of Housing will also modify the bi-weekly ACD report to include a key inventory status (e.g. rooms that have missing keys as well as the status of open work orders for lock set replacement).

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

Verification Date: August 26, 2002

### 8. Recommendation:

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



## INTERNAL AUDIT RECOMMENDATION STATUS

### Client Response:

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

### Implementation Status:

The importance of the Hall Director filling out duty logs, and of the ACD review of all duty logs, was reinforced with appropriate Housing personnel. The verification by the ACD that all duty logs have been received and reviewed or that original duty logs were taken by DPS or Physical Plant personnel due to emergency situations will be made part of the bi-weekly ACD report which is reviewed by the Associate Director of Housing.

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

Verification Date: August 26, 2002

### 9. Recommendation:

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

### Client Response:

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

### Implementation Status:

Housing management has reviewed and reinforced the need for an authorized signature to appear on all invoice receipts.

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

Verification Date: June 20, 2002

### 10. Recommendation:

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

### Client Response:

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

## INTERNAL AUDIT RECOMMENDATION STATUS

### Implementation Status:

The importance of re-keying cylinders when keys are lost has been reinforced with the appropriate Housing and Physical Plant personnel. The Physical Plant has reorganized so that they are now at the planned headcount of three full-time locksmiths (including the Group Leader). The Physical Plant responds to re-keying work orders as follows:

- Work order system is monitored throughout the day
- Lock related work orders are given to the Locksmith shop throughout the day
- When the work order is ranked as level 1, the Locksmith shop will make every effort to respond prior to the end of the shift
- The Locksmith shop maintains lock cores/keys that can quickly be exchanged
- In certain emergencies, the Locksmith shop will exchange the core or cylinder based on a verbal request from the ACD (the confirming work order should follow, and may be received after the work is complete)

The Locksmith shop's pro-active approach minimizes the time that it take to respond to a situation where a key has been lost. Verification was made that a work order received on August 27 was completed on August 27.

To insure that communication takes place with the ACD's, a new module has been installed in the work order system that will notify the originator of any changes to the status of a work order (e.g. receipt, delay, completion of work order). This will provide timely and accurate follow-up to the ACD's, so that they know the status of the work orders they have submitted for re-keying cylinder locks or exchanging lock cores.

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

Verification Date: August 27, 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, 2002

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

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

Timing		Budget Hours	Item
Work Pfm'd	Report		
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
Nov-02	Mar-03	150	HR - Benefits Administration
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	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	100	Contingencies
		<u>1,500</u>	

**Eastern Michigan University Internal Audit Schedule**  
**Andrews Hooper & Pavlik**  
For Period Ending September 30, 2004

Timing		Budget Hours	Item
Work Pfm'd	Report		
Various	Various	100	Planning, Risk Analysis & Administrative Planning/Scheduling Audits Board Meetings, Other Meetings, etc. Risk Assessment for following years
Oct-03	Nov-03	60	Investments
Oct-03	Jan-04	40	Conflict of Interest Statements Board of Regents, President & Administrative Professionals 10 & above
Nov-03	Jan-04	200	Payroll
Dec-03	Jan-04	60	Health Center
Jan-04	Mar-04	60	Ticket Sales (including special events) Quirk Auditorium Advance Sales At Game Sales
Jan-04	Mar-04	100	Software Licensing
Mar-04	Jun-04	160	ICT Network Security
Apr-04	Jun-04	80	Grants and Contracts
May-04	Jun-04	40	Child Care Center
May-04	Sep-04	200	Charter Schools
Jun-04	Sep-04	80	University Apartments
Jul-04	Sep-04	80	Physical Plant - Bidding/Selection of Contracts
Jul-04	Sep-04	100	Business/ICT Contingency Planning
Various	Various	160	Special Projects
Various	Various	100	Contingencies
		<u>1,620</u>	

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 3
DATE: September 24, 2002

**RECOMMENDATION**

**REPORT: GRANTS/CONTRACTS**

**ACTION REQUESTED**

It is recommended that 101 grants and contracts totaling \$3,695,442 for the period 06/01/02 through 08/31/02 be accepted.

**SUMMARY**

One-hundred percent sponsor-funded grants and contracts in the amount of \$2,263,286 were awarded to the University during the period 06/01/02 through 08/31/02. Grants and contracts awarded to the University that required EMU cost-sharing and/or in-kind contributions totaled \$1,432,156.

Summary of Grants and Contracts FY2002 (pp. 2-4)  
Summary of Grants and Contracts FY2003 (pp. 5-8)  
Grants & Contracts Final Progress Report FY2002 (p. 9)  
Grants & Contracts Progress Report FY2003 (p. 10)  
June 2002 Proposal Activity (pp. 11-19)  
July 2002 Proposal Activity (pp. 20-24)  
August 2002 Proposal Activity (pp. 25-30)

**FISCAL IMPLICATIONS**

This action approves allocating University matching funds in the amount of \$106,691 as cash contributions for projects awarded during the period 06/01/02 through 08/31/02. Of the total cash contributions for the period, \$8,750 is allocated to FY02 for a fiscal year-to-date total of \$363,463 against a base budget of \$361,652. Cash contributions of \$97,941 are allocated to FY2003 for a fiscal year-to-date total of \$97,941 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

6

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

9/24/2002

(Reported for FY 2002)

**Requiring EMU Matching Funds**

Title Funding Agency	Director	Administrator	EMU In-kind	EMU Cash	Sponsor	Total
Upward Bound Program U.S. Department of Education	Amy Prevo-Johnson	Amy Prevo-Johnson	\$4,713		\$379,128	\$383,841
The Effectiveness Of A Community Arts Studio: Assessing Change In The Lives Of Participants With And Without Mental Illness Flinn Foundation	Valerie Howells	Valerie Howells	\$42,061		\$97,754	\$139,815
Laser Surface Thermal Lensing (STL) as a Tool for Probing the Dynamic-Mechanical Properties of Polymer Thin Films: Applications in Detecting Solid-State Phase Transitions and in Optical Sensors National Science Foundation	Donald M. Snyder J. Marshall Thomsen	Donald M. Snyder	\$25,531		\$81,000	\$106,531
Eastern Michigan University Writing Project National Writing Project	William Tucker Cathy Fleischer Rebecca Sipe W. Douglas Baker	William Tucker	\$46,561	\$250	\$28,000	\$74,811
Money Minder Financial Recovery Workbook Materials Adaptation Merix Corporation	Gwen Reichbach	Gwen Reichbach	\$5,070		\$39,902	\$44,972
Project YES: Youth for Equality and Safety, Year Two Comm Fund of SE Michigan HOPE Fund	Kathleen Russell	Kathleen Russell	\$0	\$2,000	\$20,000	\$22,000
An In-Depth Analysis of the Worldviews of Egyptian Public Ford Foundation	Mansoor Moaddel	Mansoor Moaddel	\$0	\$6,500	\$10,000	\$16,500
Graduate Assistantship with Ypsilanti Historic District Commission City of Ypsilanti	Ted J. Ligibel	Ted J. Ligibel	\$3,870		\$10,676	\$14,546
8	<b>Grants/Contracts for a total of:</b>		<b>\$127,806</b>	<b>\$8,750</b>	<b>\$666,460</b>	<b>\$803,016</b>

2

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

9/24/2002

(Reported for FY 2002)

**100% Sponsored**

<b>Title</b>	<b>Director</b>	<b>Administrator</b>	<b>Amount</b>
Investigations of Common Retropositional or Repressor Machinery of SINEs and LINEs (AREA) National Institutes of Health	David Kass Michael Angell	David Kass	\$132,250
Software for Assessing Computer Usage Skills - Phase II Koester Performance Research	William McMillan	William McMillan	\$85,311
Ford Motor Company-Excess Revenue Ford Motor Co.	Pamela Hill	Pamela Hill	\$66,605
General Motors-Excess Revenue General Motors Corporation	Pamela Hill	Pamela Hill	\$42,918
Yazaki N A Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$36,750
ESRI Compatible GIS Road Centerline Map Sanilac County	Yichun Xie	Yichun Xie	\$35,490
America Reads Washtenaw County Government	Peggy Harless Glenna Frank Miller	Glenna Frank Miller	\$25,000
Media Literacy in the Information Age Michigan Virtual University	Ellen Hoffman	Ellen Hoffman	\$22,500
Lear Corporation Lear Corporation	Barbara Hopkins	Barbara Hopkins	\$15,700
Lear Corporation Lear Corporation	Barbara Hopkins	Barbara Hopkins	\$15,700
Yazaki North America Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$14,850
Duracell Duracell Corporation	Barbara Hopkins	Barbara Hopkins	\$12,100
Duracell Duracell Corporation	Barbara Hopkins	Barbara Hopkins	\$12,100
Teleflex Teleflex Automotive Group	Barbara Hopkins	Barbara Hopkins	\$10,100
Teleflex Teleflex Automotive Group	Barbara Hopkins	Barbara Hopkins	\$10,100
Teleflex Teleflex Automotive Group	Barbara Hopkins	Barbara Hopkins	\$10,100
Schoolcraft College Schoolcraft College	Barbara Hopkins	Barbara Hopkins	\$9,600
Schoolcraft College Schoolcraft College	Barbara Hopkins	Barbara Hopkins	\$9,600
Duracell Duracell Corporation	Barbara Hopkins	Barbara Hopkins	\$8,900
Borg- Warner Automotive Borg-Warner Corporation	Barbara Hopkins	Barbara Hopkins	\$8,350

Title Grantor/Contractor	Director	Administrator	Amount
La-Z-Boy La-Z-Boy	Barbara Hopkins	Barbara Hopkins	\$8,195
National Steel National Steel Corporation	Barbara Hopkins	Barbara Hopkins	\$7,500
Windsor Mold Group Windsor Mold, Inc.	Barbara Hopkins	Barbara Hopkins	\$6,600
International Truck & Engine Navistar International Transportation Corp.	Barbara Hopkins	Barbara Hopkins	\$6,550
A Teacher Education Exchange Program: Creating Linkages between Washtenaw Community College and Eastern Michigan University Michigan State University	Joanne Caniglia	Joanne Caniglia	\$6,200
Teleflex Teleflex Automotive Group	Barbara Hopkins	Barbara Hopkins	\$5,600
Hewitt Tool Company Hewitt Tool Company	Barbara Hopkins	Barbara Hopkins	\$5,200
Yazaki N.A. Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$5,200
Yazaki N.A. Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$5,200
Yazaki N.A. Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$5,200
Schoolcraft College Schoolcraft College	Barbara Hopkins	Barbara Hopkins	\$5,100
Schoolcraft College Schoolcraft College	Barbara Hopkins	Barbara Hopkins	\$5,100
Schoolcraft College Schoolcraft College	Barbara Hopkins	Barbara Hopkins	\$5,100
Henry Ford Community College Henry Ford Community College	Barbara Hopkins	Barbara Hopkins	\$5,100
Japanese School of Detroit - Amendment #2 Japanese School of Detroit	Hitomi Oketani	Hitomi Oketani	\$3,720
Visteon Corporation Visteon Corporation	Barbara Hopkins	Barbara Hopkins	\$2,850
Borg Warner Automotive Borg-Warner Corporation	Barbara Hopkins	Barbara Hopkins	\$2,000
Automation & Control Technology, Inc Automation & Control Technology, Inc.	Barbara Hopkins	Barbara Hopkins	\$2,000
NuStep NuStep	Barbara Hopkins	Barbara Hopkins	\$2,000
American Humanics Fundraising Training Michigan Campus Compact	Charmica Miller Chris Foreman	Charmica Miller	\$1,000
Pattern creation for CNI, Inc., May 2002 CNI, Inc., Troy MI	Julie Becker	Julie Becker	\$770
Special Education Maps for Wayne County RESA Wayne County Regional Educational Services Agency	Yichun Xie	Yichun Xie	\$700

42 Grants and Contracts for a total of: \$680,909

4.

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

9/24/2002

(Reported for FY 2003)

**Requiring EMU Matching Funds**

Title Funding Agency	Director	Administrator	EMU In-kind	EMU Cash	Sponsor	Total
University Consortium: Advancing Academic Service-Learning Through Out Michigan--Year Three Corporation for National Service	Dale Rice	Dale Rice	\$202,964	\$4,000	\$200,000	\$406,964
LepT-Net Year Five U.S. Department of Education	Phyllis Noda Stuart Karabenick	Phyllis Noda	\$88,354		\$238,212	\$326,566
Competency-Based Training for CW Practitioners Working with Youth Transitioning Out of Foster Care, Year Three U. S. Department of Health and Human Services	Mark Ragg Marjorie Ziefert	Marjorie Ziefert	\$64,436	\$4,450	\$200,000	\$268,886
Fostering Hi-Tech Entrepreneurship at Michigan Universities by Creating 20 Internships and a Faculty Network Michigan Economic Development Corporation	Pradeep Chowdhry	Pradeep Chowdhry	\$55,156		\$55,125	\$110,281
Small Business Development Center, Region 9 Host, 2002, Year 2 Cash Match U.S. Small Business Administration	Richard King	Richard King	\$17,278	\$84,491		\$101,769
Donation [partial] of Equipment by Gerber Technology Gerber Technology, Inc.	Julie Becker	Julie Becker	\$44,580		\$29,720	\$74,300
MSW Child and Family Specialty with Michigan Family Independence Agency, Year 2 Michigan Family Independence Agency	Marilyn Wedenoja	Marilyn Wedenoja	\$22,954		\$17,639	\$40,593
A Workshop/Seminar on Explaining the Worldviews of the Islamic Publics: Theoretical and Methodological Issues National Science Foundation	Mansoor Moaddel	Mansoor Moaddel	\$0	\$5,000	\$25,000	\$30,000
8	<b>Grants/Contracts for a total of:</b>		<b>\$495,722</b>	<b>\$97,941</b>	<b>\$765,696</b>	<b>\$1,359,359</b>



5.

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

9/24/2002

(Reported for FY 2003)

**100% Sponsored**

Title Grantor/Contractor	Director	Administrator	Amount
General Motors Corporation General Motors Corporation	Pamela Hill	Pamela Hill	\$490,000
Detroit Gear & Axle Plant-Skills Center Program UAW-American Axle, 2002 Contract Year UAW-American Axle Manufacturing	Melanie Ferren	Melanie Ferren	\$237,082
Shoemaker Skills Center 2002 Contract Year UAW-GM Center for Human Resources	Melanie Ferren	Melanie Ferren	\$189,476
Detroit Forge & Axle Plant - Skills Enhancement Program UAW - American Axle, 2002 Contract Year American Axle & Manufacturing	Melanie Ferren	Melanie Ferren	\$94,627
RUI: Regulation of cytoskeletal linkages by AFAP-110 and Src: focus on myofibrils (Year 1) National Science Foundation	Henry Zot	Henry Zot	\$85,000
King-Chavez-Parks Future Faculty Fellowship Grant -- Supplemental Funding Various Sponsors	Patrick Melia	Patrick Melia	\$69,593
Donation of software by Gerber Technology Gerber Technology, Inc.	Julie Becker	Julie Becker	\$51,500
AFAP-110 Modulates Signals that Effect Actin Filaments West Virginia University	Henry Zot	Henry Zot	\$45,781
Keep-Fill State 02 Michigan Economic Development Corporation	Melanie Ferren	Kerry Keene	\$40,000
Incorporating Optical Fibers and Optical Fiber Sensors into textile Fabrics Luna Innovations, Inc.	Subbhas Ghosh	George Liepa	\$28,883
The Dimension of Causal Sets - Year 3 National Science Foundation	David Reid	David Reid	\$26,000
Borg Warner Automotive Borg-Warner Corporation	Barbara Hopkins	Barbara Hopkins	\$22,400
Subcontract to UM for NSF Project, TKT (Year 2) University of Michigan	Jon Margerum-Leys	Jon Margerum-Leys	\$19,571
NFSMI Scholar NFSMI	Alice Jo Rainville	Alice Jo Rainville	\$17,556
Ypsilanti Student Literacy Corps Washtenaw United Way	Charles Monsma Marion Dokes-Brown	Charles Monsma	\$15,964
EMU Executive Law Enforcement Forum Michigan Department of State Police	Gerald Lawver	Gerald Lawver	\$15,145
Keep-Fill Employer 02 Keep-Fill, Inc.	Melanie Ferren	Kerry Keene	\$13,339
Visteon Visteon Corporation	Barbara Hopkins	Barbara Hopkins	\$11,600

Title Grantor/Contractor	Director	Administrator	Amount
Double Eagle Steel Double Eagle Steel	Pamela Hill	Pamela Hill	\$11,250
Borg Warner Cooling Systems Borg-Warner Corporation	Barbara Hopkins	Barbara Hopkins	\$9,450
Siemens Westinghouse Siemens Westinghouse	Barbara Hopkins	Barbara Hopkins	\$9,350
City of Ypsilanti Brownfield redevelopment GIS Project City of Ypsilanti	Charles Monsma	Charles Monsma	\$8,500
Meridian Automotive Meridian Automotive	Pamela Hill	Pamela Hill	\$7,250
First Michigan Collegiate Entrepreneurs Conference Michigan Economic Development Corporation	Pradeep Chowdhry	Pradeep Chowdhry	\$7,000
Robert Bosch BOSCH	Barbara Hopkins	Barbara Hopkins	\$6,600
Siemwest Westinghouse ISO Siemens Westinghouse	Barbara Hopkins	Barbara Hopkins	\$6,100
Eaton Corp. Eaton Corporation	Barbara Hopkins	Barbara Hopkins	\$5,600
Eaton Corp. Eaton Corporation	Barbara Hopkins	Barbara Hopkins	\$5,600
KAMAX L.P. KAMAX - GB Dupont Corporation	Barbara Hopkins	Barbara Hopkins	\$5,200
Open Space Evaluation, Grosse Ile Township Nativescape, LLC, Manchester MI	Yichun Xie	Yichun Xie	\$4,995
Visteon Corporation Visteon Corporation	Pamela Hill	Pamela Hill	\$4,600
Respironics Respironics	Barbara Hopkins	Barbara Hopkins	\$3,850
National Steel Corporation National Steel Corporation	Pamela Hill	Pamela Hill	\$3,700
Yazaki N.A. Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$2,850
GIS technical support for the Ann Arbor Public Schools Ann Arbor Public Schools	Yichun Xie	Yichun Xie	\$1,750
Training and assistance on pattern input and design for staff of Fred J. Miller, Inc. Fred J. Miller, Inc.	Julie Becker	Julie Becker	\$1,500
Texas Encore Materials Texas Encore Materials, Inc.	Erik Lokensgard	Daniel Fields	\$1,210
National Safety Council-South Florida Chapter National Safety Council-South Florida Chapter	Pamela Hill	Pamela Hill	\$1,000
Pattern work for Universal Lettering, August 2002 Universal Lettering, Van Wert, Ohio	Julie Becker	Julie Becker	\$550
Pattern input contract for Cessna, July 2002 Cessna, Wichita KS	Julie Becker	Julie Becker	\$480

<u>Title</u>	<u>Grantor/Contractor</u>	<u>Director</u>	<u>Administrator</u>	<u>Amount</u>
Bike Path Map Preparation Using Wayne County Data	Nativescape, LLC, Manchester MI	Yichun Xie	Yichun Xie	\$240
NSF International-Injection Molding Equipment Usage	NSF International	Erik Lokensgard	Daniel Fields	\$175
Pattern work for Innovative Leather Technology	Innovative Leather Technology, Livonia	Julie Becker	Julie Becker	\$60
43 Grants and Contracts for a total of:				\$1,582,377

**GRANTS AND CONTRACTS**  
**FY 2002 FINAL PROGRESS REPORT**  
 June 30, 2002

**Table I Current Proposal/Award Activity and Prior Year Comparison**

	FY01-02 Annual Plan	FY01-02 Plan To Date	FY01-02 Actual To Date	FY01-02 Actual Plan Variance	FY00-01 Annual Plan	FY00-01 Plan To Date	FY00-01 Actual To Date	FY00-01 Actual Plan Variance	FY01-02 vs FY00-01 Actual to Date Var.
Number of Proposals	480	480	470	(10)	457	457	458	1	12
Number of Awards	351	351	392	41	357	357	364	7	28
Dollar Value of Awards	\$16,500,000	\$16,500,000	\$14,504,119	(\$1,995,881)	\$15,100,000	\$15,100,000	\$16,456,151	\$1,356,151	(\$1,952,032)
Matching Funds	\$361,652	\$361,652	\$363,463	\$1,811	\$261,378	\$261,378	\$295,127	\$33,749	\$68,336

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

	Dollar Value	Budgeted Expenditures by Fiscal Year			
		FY01-02	FY02-03	FY03-04	FY04-05
FY01-02 Awards to Date	\$14,504,119	\$10,497,699	\$3,496,222	\$320,070	\$190,128
FY01-02 Matching Funds to Date	\$363,463	\$162,674	\$139,067	\$38,792	\$22,930

**Table III Grant and Contract Expenditures**

	FY01-02	FY00-01	FY01-02 vs FY00-01 Variance
Expenditures to Date as of June 30	\$13,497,187	\$12,549,339	\$947,848

**Table IV Proposals Pending**

	FY01-02	FY00-01	FY01-02 vs FY00-01 Variance
No. of Pending Proposals as of June 30	69	73	(4)
Dollar Value of Pending Proposals	\$11,386,388	\$11,674,550	(288,162)

**GRANTS AND CONTRACTS  
FY 2003 PROGRESS REPORT**  
September 24, 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	84	69	(15)	480	80	64	(16)	5
Number of Awards	394	66	51	(15)	351	59	49	(10)	2
Dollar Value of Awards	\$16,515,000	\$2,752,500	\$2,348,073	(\$404,427)	\$16,500,000	\$2,750,000	\$2,266,293	(\$483,707)	\$81,780
Matching Funds	\$361,652	\$60,275	\$97,941	\$37,666	\$361,652	\$60,275	\$91,672	\$31,397	\$6,269

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

	Dollar Value	Budgeted Expenditures by Fiscal Year		
		FY02-03	FY03-04	FY04-05
FY01-02 Awards to Date	\$2,348,073	\$1,926,990	\$421,083	\$0
FY01-02 Matching Funds to Date	\$97,941	\$95,832	\$2,109	\$0
				FY05-06
				\$0

**Table III Grant and Contract Expenditures**

	FY02-03	FY01-02	FY02-03 vs FY01-02 Variance
Expenditures to Date as of July 31	not available*	\$490,681	not available*

\*July numbers not available due to Banner implementation

**Table IV Proposals Pending**

	FY02-03	FY01-02	FY02-03 vs FY01-02 Variance
No. of Pending Proposals as of June 30	76	82	(6)
Dollar Value of Pending Proposals	\$13,962,412	\$12,835,293	\$1,127,119

10.

EASTERN MICHIGAN UNIVERSITY  
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 09/24/2002

Grant/Contract Activity for June 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20021209	Amerix Corporation	National Institute for Consumer Education	Awarded 6/28/2002	\$39,902	\$39,902
20021241	Automation & Control Technology, Inc.	Center for Quality	Awarded 6/28/2002	\$2,000	\$2,000
20021212	Borg-Warner Corporation	Center for Quality	Awarded 6/28/2002	\$8,350	\$8,350
20021240	Borg-Warner Corporation	Center for Quality	Awarded 6/28/2002	\$2,000	\$2,000
20020701	City of Ypsilanti	Geography & Geology	Awarded 6/4/2002	\$10,676	\$10,676
20021147	CNI, Inc., Troy MI	Textiles Research & Training Institute	Awarded 6/28/2002	\$770	\$770
20020902	Comm Fund of SE Michigan HOPE Fund	Office of the Dean of Students	Awarded 6/28/2002	\$20,000	\$20,000
20021225	Duracell Corporation	Center for Quality	Awarded 6/28/2002	\$8,900	\$8,900
20021226	Duracell Corporation	Center for Quality	Awarded 6/28/2002	\$12,100	\$12,100
20021227	Duracell Corporation	Center for Quality	Awarded 6/28/2002	\$12,100	\$12,100
20011151	Flinn Foundation	Associated Health Professions	Awarded 6/13/2002	\$97,754	\$97,754
20021035	Ford Foundation	Sociology, Anthropology and Criminology	Awarded 6/28/2002	\$10,000	\$10,000
20021125	Ford Motor Co.	Center for Organizational Risk Reduction	Awarded 6/28/2002	\$66,605	\$66,605
20021127	General Motors Corporation	Center for Organizational Risk Reduction	Awarded 6/28/2002	\$42,918	\$42,918
20021223	Henry Ford Community College	Center for Quality	Awarded 6/28/2002	\$5,100	\$5,100
20021132	Hewitt Tool Company	Center for Quality	Awarded 6/11/2002	\$5,200	\$5,200
20021115	Japanese School of Detroit	Foreign Languages & Bilingual Studies	Awarded 6/28/2002	\$3,720	\$3,720
20000961	Koester Performance Research	Computer Science	Awarded 6/10/2002	\$85,311	\$85,311

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20021224	La-Z-Boy	Center for Quality	Awarded 6/28/2002	\$8,195	\$8,195
20021129	Lear Corporation	Center for Quality	Awarded 6/11/2002	\$15,700	\$15,700
20021130	Lear Corporation	Center for Quality	Awarded 6/11/2002	\$15,700	\$15,700
20021246	Michigan Campus Compact	Campus Life American Humanics	Awarded 6/28/2002	\$1,000	\$1,000
20021116	Michigan State University	Mathematics	Awarded 6/11/2002	\$6,200	\$6,200
20021026	Michigan Virtual University	Teacher Education	Awarded 6/28/2002	\$22,500	\$22,500
20020334	National Institutes of Health	Biology	Awarded 6/28/2002	\$132,250	\$132,250
20021247	National Science Foundation	Chemistry	Awarded 6/28/2002	\$81,000	\$81,000
20021141	National Steel Corporation	Center for Quality	Awarded 6/11/2002	\$7,500	\$7,500
20020724	National Writing Project	English Language & Literature	Awarded 6/28/2002	\$28,000	\$28,000
20021128	Navistar International Transportation Corp.	Center for Quality	Awarded 6/11/2002	\$6,550	\$6,550
20021242	NuStep	Center for Quality	Awarded 6/28/2002	\$2,000	\$2,000
20021004	Sanilac County	Institute for Geospatial Research & Education (IGRE)	Awarded 6/14/2002	\$35,490	\$35,490
20021214	Schoolcraft College	Center for Quality	Awarded 6/28/2002	\$9,600	\$9,600
20021215	Schoolcraft College	Center for Quality	Awarded 6/28/2002	\$5,100	\$5,100
20021216	Schoolcraft College	Center for Quality	Awarded 6/28/2002	\$5,100	\$5,100
20021217	Schoolcraft College	Center for Quality	Awarded 6/28/2002	\$5,100	\$5,100
20021218	Schoolcraft College	Center for Quality	Awarded 6/28/2002	\$9,600	\$9,600
20021219	Teleflex Automotive Group	Center for Quality	Awarded 6/28/2002	\$10,100	\$10,100
20021220	Teleflex Automotive Group	Center for Quality	Awarded 6/28/2002	\$10,100	\$10,100

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GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR JUNE 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20021221	Teleflex Automotive Group	Center for Quality	Awarded 6/28/2002	\$10,100	\$10,100
20021222	Teleflex Automotive Group	Center for Quality	Awarded 6/28/2002	\$5,600	\$5,600
20021207	U.S. Department of Education	Upward Bound	Awarded 6/28/2002	\$379,128	\$379,128
20021131	Visteon Corporation	Center for Quality	Awarded 6/11/2002	\$2,850	\$2,850
20020735	Washtenaw County Government	Campus Life	Awarded 6/26/2002	\$25,000	\$25,000
20021210	Wayne County Regional Educational Services Agency	Institute for Geospatial Research & Education (IGRE)	Awarded 6/28/2002	\$700	\$700
20021140	Windsor Mold, Inc.	Center for Quality	Awarded 6/11/2002	\$6,600	\$6,600
20021137	Yazaki North America	Center for Quality	Awarded 6/11/2002	\$5,200	\$5,200
20021138	Yazaki North America	Center for Quality	Awarded 6/11/2002	\$5,200	\$5,200
20021139	Yazaki North America	Center for Quality	Awarded 6/11/2002	\$5,200	\$5,200
20021213	Yazaki North America	Center for Quality	Awarded 6/28/2002	\$14,850	\$14,850
20021239	Yazaki North America	Center for Quality	Awarded 6/28/2002	\$36,750	\$36,750
20021002	Allen Foundation, Midland MI	HPERD	Denied 6/12/2002	\$75,679	\$0
990714	American Diabetes Association	Chemistry	Denied 6/28/2002	\$144,120	\$0
20010907	American Express Foundation	National Institute for Consumer Education	Denied 6/28/2002	\$29,664	\$0
20010431	City of Jackson, Michigan	Geography & Geology	Denied 6/28/2002	\$3,988	\$0
20010601	City of Phoenix	Interdisciplinary Technology	Denied 6/28/2002	\$301,604	\$0
20000401	Corner Health Center	ISCFC	Denied 6/28/2002	\$4,712	\$0
990704	Detroit Public Schools	Institute for Diversity in Business Services	Denied 6/28/2002	\$6,250	\$0

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR JUNE 2002



Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
990605	Elf Atochem North America, Inc.	Physics & Astronomy	Denied 6/28/2002	\$59,062	\$0
20010507	Illinois Soybean Promotion Board	Coatings Research Institute	Denied 6/28/2002	\$178,855	\$0
990725	Michigan Department of Education	Business & Technology Education	Denied 6/28/2002	\$1,680	\$0
20010606	Michigan Department of State	Geography & Geology	Denied 6/14/2002	\$31,327	\$0
20020127	Michigan Department of State Police	Interdisciplinary Technology	Denied 6/28/2002	\$95,067	\$0
20020128	Michigan Department of State Police	Interdisciplinary Technology	Denied 6/28/2002	\$92,750	\$0
20010516	Michigan Space Grant Consortium	Industrial Technology	Denied 6/28/2002	\$4,000	\$0
20010128	National Endowment for the Humanities	African American Studies	Denied 6/28/2002	\$4,000	\$0
20000714	National Institute of Justice	ISCFC	Denied 6/28/2002	\$275,000	\$0
991106	National Institutes of Health	Chemistry	Denied 6/28/2002	\$125,024	\$0
20000353	National Institutes of Health	Social Work Nursing Education	Denied 6/28/2002	\$407,033	\$0
20011145	National Institutes of Health	Chemistry	Denied 6/28/2002	\$124,304	\$0
20001214	National Science Foundation	Chemistry	Denied 6/28/2002	\$25,690	\$0
20010536	National Science Foundation	Geography & Geology Physics & Astronomy	Denied 6/28/2002	\$229,645	\$0
20010726	National Science Foundation	Chemistry Physics & Astronomy	Denied 6/28/2002	\$130,250	\$0
20011132	National Science Foundation	English Language & Literature	Denied 6/28/2002	\$6,000	\$0
20011213	National Science Foundation	Interdisciplinary Technology	Denied 6/28/2002	\$23,070	\$0
20020743	National Science Foundation	CEITA	Denied 6/14/2002	\$299,940	\$0
20001008	Oakland County Community Mental Hlth Auth	Associated Health Professions	Denied 6/28/2002	\$9,420	\$0
20010426	PETROTRIN	Center for Organizational Risk Reduction	Denied 6/28/2002	\$1,850,000	\$0

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR JUNE 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20010904	Pine Family Foundation, Inc.	Chemistry	Denied 6/28/2002	\$9,513	\$0
20000713	Purdue University	Psychology	Denied 6/28/2002	\$46,626	\$0
990601	Research Corporation	Chemistry	Denied 6/28/2002	\$42,518	\$0
20011136	Research Corporation	Chemistry	Denied 6/28/2002	\$33,148	\$0
20001031	Retirement Research Foundation	Social Work	Denied 6/28/2002	\$161,981	\$0
20010109	Spencer Foundation	African American Studies	Denied 6/28/2002	\$30,615	\$0
20010934	State of Michigan Office of Drug Control Policy	Foreign Languages & Bilingual Studies	Denied 9/28/2002	\$278,106	\$0
20010104	The American Foundation	History & Philosophy	Denied 6/28/2002	\$39,105	\$0
20010216	The Aspen Institute	Accounting Associated Health Professions	Denied 6/28/2002	\$24,830	\$0
20010217	The Aspen Institute	Social Work Associated Health Professions	Denied 6/28/2002	\$25,612	\$0
20010705	U.S. Department of Education	Foreign Languages & Bilingual Studies	Denied 6/28/2002	\$1,204,790	\$0
20020802	U.S. Department of Education	Foreign Languages & Bilingual Studies Learning Resources & Technologies	Denied 6/14/2002	\$1,993,348	\$0
20011003	U. S. Department of Health and Human Services	Psychology	Denied 6/28/2002	\$123,391	\$0
20011248	United Soybean Board	Coatings Research Institute	Denied 6/28/2002	\$162,062	\$0
20000814	University of Michigan	ISCFC	Denied 6/28/2002	\$14,981	\$0
20000826	University of Michigan	Psychology	Denied 6/28/2002	\$473,745	\$0
20011219	University of Michigan	Chemistry	Denied 6/28/2002	\$51,870	\$0
20010512	Wayne County Airport	Interdisciplinary Technology	Denied 6/28/2002	\$119,040	\$0
20010411	Wayne County, MI	CEITA	Denied 6/28/2002	\$27,650	\$0
991217	Ypsilanti Public Housing Commission	ISCFC	Denied 6/28/2002	\$203,582	\$0

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR JUNE 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020917	American Axle & Manufacturing	Workforce Education	Pending	\$94,627	\$0
20020109	American Heart Association	HECR	Pending	\$130,000	\$0
20021112	Ann Arbor Center for Independent Living	African American Studies	Pending	\$10,500	\$0
20020510	Canadian Embassy	Political Science	Pending	\$4,495	\$0
20020344	Chase Manhattan Foundation	National Institute for Consumer Education	Pending	\$85,354	\$0
20020621	Chase Manhattan Foundation	National Institute for Consumer Education	Pending	\$15,892	\$0
20020112	Coca Cola Foundation	Social Work	Pending	\$34,975	\$0
20020117	Dearborn Public Schools	History & Philosophy	Pending	\$199,068	\$0
20021110	Dreyfus Foundation, Camille Henry	Chemistry	Pending	\$20,000	\$0
20020725	DSM Research	Coatings Research Institute	Pending	\$74,999	\$0
20011149	Environmental Protection Agency	CEITA	Pending	\$10,000	\$0
20020737	Environmental Protection Agency	Biology	Pending	\$57,100	\$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
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
20021029	Michigan Campus Compact	Special Education	Pending	\$2,000	\$0
20021202	Michigan Department of Community Justice	Social Work	Pending	\$30,425	\$0
20021117	Michigan Department of Education	Children's Institute	Pending	\$79,200	\$0
20020129	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$15,145	\$0
20020514	Michigan Dept of Environmental Quality	Biology Political Science	Pending	\$180,000	\$0

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR JUNE 2002

Proposal #	Funding Agency	EMU Unit	Award Status & Date of Action	Amount Requested	Amount Awarded
20020742	Michigan Dept of Environmental Quality	CEITA	Pending	\$900,000	\$0
20020625	Michigan Economic Development Corporation	Management	Pending	\$55,125	\$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
20020603	Michigan State University	CEITA	Pending	\$14,400	\$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
20020741	National Association for Foreign Student Affairs.	Office of Collaborative Education World College	Pending	\$2,000	\$0
20021008	National Board of Professional Teaching Standards	English Language & Literature	Pending	\$25,258	\$0
20020539	National Council on Economic Education	National Institute for Consumer Education	Pending	\$4,850	\$0
20020303	National Endowment for the Humanities	African American Studies	Pending	\$5,000	\$0
20020731	National Institutes of Health	Psychology	Pending	\$1,444,990	\$0
20020739	National Institutes of Health	Biology	Pending	\$143,000	\$0
20020407	National Science Foundation	Industrial Technology Business & Technology Education	Pending	\$188,318	\$0
20020537	National Science Foundation	Geography & Geology Physics & Astronomy	Pending	\$163,206	\$0
20020707	National Science Foundation	Biology	Pending	\$378,691	\$0
20020627	National Science Foundation	Sociology, Anthropology and Criminology	Pending	\$49,509	\$0
20021014	National Science Foundation	Teacher Education	Pending	\$499,436	\$0
20021135	National Science Foundation	Interdisciplinary Technology	Pending	\$75,000	\$0
20021017	NFSMI	HECR	Pending	\$17,556	\$0

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR JUNE 2002

16,

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020206	Ohio State University	Business & Technology Education	Pending	\$54,275	\$0
20021144	SBC Foundation	Geography & Geology Institute for Geospatial Research & Education (IGRE)	Pending	\$24,955	\$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
20020736	U.S. Department of Agriculture	Biology	Pending	\$299,928	\$0
20021005	U.S. Department of Commerce	Geography & Geology Institute for Geospatial Research & Education (IGRE)	Pending	\$241,185	\$0
20020919	U.S. Department of Education	National Institute for Consumer Education	Pending	\$306,038	\$0
20021031	U.S. Department of Education	Leadership & Counseling	Pending	\$336,634	\$0
20021109	U. S. Department of Health and Human Services	ISCFC	Pending	\$200,002	\$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
20020801	UAW-American Axle Manufacturing	Workforce Education	Pending	\$177,284	\$0
20020306	UAW-GM Center for Human Resources	Center for Management & Leadership:Workforce Ed	Pending	\$240,894	\$0
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
20020604	Van Buren Township, Michigan	CEITA	Pending	\$35,000	\$0
20020103	Washtenaw County Government	Geography & Geology CEITA	Pending	\$676,241	\$0

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR JUNE 2002

181

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020501	Washtenaw United Way	ICARD Teacher Education	Pending	\$15,733	\$0
20020705	Wayne State University	Political Science	Pending	\$139,590	\$0
20020740	Wayne State University	Biology	Pending	\$167,397	\$0
20020809	Wayne State University	Biology	Pending	\$354,427	\$0

Quantity of Awards: 50  
Sum of Awards: \$1,347,369

Quantity of Pending: 69  
Quantity of Denied: 47

19.

EASTERN MICHIGAN UNIVERSITY  
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 09/24/2002

Grant/Contract Activity for July 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030110	Cessna, Wichita KS	Textiles Research & Training Institute	Awarded 7/31/2002	\$480	\$480
20021104	Corporation for National Service	Provost's Office	Awarded 7/31/2002	\$200,000	\$200,000
20021114	Keep-Fill, Inc.	Workforce Education	Awarded 7/29/2002	\$13,339	\$13,339
20020625	Michigan Economic Development Corporation	Management	Awarded 7/18/2002	\$55,125	\$55,125
20021006	Michigan Economic Development Corporation	Management	Awarded 7/31/2002	\$7,000	\$7,000
20021113	Michigan Economic Development Corporation	Workforce Education	Awarded 7/29/2002	\$40,000	\$40,000
20021229	National Safety Council-South Florida Chapter	Center for Organizational Risk Reduction	Awarded 7/25/2002	\$1,000	\$1,000
20020627	National Science Foundation	Sociology, Anthropology and Criminology	Awarded 7/17/2002	\$25,000	\$25,000
20021243	National Science Foundation	Physics & Astronomy	Awarded 7/25/2002	\$26,000	\$26,000
20030114	Nativescape, LLC, Manchester MI	Institute for Geospatial Research & Education (IGRE)	Awarded 7/31/2002	\$4,995	\$4,995
20021017	NFSMI	HECR	Awarded 7/11/2002	\$17,556	\$17,556
20030106	NSF International	Industrial Technology	Awarded 7/10/2002	\$175	\$175
20030116	Texas Encore Materials, Inc.	Industrial Technology	Awarded 7/29/2002	\$1,210	\$1,210
20030122	U.S. Small Business Administration	Office of the Dean of Business	Awarded 7/31/2002		
20021122	UAW-GM Center for Human Resources	Workforce Education	Awarded 7/12/2002	\$189,476	\$189,476
20021228	Visteon Corporation	Center for Organizational Risk Reduction	Awarded 7/25/2002	\$4,600	\$4,600
20021039	West Virginia University	Biology	Awarded 7/18/2002	\$45,781	\$45,781
20020109	American Heart Association	HECR	Denied 7/25/2002	\$130,000	\$0

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR JULY 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020510	Canadian Embassy	Political Science	Denied 7/24/2002	\$4,495	\$0
20020603	Michigan State University	CEITA	Denied 7/26/2002	\$14,400	\$0
20020741	National Association for Foreign Student Affairs.	Office of Collaborative Education World College	Denied 7/24/2002	\$2,000	\$0
20020537	National Science Foundation	Geography & Geology Physics & Astronomy	Denied 7/3/2002	\$163,206	\$0
20020736	U.S. Department of Agriculture	Biology	Denied 7/15/2002	\$299,928	\$0
20020604	Van Buren Township, Michigan	CEITA	Denied 7/26/2002	\$35,000	\$0
20020103	Washtenaw County Government	Geography & Geology CEITA	Denied 7/26/2002	\$676,241	\$0
20020809	Wayne State University	Biology	Denied 7/16/2002	\$354,427	\$0
20020917	American Axle & Manufacturing	Workforce Education	Pending	\$94,627	\$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
20020112	Coca Cola Foundation	Social Work	Pending	\$34,975	\$0
20021203	Comm Fund of SE Michigan HOPE Fund	Office of the Dean of Students Communication & Theatre Arts	Pending	\$4,495	\$0
20020117	Dearborn Public Schools	History & Philosophy	Pending	\$199,068	\$0
20021110	Dreyfus Foundation, Camille Henry	Chemistry	Pending	\$20,000	\$0
20020725	DSM Research	Coatings Research Institute	Pending	\$74,999	\$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

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR JULY 2002



Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
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
20021029	Michigan Campus Compact	Special Education	Pending	\$2,000	\$0
20021245	Michigan Campus Compact	American Humanics	Pending	\$3,000	\$0
20021205	Michigan Department of Career Development	Teacher Education	Pending	\$53,700	\$0
20030107	Michigan Department of Career Development	Holman Learning Center	Pending	\$149,964	\$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
20020129	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$15,145	\$0
20020514	Michigan Dept of Environmental Quality	Biology Political Science	Pending	\$180,000	\$0
20020742	Michigan Dept of Environmental Quality	CEITA	Pending	\$900,000	\$0
20021211	Michigan Family Independence Agency	Social Work	Pending	\$17,639	\$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

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR JULY 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
20021118	National Institute of Mental Health	Sociology, Anthropology and Criminology	Pending	\$124,000	\$0
20020731	National Institutes of Health	Psychology	Pending	\$1,444,990	\$0
20020739	National Institutes of Health	Biology	Pending	\$143,000	\$0
20020407	National Science Foundation	Industrial Technology Business & Technology Education	Pending	\$188,318	\$0
20020707	National Science Foundation	Biology	Pending	\$378,691	\$0
20021014	National Science Foundation	Teacher Education	Pending	\$499,436	\$0
20021135	National Science Foundation	Interdisciplinary Technology	Pending	\$75,000	\$0
20030101	National Science Foundation	Biology	Pending	\$353,033	\$0
20021201	National Video Resources	Halle Library	Pending	\$1,700	\$0
20020206	Ohio State University	Business & Technology Education	Pending	\$54,275	\$0
20021144	SBC Foundation	Geography & Geology Institute for Geospatial Research & Education (IGRE)	Pending	\$24,955	\$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

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20021005	U.S. Department of Commerce	Geography & Geology Institute for Geospatial Research & Education (IGRE)	Pending	\$241,185	\$0
20020919	U.S. Department of Education	National Institute for Consumer Education	Pending	\$306,038	\$0
20021031	U.S. Department of Education	Leadership & Counseling	Pending	\$336,634	\$0
20021109	U. S. Department of Health and Human Services	ISCFC	Pending	\$200,002	\$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
20020801	UAW-American Axle Manufacturing	Workforce Education	Pending	\$177,284	\$0
20020306	UAW-GM Center for Human Resources	Center for Management & Leadership: Workforce Ed	Pending	\$240,894	\$0
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
20020705	Wayne State University	Political Science	Pending	\$139,590	\$0
20020740	Wayne State University	Biology	Pending	\$167,397	\$0

Quantity of Awards: 17  
Sum of Awards: \$631,737

Quantity of Pending: 69  
Quantity of Denied: 9

EASTERN MICHIGAN UNIVERSITY  
 OFFICE OF RESEARCH DEVELOPMENT  
 Report to the Board of Regents: 09/24/2002  
 Grant/Contract Activity for August 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20020917	American Axle & Manufacturing	Workforce Education	Awarded 8/30/2002	\$94,627	\$94,627
20030207	Ann Arbor Public Schools	Institute for Geospatial Research & Education (IGRE)	Awarded 8/26/2002	\$1,750	\$1,750
20030233	Borg-Warner Corporation	Center for Quality	Awarded 8/30/2002	\$22,400	\$22,400
20030238	Borg-Warner Corporation	Center for Quality	Awarded 8/30/2002	\$9,450	\$9,450
20030228	BOSCH	Center for Quality	Awarded 8/30/2002	\$6,600	\$6,600
20030243	City of Ypsilanti	ICARD	Awarded 8/30/2002	\$8,500	\$8,500
20030239	Double Eagle Steel	Center for Organizational Risk Reduction	Awarded 8/30/2002	\$11,250	\$11,250
20030229	Eaton Corporation	Center for Quality	Awarded 8/30/2002	\$5,600	\$5,600
20030232	Eaton Corporation	Center for Quality	Awarded 8/30/2002	\$5,600	\$5,600
20030218	Fred J. Miller, Inc.	Textiles Research & Training Institute	Awarded 8/30/2002	\$1,500	\$1,500
20030241	General Motors Corporation	Center for Organizational Risk Reduction	Awarded 8/30/2002	\$490,000	\$490,000
20030201	Gerber Technology, Inc.	Textiles Research & Training Institute	Awarded 8/30/2002	\$51,500	\$51,500
20030202	Gerber Technology, Inc.	Textiles Research & Training Institute	Awarded 8/30/2002	\$29,720	\$29,720
20030211	Innovative Leather Technology, Livonia	Textiles Research & Training Institute	Awarded 8/30/2002	\$60	\$60
20030231	KAMAX - GB Dupont Corporation	Center for Quality	Awarded 8/30/2002	\$5,200	\$5,200
20030205	Luna Innovations, Inc.	Textiles Research & Training Institute	Awarded 8/16/2002	\$28,883	\$28,883
20030242	Meridian Automotive	Center for Organizational Risk Reduction	Awarded 8/30/2002	\$7,250	\$7,250
20020129	Michigan Department of State Police	Interdisciplinary Technology	Awarded 8/28/2002	\$15,145	\$15,145

25.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20021211	Michigan Family Independence Agency	Social Work	Awarded 8/28/2002	\$17,639	\$17,639
20020707	National Science Foundation	Biology	Awarded 8/26/2002	\$85,000	\$85,000
20030240	National Steel Corporation	Center for Organizational Risk Reduction	Awarded 8/30/2002	\$3,700	\$3,700
20030223	Nativescape, LLC, Manchester MI	Institute for Geospatial Research & Education (IGRE)	Awarded 8/30/2002	\$240	\$240
20030230	Respironics	Center for Quality	Awarded 8/30/2002	\$3,850	\$3,850
20030236	Siemens Westinghouse	Center for Quality	Awarded 8/30/2002	\$9,350	\$9,350
20030237	Siemens Westinghouse	Center for Quality	Awarded 8/30/2002	\$6,100	\$6,100
20030208	U.S. Department of Education	Foreign Languages & Bilingual Studies Learning Resources & Technologies	Awarded 8/28/2002	\$238,212	\$238,212
20021109	U. S. Department of Health and Human Services	ISFC	Awarded 8/29/2002	\$200,000	\$200,000
20020801	UAW-American Axle Manufacturing	Workforce Education	Awarded 8/30/2002	\$237,082	\$237,082
20030226	Universal Lettering, Van Wert, Ohio	Textiles Research & Training Institute	Awarded 8/30/2002	\$550	\$550
20030209	University of Michigan	Teacher Education	Awarded 8/30/2002	\$19,571	\$19,571
20030224	Various Sponsors	Graduate School	Awarded 8/30/2002	\$69,593	\$69,593
20030235	Visteon Corporation	Center for Quality	Awarded 8/30/2002	\$11,600	\$11,600
20030244	Washtenaw United Way	ICARD Teacher Education	Awarded 8/30/2002	\$15,964	\$15,964
20030234	Yazaki North America	Center for Quality	Awarded 8/30/2002	\$2,850	\$2,850
20020731	National Institutes of Health	Psychology	Denied 8/15/2002	\$1,444,990	\$0
20021014	National Science Foundation	Teacher Education	Denied 8/26/2002	\$499,436	\$0
20021144	SBC Foundation	Geography & Geology Institute for Geospatial Research & Education (IGRE)	Denied 8/7/2002	\$24,955	\$0
20021031	U.S. Department of Education	Leadership & Counseling	Denied 8/26/2002	\$336,634	\$0

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR AUGUST 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
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
20020112	Coca Cola Foundation	Social Work	Pending	\$34,975	\$0
20021203	Comm Fund of SE Michigan HOPE Fund	Office of the Dean of Students Communication & Theatre Arts	Pending	\$4,495	\$0
20020117	Dearborn Public Schools	History & Philosophy	Pending	\$199,068	\$0
20021110	Dreyfus Foundation, Camille Henry	Chemistry	Pending	\$20,000	\$0
20020725	DSM Research	Coatings Research Institute	Pending	\$74,999	\$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
20021204	Lucas County Children's Services Board	Social Work ISFC	Pending	\$308,119	\$0
20020203	Medical College of Toledo	Associated Health Professions	Pending	\$86,087	\$0
20021029	Michigan Campus Compact	Special Education	Pending	\$2,000	\$0
20021245	Michigan Campus Compact	American Humanics	Pending	\$3,000	\$0
20021205	Michigan Department of Career Development	Teacher Education	Pending	\$53,700	\$0
20030107	Michigan Department of Career Development	Holman Learning Center	Pending	\$149,964	\$0

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR AUGUST 2002

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

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR AUGUST 2002

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
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
20030225	National Science Foundation	Sociology, Anthropology and Criminology	Pending	\$99,486	\$0
20021201	National Video Resources	Halle Library	Pending	\$1,700	\$0
20030105	Occupational Safety and Health Administration	Center for Organizational Risk Reduction	Pending	\$161,724	\$0
20020206	Ohio State University	Business & Technology Education	Pending	\$54,275	\$0
20020723	Shadow Rods, LLC	Industrial Technology	Pending	\$49,989	\$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
20021005	U.S. Department of Commerce	Geography & Geology Institute for Geospatial Research & Education (IGRE)	Pending	\$241,185	\$0
20021238	U.S. Department of Commerce	ICARD Teacher Education	Pending	\$620,128	\$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



Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
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
20030115	Village of Franklin, Michigan	Geography & Geology	Pending	\$10,074	\$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
20021235	Western Kentucky University	Teacher Education	Pending	\$157,259	\$0

Quantity of Awards: 34  
 Sum of Awards: \$1,716,336

Quantity of Pending: 76  
 Quantity of Denied: 4

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 4
DATE: September 24, 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 September 6, 2002.

**STAFF SUMMARY**

The Parking Expansion Project is progressing with the completion of all surface parking lots. The 260-space tabletop parking deck is in design phase with construction scheduled to begin in the spring of 2003. Hover is 95 percent rehabilitated with planned relocation of the Business and Finance building occupants scheduled for early October 2002.

The University House project is also progressing with interior work underway along with site improvements. Completion is now targeted for late January 2003.

The relocation of the softball fields continues with seeding, and final completion scheduled for this fall.

Lighting retrofits for Pierce, Sill, Roosevelt and Sherzer are underway. Pierce is complete and Sill is in progress to be followed by Roosevelt and Sherzer. New fire alarm systems are being installed in Hill (complete), Wise, Best and Goddard.

**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**

1.

EASTERN MICHIGAN UNIVERSITY  
CONSTRUCTION PROJECTS PROGRESS REPORT  
SEPTEMBER 6, 2002

<u>PROJECTS IN PROGRESS</u>	<u>BUDGET</u>
<p><b>CREW TRAINING ROOM RENOVATIONS</b>  Account No: 7-77835  Source of Funds: Facility Reserves  Design Consultant: Physical Plant  Project Manager: John Havranek  Status: Project is 75% complete  Scheduled Completion: November 2002</p>	93,000
<p><b>HOUSING FIRE ALARM</b>  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. Planning/Design for Wise, Best and Goddard are in progress.  Scheduled Completion: September 2002</p>	408,000
<p><b>HOYT ELEVATOR MODERNIZATION</b>  Account No: 7-77833  Source of Funds: Housing  Design Consultant: n/a  Project Manager: Bilal Sarsour  Status: Project awarded to Detroit Elevator Co.  Project is complete</p>	290,157
<p><b>HOYT EMPORIUM PHASE II</b>  Account No: 7-77824  Source of Funds: Housing &amp; Dining Reserves  Design Consultant: Angelini &amp; Associates  Project Manager: Joe Hickey  Status: Design complete. Construction in progress  Scheduled Completion: January 2003</p>	821,600
<p><b>MARK JEFFERSON ELEVATOR CONTROL REPAIR</b>  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><b>MAIN PARKING STRUCTURE - 2002 REPAIRS</b>  Account No: 7-77885  Source of Funds: Parking &amp; Paving Reserves  Design Consultant: NTH Consultants  Project Manager: Ray Sowers  Status: Repairs began May 1, 2002  Project is complete</p>	500,000

2.

EASTERN MICHIGAN UNIVERSITY  
CONSTRUCTION PROJECTS PROGRESS REPORT  
SEPTEMBER 6, 2002

<b>PROJECTS IN PROGRESS</b>	<b>BUDGET</b>
PARKING AND PAVING 2002 Account No: 777885 Source of Funds: Bond Proceeds Design Consultant: Becket & Raeder, Walbridge Aldinger Project Manager: Aaron Preston Status: Surface lots are complete. Scheduled Completion: September 2003	6,644,000
PRAY-HARROLD MODERNIZATION PROGRAM STATEMENT Account No: 777849 Source of Funds: Facility Plan Design Consultant: Barton Malow Project Manager: John Havranek Status: Preliminary report complete. Final Program Statement underway Project is complete	58,747
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	275,000
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: Wall framing is complete. Masonry in progress. Landscaping/sitework in progress Scheduled Completion: December 2002	3,500,000
<b>TOTAL PROJECTS IN PROGRESS</b>	<b>\$12,650,504</b>
<b>DEVELOPING PROJECTS</b>	
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	
<b>PROJECTS ON HOLD</b>	
Jones-Goddard Electrical Upgrades	110,000
<b>TOTAL PROJECTS ON HOLD</b>	<b>\$110,000</b>

# **BOARD OF REGENTS**

EASTERN MICHIGAN UNIVERSITY

SECTION: 5

DATE:

September 24 , 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 August 31, 2002 be received and placed on file.

#### **STAFF SUMMARY**

The Student Accounts Receivable Ratio Analysis reflects that the August 31, 2002 net receivable balance is \$30,348,000 or 49.93 percent of revenue as compared to \$31,922,000 or 57.92 percent of revenue as of August 31, 2001, which is a 7.99 percent decrease, primarily due to the timing of the disbursement of financial aid. The report shows an increase of .81 percent as compared to the five year average of 49.12 percent.

#### **FISCAL IMPLICATIONS**

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

#### **ADMINISTRATIVE RECOMMENDATION**

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

**University Executive Officer**

**Date**

# Student Accounts Receivable Ratio Analysis

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

	2001-02			2002-03			5 Year Average Percent
	Revenue	Net Receivable	Percent	Revenue	Net Receivable	Percent	
July	\$ *	\$ *	*	\$	\$		
August	55,113	31,922	57.92%	53,949	49,581	91.90%	70.57%
September	58,088	22,627	38.95%	60,783	30,348	49.93%	49.12%
October	58,900	12,758	21.66%				
November	59,130	10,911	18.45%				
December	107,205	21,402	19.96%				
January	111,791	15,583	13.94%				
February	112,511	10,508	9.34%				
March	113,171	7,706	6.81%				
April	122,850	13,446	10.94%				
May	123,352	7,536	6.11%				
June	123,373	5,800	4.70%				

\* 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 August 31, 2002

**Aging Report**

	Current	60-120 Days	121-180 Days	181-360 Days	Total
Gross Receivable	\$27,313,327	\$1,327,336	\$1,156,396	\$1,841,425	\$31,638,485
Allowance	129,043	193,565	322,608	645,216	1,290,431
Net Receivable	\$27,184,284	\$1,133,771	\$833,789	\$1,196,210	\$30,348,053
08/31/01 Balance	\$29,192,966	\$981,299	\$491,145	\$1,256,661	\$31,922,071

**Revenue Summary**

	Fiscal Year To Date	Prior Year To Date	Variance
<u>General Fund Revenue</u>			
Tuition & Required Fees	\$49,011,144	\$44,524,968	10.08%
Other Student Fees	451,902	446,632	1.18%
Total	49,463,046	44,971,600	9.99%
<u>Other Funds Revenue</u>			
Room & Board	10,909,366	10,085,268	8.17%
Miscellaneous	410,890	56,192	631.23%
Total	11,320,256	10,141,460	11.62%
Total Revenue	\$60,783,302	\$55,113,060	10.29%

2.

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

Agency	Cumulative Inventory @ August 2002	Cumulative Inventory @ August 2001
AssetCare	\$31,869	\$31,869
Credit Bureau of Ypsilanti	1,910,601	1,944,481
Enterprise Recovery	3,013,781	2,298,403
General Revenue Corporation	1,874,799	1,193,254
H. W. Ketchum Collection	958,427	1,126,783
Immediate Credit Recovery	(26,827)	86,792
National Enterprise Systems	1,117,698	504,484
World Credit, Inc.	145,163	144,479
<b>TOTALS</b>	<b>\$9,025,512</b>	<b>\$7,330,545</b>
Five Year Revenue	\$528,936,135	\$488,516,007
Five Year % of Revenue	1.71%	1.50%

3.



**Eastern Michigan University**  
Collection Agency Comparison

**Net Assignments**

Agency	Y-T-D August 2002	Y-T-D August 2001
AssetCare	-	-
Credit Bureau of Ypsilanti	3,726	3,630
Enterprise Recovery	370,457	(21,355)
General Revenue Corporation	562,365	24,255
H. W. Ketchum Collection	(20,311)	39
Immediate Credit Recovery	(15,955)	1,460
National Enterprise Systems	730,877	61,404
World Credit, Inc.	722	-
<b>TOTALS</b>	<b>\$1,631,880</b>	<b>\$69,434</b>

**Recoveries**

Agency	Y-T-D August 2002	Y-T-D August 2001
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	39,121	22,406
Enterprise Recovery	79,548	51,629
General Revenue Corporation	62,214	46,636
H. W. Ketchum Collection	9,496	23,517
Immediate Credit Recovery	902	2,238
National Enterprise Systems	36,142	26,121
World Credit, Inc.	38	-
<b>TOTALS</b>	<b>\$227,460</b>	<b>\$172,547</b>

4.

**Eastern Michigan University**  
Collection Agency Comparison

**Collection Expense**

<u>Agency</u>	<u>Y-T-D August 2002</u>	<u>Y-T-D August 2001</u>
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	11,950	10,828
Enterprise Recovery	13,489	16,257
General Revenue Corporation	16,286	13,321
H. W. Ketchum Collection	2,330	7,829
Immediate Credit Recovery	242	503
National Enterprise Systems	9,863	6,556
World Credit, Inc.	19	-
<b>TOTALS</b>	<b>\$54,179</b>	<b>\$55,295</b>

5.

**Eastern Michigan University**  
**Collection Agency Inventory Rollforward**  
**2001-02**

Agency	Beginning Inventory July 2002	+August 2002 Assignments	-August 2002 Recoveries	=Ending Inventory August 2002
AssetCare	31,869	\$ -	\$ -	31,869
Credit Bureau of Ypsilanti	1,921,485	1,186	12,069	1,910,601
Enterprise Recovery	2,926,016	112,754	24,986	3,013,785
General Revenue Corporation	1,885,489	15,962	26,652	1,874,799
H. W. Ketchum Collection	990,936	(28,181)	4,330	958,424
Immediate Credit Recovery	(21,005)	(5,202)	619	(26,827)
National Enterprise Systems	1,058,254	74,813	15,370	1,117,697
World Credit, Inc.	145,163	-	-	145,163
<b>TOTALS</b>	<b>\$8,938,207</b>	<b>\$171,332</b>	<b>\$84,027</b>	<b>\$9,025,512</b>

**2001-02 (Prior Year)**

Agency	Beginning Inventory July 2001	+August 2001 Assignments	-August 2001 Recoveries	=Ending Inventory August 2001
AssetCare	\$31,869	\$ -	\$ -	\$31,869
Credit Bureau of Ypsilanti	1,967,421	(535)	22,406	1,944,481
Enterprise Recovery	2,318,523	5,977	26,096	2,298,403
General Revenue Corporation	1,225,359	(7,283)	24,822	1,193,254
H. W. Ketchum Collection	1,138,810	-	12,027	1,126,783
Immediate Credit Recovery	88,100	931	2,238	86,792
National Enterprise System	525,482	(5,210)	15,789	504,484
World Credit, Inc.	144,479	-	-	144,479
<b>TOTALS</b>	<b>\$7,440,043</b>	<b>(\$6,119)</b>	<b>\$103,379</b>	<b>\$7,330,545</b>

6

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: <b>6</b>
DATE: September 24, 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. A report of financial status of all initiatives is also included reporting actual sources and uses of funds as reflected in end-of-year budget summaries.

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

May 16, 2002, through September 1, 2002

## ICT REORGANIZATION

- Implementation of recommended organization structure in progress.
- Consolidation of previously separate help desks completed. New user services area in Halle Library completed and open to faculty, staff, and students.

## ENTERPRISE NETWORKING INFRASTRUCTURE

- New data network for the College of Business installed and functional. All cutovers will be complete by early September.
- Contract agreement arranged for the purchase of campus-standard networking hardware at significant discount. Expedites process for procurement of equipment while ensuring best possible price.
- Redundant Core fiber ordered for installation during September.
- Core Networking Equipment upgrades ordered for better backbone performance in preparation for Banner. Final equipment for Redundant Core completion ordered.
- New Data equipment has been ordered for Boone, Pierce, and Hover.
- Wireless Pilot Initiated for securing wireless installations.
- CyberCafe design and costing in process.

## FACULTY, STAFF AND STUDENT LAB PC REFRESHMENT

- FY 01-02 replacement cycle for faculty and staff completed. FY02-03 cycle in progress.
- Public student labs that received replacement equipment: Halle first and second floor labs, McKenny lab, College of Technology, and College of Business.

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

- Finance– **Finance Module Live, July 1, 2002.**
  - Test group of departments using online purchasing process
  - Campus converted to new Chart of Accounts
- Financial Aid –
  - Business process reviews completed. Training beginning.
- Human Resources/Payroll –
  - Semi-monthly payroll run in test mode using converted data.
  - Faculty and staff demographic data converted to Banner system

- Student –
  - **Admissions module live, July, 2002**
    - Imaging and Workflow admissions applications in progress.
    - Fall 03 FTIAC recruits conversion completed.
    - Steering Committee and Cabinet approval obtained to purchase third-party software package to speed up data entry of admission applications.
  - Base course conversion complete.
- Alumni/Development -
  - Preliminary visit by SCT consultant completed.
  - Alumni/Development Process Team formed.
- General –
  - Banner security implemented.
  - Access to Banner reports converted to Web.

#### **E-mail, Calendaring, and Portal Implementation**

- **My.emich live, September 1, 2002.**
  - All new students received my.emich access.
  - Continuing students, faculty, and staff transferring from old to new e-mail and calendaring.

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

- Instructional Technologist/Trainer position filled.
- Online training materials purchased.
- New instructor-led training workshops developed and scheduled for Fall 2002..

EASTERN MICHIGAN UNIVERSITY  
ICT INITIATIVE  
AUGUST 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			
<b>Sources Of Funding</b>										
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	
<b>Total Sources Of Funding</b>	<b>\$8,079,271</b>	<b>\$8,496,537</b>	<b>\$417,266</b>	<b>\$5,324,422</b>	<b>\$5,324,422</b>	<b>\$5,324,422</b>	<b>\$28,455,151</b>	<b>\$29,794,225</b>	<b>\$1,339,074</b>	
<b>Uses Of Funding</b>										
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)	3,350,984	730,235	(65,735)	8,678,540	8,433,247	(245,293)	
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)	
<b>Sub-Total Non-LRT Uses</b>	<b>\$8,838,583</b>	<b>\$5,912,983</b>	<b>\$(2,925,600)</b>	<b>\$7,128,314</b>	<b>\$3,856,410</b>	<b>\$1,415,743</b>	<b>\$21,813,140</b>	<b>\$21,990,492</b>	<b>\$177,352</b>	
Learning Resource Tech. Operations	805,788	801,203	(4,585)	813,014	845,534	914,530	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)	
<b>Total Uses Of Funding</b>	<b>\$10,412,801</b>	<b>\$7,448,401</b>	<b>\$(2,964,400)</b>	<b>\$8,961,228</b>	<b>\$4,701,944</b>	<b>\$2,330,273</b>	<b>\$28,455,151</b>	<b>\$27,998,244</b>	<b>\$(456,907)</b>	
<b>Net Sources/Uses</b>										
Net Sources/(Uses)	\$(2,333,530)	\$1,048,136	\$3,381,666	\$(3,636,806)	\$622,478	\$2,994,149	\$0	\$1,795,981	\$1,795,981	
<b>Cumulative Net Sources/(Uses)</b>				<b>(2,588,670)</b>	<b>(1,966,192)</b>	<b>1,795,981</b>				
<b>Approved Loan Plan</b>										
Technology Loan	\$2,350,000	0	0	\$2,475,000	\$0	\$0	\$4,825,000	\$4,825,000		
Loan Principle Payment (Incl. \$100K)	0	0	0	0	(750,000)	(3,145,000)	(4,825,000)	(4,825,000)		
<b>Memo:</b>										
Net Loan Principle Outstanding	\$2,350,000	0	0	\$4,825,000	\$4,075,000	\$3,145,000	\$0	\$0	\$0	

3

SECTION: 7
DATE: September 24, 2002

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

**RECOMMENDATION**

**STAFF APPOINTMENTS**

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

**ACTION REQUESTED**

It is recommended that the Board of Regents approve five (5) Administrative/Professional appointments at the ranks, salaries, and effective dates shown on the attached listings.

It is recommended that the Board of Regents approve five (5) Administrative/Professional transfers at the ranks, salaries, and effective dates shown on the attached listings.

**FISCAL IMPLICATIONS**

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

**ADMINISTRATIVE RECOMMENDATION**

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

University Executive Officer  
Provost and Vice President for Academic Affairs

Date



## NEW ADMINISTRATIVE PROFESSIONALS APPOINTMENTS

<u>Name</u>	<u>Race</u>	<u>Gender</u>
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<u>Rachel Cheng</u>	W	F
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Librarian in Halle Library effective August 19, 2002 at an annual base salary of \$105,000.

### Education

M.C.S.	Central Michigan University, 1983
M. L.S.	University of Michigan, 1981
B.A.	Fu-Jen University (Taiwan), 1979

### Experience

1994-2002	Wesleyan University
1988-1994	University of Connecticut
1983-1986	King Faisal University (Saudi Arabia)
1981-1982	Dow Chemical Company

<u>Name</u>	<u>Race</u>	<u>Gender</u>
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<u>Patricia Cygnar</u>	W	F
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Director of Community College Relations effective July 8, 2002 at an annual base salary of \$65,000.

### Education

M.Ed.	University of Illinois, 1982
B.F.A.	University of Illinois, 1972

### Experience

1989-2002	Washtenaw Community College
1988-1989	Center for Entrepreneurial Development
1985-1986	Champaign/Ford Regional Office of Education
1984-1984	Vermillion Occupational Technical Education Center
1979-1985	Central Illinois Adult Education Service Center

<u>Name</u>	<u>Race</u>	<u>Gender</u>
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<u>Joanna DeCamp</u>	W	F
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Director of Non-Credit Programs effective September 3, 2002 at an annual base salary of \$52,000.

Education

M.S.W.	University of Michigan, 1987
B.A.	Brooklyn College, 1969

Experience

1989-2002	Washtenaw Community College
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<u>Name</u>	<u>Race</u>	<u>Gender</u>
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<u>Elaine Richards</u>	W	F
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Program Coordinator for Developmental Mathematics effective August 21, 2002 at an annual base salary of \$58,000.

Education

M.S.	Tennessee State University, 1992
M.A.	Eastern Michigan University, 1980
B.A.	University of Michigan, 1974

Experience

1998-present	Eastern Michigan University
1988-1997	Nashville State Technical Institute
1974-1986	Van Buren Public Schools

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Ellene Tratras Contis</u>	W	F

Assistant Vice President for Academic Administrative Services effective September 1, 2002 at an annual base salary of \$120,000.

Education

Ph.D.	University of Michigan, 2000
M.S.	University of Pittsburgh, 1971
B.S.	Youngstown State University, 1968

Experience

1971-present	Eastern Michigan University
1983-present	Ford Nuclear Reactor Lab, University of Michigan (researcher)
1969	Koppers Company, Incorporated
1968-1971	University of Pittsburgh

## ADMINISTRATIVE/PROFESSIONALS HIRING REPORT

Last Name	First Name	Race/Sex	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

SECTION: 8
DATE: September 24, 2002

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

**RECOMMENDATION**

**FACULTY APPOINTMENTS**

**ACTION REQUESTED**

It is recommended that the Board of Regents approve four (4) new tenure-track faculty appointment(s) for the 2002-2003 academic year at the rank, salary, and effective date shown on the attached list.

**STAFF SUMMARY**

Of the four (4) new tenure-track faculty appointment(s), two (2) are female (50%), two (2) male (50%), and one (1) minority (25%).

**FISCAL IMPLICATIONS**

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

**ADMINISTRATIVE RECOMMENDATION**

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

University Executive Officer  
Provost and Vice President for Academic Affairs

Date

## NEW FACULTY APPOINTMENTS

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Susan Gregory</u>	W	F

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

### Education

Ed.D. Temple University, 1992  
M.S. University of Wisconsin – Stout, 1986  
B.S. University of Wisconsin – Whitewater, 1977

### Experience

1992-2002 Colorado State University  
1988-1988 Chalfonte Hotel  
1986-1992 Widener University  
1986-1986 University of Wisconsin – Stout  
1984-1985 Wisconsin Department of Public Instruction  
1983-1984 Sheraton Inn and Convention Center  
1981-1985 Madison Area Technical College  
1981-1981 Total Life Development  
1978-1981 Parkview High School

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Dian Love</u>	W	F

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

### Education

M.F.A. University of Michigan, 1969  
B.S. Purdue University, 1962

### Experience

2002-2002 Eastern Michigan University  
2001-2001 Wayne State University  
1997-1999 Center for Creative Studies  
1989-1990 Endicott College  
1980-1984 Rhode Island School of Design  
1977-1980 University of Michigan  
1977-1978 Eastern Michigan University

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Vijaykumar Mannari</u>	A	M

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

Education

M.S. Sardar Patel University, 1984  
 B.S. Sardar Patel University, 1981

Experience

2001-2002 Southwest Texas State University  
 1997-2001 ICI Paints (India)  
 1987-1997 Department of Industrial Chemistry  
 1985-1987 Rosalee Paints

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>John Texter</u>	W	M

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

Education

Ph.D. Lehigh University, 1976  
 M.S. Lehigh University, 1976  
 M.S. Lehigh University, 1973  
 B.S. Lehigh University, 1971

Experience

2001-2002 National Science Foundation  
 2000-2000 University of Rochester  
 1998-2002 Strider Research Corporation  
 1978-1998 Eastman Kodak Company  
 1977-1978 State University of New York  
 1976-1977 University of California  
 1973-1974 Lafayette College  
 1971-1976 Lehigh University





# FACULTY HIRING REPORT

College	Last Name	First Name MI	Race/Sex	Rank	Salary	Department	Specialization
<b>CAS</b>	Benninghoff	Steven T.	W / M	ASST	\$43,000.00	English	Technical Writing
	Blumner	Jacob S.	W / M	ASST	\$47,000.00	English	Writing Across Curriculum
	Calin	Ovidiu L.	W / M	ASST	\$46,000.00	Math	Mathematics
	Clark-McCracken	Christine M.	W / F	ASST	\$46,200.00	Geog/Geol	Mineralogy
	Corsianos	Marilyn	W / F	ASST	\$49,000.00	SAC	Criminology
	Coykendall	Abigail L.	W / F	ASST	\$43,000.00	English	18th. Century British Literature
	Egge	James R.	W / M	ASST	\$44,000.00	Hist/Phil	History of Religions
	Keller	Benjamin J.	W / M	ASST	\$66,000.00	CSC	Computer Science
	Kolopajilo	Lawrence H.	W / M	ASST	\$44,200.00	Chemistry	Chemistry Education
	Lindsay	Harriet A.	W / F	ASST	\$45,910.00	Chemistry	Organic Chemistry
	Lucy	Robin Jane	W / F	ASST	\$43,500.00	English	African American Literature
	Maniotes	Andrew	W / M	ASST	\$45,150.00	Art	Graphic Design
	Mason	Matthew	W / M	ASST	\$44,300.00	Hist/Phil	African Amer Hist/19th Century
	Narayanan	Krish	A / F	ASST	\$68,500.00	CSC	Computer Science
	Petrescu	Claudia A.	W / F	ASST	\$46,000.00	Political Scienc	Public Administration
	Semple	Hugh M.	B / M	ASST	\$44,000.00	Geog & Geol	Geographic Information
	Tanner	Christine	W / F	ASST	\$42,000.00	CTA	Drama/Theatre for the Young
	Wang	Bingwu	A / M	ASST	\$45,000.00	Math	Mathematics

**CHHS**

College	Last Name	First Name MI	Race/Sex	Rank	Salary	Department	Specialization
	Ghosh	Subhas	I / M	PROF	\$80,000.00	HECR	Textiles
	Gregory	Susan R.	W / F	ASSC	\$60,000.00	HECR	Hotel & Restaurant Management
	Love	Dian	W / F	ASST	\$50,000.00	HECR	Interior Design
<b>COB</b>	Chung	Sock H.	A / M	ASST	\$85,000.00	CIS	CIS
	Etter	Edwin R.	W / M	ASST	\$85,000.00	Accounting	Financial Accounting
	Hwang	Angela L. J.	A / F	ASST	\$89,000.00	Accounting	Managerial Accounting
	Pearcy	Dawn	B / F	ASST	\$75,000.00	Marketing	Supply Chain
	Sonmez	Elif	W / F	ASST	\$75,000.00	Marketing	International Marketing
	Wong	Diana J.	A / F	ASST	\$75,000.00	Management	Policy/Entrepreneurship
<b>COE</b>	Bishop	Joe J.	W / M	ASST	\$47,000.00	Teacher Ed.	Social Foundations
	Carney	Karen J.	W / F	ASST	\$46,000.00	Special Ed.	Emotional Impairment
	Copeland	Nancy L.	B / F	ASST	\$44,000.00	Teacher Ed.	Educational Technology
	Ginsberg	Sarah M.	W / F	ASST	\$46,000.00	Special Ed.	Speech/Language Impairment
	Lee	Lidia	A / F	ASSC	\$67,000.00	Special Ed	Audiology
	Lowenstein	Ethan	W / M	ASST	\$44,000.00	Teacher Ed.	Curriculum and Instruction
	McGinnis	Jacquelyn S.	W / F	ASST	\$46,000.00	Special Ed	Mental Impairment
<b>COT</b>	Mannari	Vijaykumar	A / M	ASST	\$56,000.00	INDT	Polymers & Coatings
	Moylan	William A.	W / M	INST	\$55,000.00	Indust. Tech	Construction Management
	Texter	John	W / M	PROF	\$68,250.00	INDT	Polymers & Coatings
	Wang	Jianhua	A / M	ASST	\$58,000.00	Indust. Tech	CAD/CAM

College	Last Name	First Name MI	Race/Sex	Rank	Salary	Department	Specialization
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**Current Hiring Statistics:**

**Cumulative Hiring Statistics:**

<b>Total</b>	38
<b>Female:</b>	19 [ 50.00% ]
<b>Male:</b>	19 [ 50.00% ]
<b>Sex Unknown:</b>	0 [ 0.00% ]
<b>Black:</b>	3 [ 7.89% ]
<b>Hispanic:</b>	0 [ 0.00% ]
<b>Asian:</b>	8 [ 21.05% ]
<b>Native-American:</b>	0 [ 0.00% ]
<b>Multi-racial:</b>	0 [ 0.00% ]
<b>White:</b>	26 [ 68.42% ]
<b>Total Minorities(Race):</b>	11 [ 28.95% ]

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

SECTION: 9

DATE:

September 24, 2002

**RECOMMENDATION**

**STAFF APPOINTMENTS**

**ACTION REQUESTED**

It is recommended that the Board of Regents approve 41 staff appointments for the reporting period June 4, 2002 through September 3, 2002.

**STAFF SUMMARY**

Of the 41 appointments there are: 24 females (59 percent) and 17 males (41 percent). Demographics of the total group indicate 32 Caucasians (78 percent), seven African-Americans (17 percent), and two Asians (5 percent).

**FISCAL IMPLICATIONS**

The salaries are part of the University's 2001-2002 and 2002-2003 budgets 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: September 24, 2002  
 BOARD REPORT FOR: 09/24/02  
 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>
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 REPORT FOR: 09/24/02  
 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>
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, Valerie	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
Gerboc, 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

2

DATE: September 24, 2002  
 BOARD REPORT FOR: 09/24/02  
 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>
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
Weidenteller, Virginia	Student Accounting	CS-05	Customer Service Representative II	06/24/02	\$25,113	100	W	F	New Hire

3

DATE: September 24, 2002  
 BOARD REPORT FOR: 09/24/02  
 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>
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
Orman, 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

4.



EASTERN MICHIGAN UNIVERSITY  
STAFF APPOINTMENTS

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

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Morgan, Gregory	Athletics Training Room	FM-10	Laundry Operator	08/01/02	\$24,024	100	W	M	New Hire

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

SECTION: 10

DATE:

September 24, 2002

**RECOMMENDATION**

**SEPARATIONS/RETIREMENTS**

**ACTION REQUESTED**

It is recommended that the Board of Regents approve 71 separations and retirements for the reporting period March 7, 2002 through September 2, 2002.

**STAFF SUMMARY**

Of the 71 separations and retirements there are: 42 females (59 percent) and 29 males (41 percent). Demographics of the total group indicate 54 Caucasians (76 percent), 10 African Americans (14 percent) four Asian/Pacific Islanders (6 percent), two Hispanics (3 percent), and one multi-racial (1 percent).

The Board of Regents would like to extend its deepest sympathy to the family of Sherry Sayles, who recently passed away.

**FISCAL IMPLICATIONS**

None

**ADMINISTRATIVE RECOMMENDATION**

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

University Executive Officer

Date

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

EASTERN MICHIGAN UNIVERSITY  
 SEPARATIONS/RETIREMENTS

PAGE 1  
 RETIREMENTS/  
 SEPARATIONS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
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

<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>
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 REPORT FOR: 09/24/02  
 ALPHABETICAL LISTING WITHIN  
 CLASSIFICATION LEVEL WITHIN  
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY  
 SEPARATIONS/ RETIREMENTS

1 2 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
Shorrocks, 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, Tory 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
Eschtruth, Anne	Virtual Immersion	PT-08	Research Associate II	12/06/00	07/05/02	\$39,140	100	W	F	Leaving Area

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
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	\$32,960	100	W	F	Other Position
Buckthorpe, Ryan	Ford Vendor Seminars 95/96	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: September 24, 2002  
 BOARD REPORT FOR: 09/24/02  
 ALPHABETICAL LISTING WITHIN  
 CLASSIFICATION LEVEL WITHIN  
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY  
 SEPARATIONS/ RETIREMENTS

FORM 5  
 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

5

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

EASTERN MICHIGAN UNIVERSITY  
 SEPARATIONS/ RETIREMENTS

Page 6  
 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>
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

6.



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

EASTERN MICHIGAN UNIVERSITY  
 SEPARATIONS/RETIREMENTS

FILE 7  
 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>
Anderson, Irene	HPER&D	FM-10	Locker Room Attendant	09/11/66	07/12/02	\$29,682	100	B	F	Retirement
Travers, Keith P.	Intercollegiate Athletics Equipment Maintenance	FM-10	Laundry Operator	03/25/02	06/20/02	\$22,152	100	W	M	Other Position
Perez, Juan I	Custodial Services	FM-06	Custodian	07/02/01	08/09/02	\$17,389	100	H	M	Leaving Area
Schuh, Cathy	Custodial Services	FM-06	Custodian	10/11/01	05/18/02	\$17,389	100	W	F	Discharged
Stratton, Nancy	Custodial Services	FM-06	Custodian	04/28/02	08/16/02	\$17,389	100	W	F	Discharged

SECTION: 11
DATE: September 24, 2002

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

**RECOMMENDATION**

**EMERITUS FACULTY STATUS**

**ACTION REQUESTED**

It is recommended that the Board of Regents grant Emeritus Faculty Status to five (5) former faculty members listed in the attached report.

**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  
September 24, 2002**

**Franklin Case**

Professor, Department of English Language & Literature from 1962-2002  
(40 years)  
Masters University of Michigan  
Baccalaureate University of Connecticut

**Jan Michael Field**

Professor, Department of Art from 1965-2002  
(36 years)  
Masters of Fine Arts, School of the Art Institute of Chicago

**John Jan Jellema**

Professor, Department of Industrial Technology from 1982-2002  
(20 years)  
Doctoral Michigan State University  
Masters Eastern Michigan University  
Baccalaureate Calvin College

**James A. Reynolds**

Professor, Department of English Language and Literature from 1967-2002  
(35 years)  
Doctoral University of Michigan  
Masters Western Reserve University  
Baccalaureate Purdue University

**Michael Zahratka**

Professor, Department of Art from 1967-2002  
(34 years)  
Masters of Fine Arts, Syracuse University



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION

The Department of English Language & Literature recommends the awarding of Emeritus Faculty Status for the following retiring/retired faculty member:

Name of Faculty Member: Franklin Case

Current Status/Rank at EMU: Professor

Date of Hire at EMU: 1962 Retirement Date: July 1, 2002

Number of Years at EMU: 40 (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: O.A., University of Connecticut, 1955

Masters: M.A., University of Michigan, 1959

Doctoral:

Please Attach a Brief Statement of Support to this Form

Emeritus Faculty status is contingent upon the approval of the Board of Regents. The above information will be kept on file in the Provost's Office.

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

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



# EASTERN MICHIGAN UNIVERSITY

Date: July 12, 2002

From: Russ Larson, Department Head  
English Language and Literature

Subject: Emeritus Status for Frank Case

Frank Case was a member of the English Department for forty years and made a significant contribution to the University and to the lives of many students. In recent years he has been an active member of the English Department's First-Year Writing Committee, and he has been a particularly dedicated teacher of drama and creative writing. I strongly support granting him Emeritus Faculty Status because of his long and valuable service to Eastern Michigan University.

EASTERN MICHIGAN UNIVERSITY  
DIVISION OF ACADEMIC AFFAIRS

RECEIVED  
JUL 26 2002

EMERITUS FACULTY STATUS RECOMMENDATION  
COLLEGE OF ARTS & SCIENCES  
OFFICE OF THE DEAN

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

Name of Faculty Member: Jan Field

Current Status/Rank at EMU: Professor of Art

Date of Hire: 7/65 Retirement Date: 1/02

Number of Years at EMU: 36

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: \_\_\_\_\_

Degree(s)/Institution(s): \_\_\_\_\_  
\_\_\_\_\_

Name of spouse: \_\_\_\_\_

**PLEASE ATTACH A BRIEF STATEMENT OF SUPPORT.**

Upon receipt of Board of Regents' approval of emeritus status for the faculty member noted above, this information will be kept on file in the Provost's Office. Please forward this completed form to:

Associate Vice President for Academic Affairs  
Academic Affairs, 106 Welch Hall

Art Faculty 7/23/02  
Recommended by (please print) / Date

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Date Submitted to Board of Regents

Jan Field  
36 years  
School of the Art Institute of Chicago

On behalf of the Art Faculty, it is my pleasure to recommend Professor Jan Field for the rank of Professor of Art, *Emeritus*.

Professor Field is an outstanding painter and draftsman, recognized for his innovative and imaginative art work, who served the department with distinction for 36 years. His extensive exhibition record and an impressive number of awards significantly contributed to the reputation of the department, helping over the years to attract many talented students to study art at EMU. In addition to his professional activity, Professor Field is recognized by his students and colleagues as a caring and engaging instructor with high expectations. His service has been extensive and important, particularly his leadership of the department's Evaluations Committee and roles on the Scholarship Committee and Artists and Exhibitions Committee, Advisory Committee and Graduate Council.



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION

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

Name of Faculty Member: John Jan Jellema, Ph.D.

Current Status/Rank at EMU: Professor

Date of Hire at EMU: 09-01-82 Retirement Date: 08-31-02

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

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

Home Address:

Home Telephone: E-Mail Address:

Name of Spouse:

Degree(s)/Institutions/Year: Baccalaureate: B.S. Calvin College 1960

Masters: M.A. Eastern Michigan University 1967

Doctoral: Ph.D. Michigan State University 1976

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.

Pamela K. Speelman, Ph.D. 08-28-02
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

To: Board of Regents  
From: Pamela K. Speelman, Ph.D  
Re: Emeritus Faculty Status Recommendation for Dr. John Jan Jellema  
Date: August 28, 2002

This recommendation for Emeritus Faculty Status is written on behalf of Dr. John Jan Jellema who has served as a faculty member at Eastern Michigan University since his appointment in 1982. I have known Dr. Jellema in many facets of his professional career. He was my undergraduate advisor, undergraduate professor, mentor, presently my colleague and personal friend. Each of these positions has made him unique. They have also allowed him to serve at the highest level of integrity and commitment.

As you may know, Dr. Jellema came to Eastern with a wealth of academic and professional talents. He has utilized these abilities in the University community along with using them to contribute to the educational experience of the students he has come in contact with during his professional career. Dr. Jellema has served on committees at the department, college, university and professional levels to show his dedication to this institution. In addition, his honors, professional memberships and scholarly activities have brought recognition to the University because of his contributions. He has worked hard in the design and establishment of technologically advance courses in the Industrial Technology Department along with the development of the Electronic Engineering Technology Program which was approved for implementation in 1998 by the Board of Regents. As you can see this recommendation of Dr. John Jan Jellema for Emeritus Faculty Status could go on and on because of the vast array of contributions Jan has made during his academic career, but by approving this distinguished honor of Emeritus Faculty Status to Dr. Jellema is a compliment to an individual who has and will continue to bring pride to the University. I can say without hesitation that Dr. Jellema, after retirement will continue to serve Eastern Michigan University because of his devotion and fondness for Eastern Michigan University. Therefore, I highly urge the Board of Regents to support this recommendation of Dr. John Jan Jellema for the Emeritus Faculty Status award.



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION

The Department of English Language & Literature recommends the awarding of Emeritus Faculty Status for the following retiring/retired faculty member:

Name of Faculty Member: James A. Reynolds

Current Status/Rank at EMU: Professor

Date of Hire at EMU: 1967 Retirement Date: July 1, 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: B.S., Purdue University, 1959

Masters: M.A., Western Reserve University, 1964

Doctoral: Ph.D., University of Michigan, 1968

Please Attach a Brief Statement of Support to this Form

Emeritus Faculty status is contingent upon the approval of the Board of Regents. The above information will be kept on file in the Provost's Office.

Recommended by (please print) Date

Department Head Date Dean Date

Provost Date Date Submitted to Board of Regents

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



# EASTERN MICHIGAN UNIVERSITY

Date: July 12, 2002

From: Russ Larson, Department Head  
English Language and Literature

Subject: Emeritus Status for James Reynolds

Jim Reynolds was a member of the English Department for thirty-five years. During this service, faculty in the Department universally recognized his wisdom and on-going contributions, particularly his thoughtful participation in recruiting. Jim served on numerous search committees and was actively involved in all searches, even when he wasn't on the specific search committee. He filled numerous important administrative roles, including Interim Department Head in English and twelve years as Director of Graduate Studies in English, and he has been an enthusiastic teacher of Renaissance literature and mentor to many graduate and undergraduate students. I strongly support granting Emeritus Faculty Status to Jim Reynolds because of his long and valuable service to the Department of English Language and Literature and Eastern Michigan University.

EASTERN MICHIGAN UNIVERSITY  
DIVISION OF ACADEMIC AFFAIRS

EMERITUS FACULTY STATUS RECOMMENDATION

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

Name of Faculty Member: Michael Zahratka

Current Status/Rank at EMU: Professor of Art

Date of Hire: 7/67 Retirement Date: 1/02

Number of Years at EMU: 34

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: (\_\_\_\_) \_\_\_\_\_

Degree(s)/Institution(s): \_\_\_\_\_  
\_\_\_\_\_

Name of spouse: \_\_\_\_\_

**PLEASE ATTACH A BRIEF STATEMENT OF SUPPORT.**

Upon receipt of Board of Regents' approval of emeritus status for the faculty member noted above, this information will be kept on file in the Provost's Office. Please forward this completed form to:

Associate Vice President for Academic Affairs  
Academic Affairs, 106 Welch Hall

Art Faculty 7/23/02  
Recommended by (please print) / Date

\_\_\_\_\_  
Department Head Date \_\_\_\_\_

\_\_\_\_\_  
Dean Date \_\_\_\_\_

\_\_\_\_\_  
Provost Date \_\_\_\_\_

\_\_\_\_\_  
Date Submitted to Board of Regents

Michael Zahratka  
34 years  
MFA Syracuse University

On behalf of the Art Faculty, it is my pleasure to recommend Professor Michael Zahratka for the rank of Professor of Art, *Emeritus*.

Michael Zahratka is a superb painter, highly skilled in the use of a variety of unconventional materials, creative, with a great sense of humor who served the department with distinction for 34 years. Michael has an extensive exhibition record and has received many awards over the years. His gracious and amiable style has endeared him to thousands of students and contributed to the department's strong reputation in the area of painting. Michael's service to the department and university has been extensive, including leadership on the department's Evaluation Committee, the Artists and Exhibitions Committee, and Advisory Committee.

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 12
DATE: Sept. 24, 2002

**RECOMMENDATION**

**EMERITUS STAFF STATUS - ALBERT A. ROBINSON**

**ACTION REQUESTED**

It is recommended that the Board of Regents grant Emeritus Staff Status to Albert A. Robinson, special assistant to the vice president for business and finance, who retired June 30, 2002.

**STAFF SUMMARY**

According to University policy, retiring University Administrative/Professional staff members (i.e. AP-10 and above) who have served the University for at least fifteen (15) years, may be granted Emeritus Staff Status. Such status is conferred based upon the recommendation of the President and approval by the Board of Regents.

Mr. Robinson served the University for seventeen (17) years in various capacities, including special assistant to the vice president for business and finance; assistant director of Risk Management and Worker's Compensation; manager of parking and paving; assistant controller, Student Accounting; and manager of service operations.

Mr. Robinson served the University and community with distinction. His contributions were significant and deserve recognition by the Board of Regents.

**FISCAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

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

\_\_\_\_\_  
University Executive Officer

\_\_\_\_\_  
Date

## **ALBERT A. ROBINSON**

### **Background Information**

Albert A. Robinson served Eastern Michigan University with distinction for 17 years. He joined the EMU staff in 1985 as manager of service operations, where he was responsible for the mailroom, motor pool, shuttle bus service, laundry, surplus property and supply operations. In 1988, he was appointed assistant to the director of Risk Management, where he assisted with insurance matters during the transition from commercial insurance to self insurance. Four years later he was appointed assistant controller in Student Accounting and then in 1993 he was named manager of parking and paving. In 1998, he returned to Risk Management as assistant director and in 2001, he was appointed special assistant to the vice president for business and finance. He retired June 30, 2002.

Mr. Robinson is widely recognized for his community service. He currently serves on the Washtenaw County Workforce Development Board and served as chair for two years. From 1995 to 2000, he served as a Washtenaw County Commissioner, chairing the Ways and Means Committee and the Work Session Committee. He was elected to seven consecutive terms on the Ypsilanti City Council from 1982 to 1995, serving one year as mayor pro tem. He also served as the Ypsilanti Housing Commissioner from 1979 to 1982.

Prior to coming to EMU, Mr. Robinson was an account executive with National Reprographics and Printing Company from 1984 to 1985, project administrator and manager of reprographic and micrographic services for the Bechtel Power Corporation from 1980-84; and manufacturing supervisor of the Ford Motor Company Ypsilanti Plant. Mr. Robinson also served in the U.S. Army for 20 years, retiring as a Lt. Colonel in 2001.

# EASTERN MICHIGAN UNIVERSITY

VICE PRESIDENT FOR BUSINESS AND FINANCE

101 WELCH HALL

DATE: June 7, 2002

TO: Samuel A. Kirkpatrick, President

FROM: Patrick J. Doyne  
Vice President for Business and Finance

SUBJECT: Emeritus Staff Status Recommendation – Albert Robinson

---

It is with a sense of duty and admiration that I write this letter recommending Albert (Al) Robinson for emeritus staff status.

In reviewing the University's policy, it states that the criteria for being considered for emeritus staff status is longevity (15 years of service) and rank (AP 10 and above). As Special Assistant to the Vice President for Business and Finance, Al is classified as an AP10 and has 17 years of service; both exceeding the minimum requirement. Accordingly, as his colleague I wish to advance this recommendation on his behalf.

Duty aside, it is with sincere admiration of Al's numerous contributions to the University over the past 17 years that I further recommend this award be conferred. Al accepted multiple roles over the years with enthusiasm and pride. He never wavered in his commitment to make Eastern Michigan University a better place. Al has consistently represented the values that make Eastern Michigan University great – excellence, respect, scholarship, opportunity, community, service, freedom, integrity, leadership and empowerment.

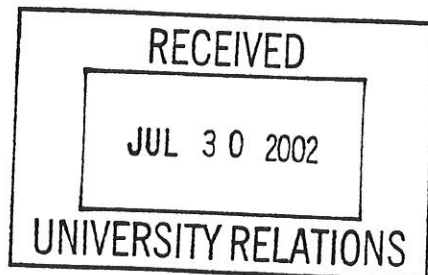
Measuring by longevity and rank, Al clearly qualifies for this honor. Judging by all that he has contributed over the past 17 years it would be the University's honor to have him accept emeritus staff status.

PJD:slb  
cc: Ken McKanders

RECEIVED

JUN 10 2002

OFFICE OF THE PRESIDENT  
EASTERN MICHIGAN UNIVERSITY





**EASTERN MICHIGAN UNIVERSITY  
EMERITUS STAFF STATUS RECOMMENDATION**

THE DEPARTMENT/OFFICE OF VP for Business & Finance RECOMMENDS THE  
AWARDING OF **EMERITUS STAFF STATUS** TO THE FOLLOWING RETIRING STAFF MEMBER:

NAME OF STAFF MEMBER: ALBERT ROBINSON

POSITION/CLASSIFICATION: Special Assistant to the VP for Business & Finance, AP 10

DATE OF HIRE AT EMU: June 24, 1985 RETIREMENT DATE: June 30, 2002

NUMBER OF YEARS AT EMU: 17

PLEASE COMPLETE THE FOLLOWING INFORMATION ON THE RETIRING STAFF 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 NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DEGREE(S)/COLLEGE(S): \_\_\_\_\_  
\_\_\_\_\_

PLEASE ATTACH A BRIEF **STATEMENT OF SUPPORT**.

UPON BOARD OF REGENTS' APPROVAL OF EMERITUS STATUS, PLEASE FORWARD THIS COMPLETED  
FORM TO:

HUMAN RESOURCES DEPARTMENT  
202 BOWEN FIELD HOUSE

Patrick J. Doyle June 7, 2002  
RECOMMENDED BY (PLEASE PRINT) DATE

\_\_\_\_\_  
VICE PRESIDENT DATE

\_\_\_\_\_  
PRESIDENT DATE

\_\_\_\_\_  
DATE SUBMITTED TO BOARD OF REGENTS

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

SECTION: 13

DATE:

Sept. 24, 2002

**RECOMMENDATION**

**MONTHLY REPORT**  
**STUDENT AFFAIRS COMMITTEE**

**ACTION REQUESTED**

It is recommended that the Student Affairs Committee Agenda for September 24, 2002 and the Minutes of June 25, 2002 be received and placed on file.

**STAFF SUMMARY**

At its June 25, 2002 meeting the Students Affairs Committee voted to endorse the 2003 Tuition and Fees Proposal, 2003 Room and Board Rates Proposal, and the 2004 Scholarships, Awards and Grants-in-Aid proposal, discussed proposed changes in Oakwood Parking and heard an update on the McKenny Expansion Project.

The September 24 agenda includes an update Fall Opening, a review of the 2002-03 Student Leader Group Priorities, a status report on Recreation Fields, as well as information on the World Hospitality Program and Student Conduct Code revisions

**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, September 24, 2002  
 8:00 a.m.

Agenda

Room 205  
 Welch Hall

- |  |                     |
|--|---------------------|
| 1. Approval of June 25, 2002 Meeting Minutes | Regent Griffin      |
| 2. Introduction of New SAC Members           | Jim Vick            |
| 3. Introduction of New DSA Staff             | Jim Vick            |
| 4. SAC Membership                            | LaTina Jackson      |
| 5. Fall Opening Update                       | Glenna Frank Miller |
| 6. 2002-03 Student Leader Group Priorities   | Hillary Glowski     |
| 7. World Hospitality Programs                | Prabha Natarajan    |
| 8. Student Conduct Code Revisions            | Karen Simpkins      |
| 9. Recreation Fields Update                  | Bob England         |
| 10. New Student Affairs Publications         | Karen Simpkins      |
| 11. Announcements                            |                     |
| 12. Other                                    |                     |

November Agenda Items:

- Greek Social Policy
- McKenny Union Expansion Project Update

EASTERN MICHIGAN UNIVERSITY  
Board of Regents  
**STUDENT AFFAIRS COMMITTEE**  
Minutes of June 25, 2002

**MEMBERS PRESENT**

- Regents: Dr. Rosalind E. Griffin
- Administration: Glenna Frank Miller, Greg Peoples, Karen Simpkins, Jim Vick
- Students: Hillary Glowski, LaTina Jackson, Patrick Lord, Matthew Meyer, Prabha Natarajan, Emily Rank, Joe Stump

**GUESTS**

- Regents: Karen Valvo
- Administration: Rita Abent, Dawn Adams, Pam Briegel, David Carroll, Jayne Carroll, Andre Clanton, Michael Crabb, Tamara Craig, Patrick Doyle, John Dugger, Mike Erwin, Brian Fitzgerald, Cindy Hall, Peggy Harless, Whitney Harris, Marcus Jackson, Samuel Kirkpatrick, Al Levett, Jim Locke, Mary Sue Marz, Courtney McAnuff, Lee Reed, Juanita Reid, Gretchen Sanchez, Paul Schollaert, Jeremiah Shinn, Michael Stark, Cheryl Swanson, James Todd, Cynthia VanPelt, Paul Dean Webb, Pat Williams, Sandra Williams, Jason Wyckoff

Regent Griffin convened the meeting at 8:05 a.m. The minutes of the March 19, 2002 meeting were approved as presented.

**Introduction of New Members**

The Student Affairs Committee welcomed several new members including Karen Simpkins, Assistant Vice President for Student Affairs; Hillary Glowski, Student Body President; Matthew Meyer, Student Body Vice President; Patrick Lord, Residence Hall Association President; Michael Shaver, Campus Life Council representative; Joe Stump, Inter-Fraternity Council President; and Emily Rank, Panhellenic Council President.

**Tuition and Fees – FY 2003**

Vice President Doyle presented the 2002-03 Tuition and Fees Proposal. Students expressed concern over rising costs – especially the 12.5% increase for non-resident students at both the graduate and undergraduate levels. Following discussion, Hillary Glowski moved that the Student Affairs Committee endorse the 2002-03 tuition and fees proposal with the stipulation that the University works diligently to hold increases to a minimum in future years. The motion was seconded by Joe Stump and carried unanimously.

**Parking**

Study Body President Hillary Glowski presented a position paper expressing concern that the proposal passed at the March 2002 Board meeting to create 1200-1300 new parking spaces did not include a discussion of moving the McKenny staff lot into the Oakwood lot. This effectively reduces the number of spaces available to students by 140. Therefore, the Student Leader Group recommended that:

- All of the Oakwood lot remain open for commuters, staff and faculty hang tags to share at all times.
- If the parking situation is not improved by the additional new spaces, the University should:
  - Consider keeping the Ryneerson shuttle service operational with adequate hours and aggressive promotion of the service as an alternative to hang tag parking.
  - Consider purchasing 3-4 vans in lieu of AATA service that will run continuously to Ryneerson Stadium. These vans could also be used to help increase participation in athletic and intramural events on the West Campus and, thereby, improve the University community's awareness of the West Campus.
  - The University considers the possibility of another parking structure in the near future.

### **Scholarships, Awards and Grants-in-Aid – FY 2004**

Cynthia VanPelt, Associate Director of Financial Aid, presented the 2003-04 Scholarships, Awards and Grants-in-Aid proposal. While recognizing that some progress has been made, students expressed concern with the continued lack of parity in the amount of athletic and academic scholarships offered. After considerable discussion Hillary Glowski moved that the Student Affairs Committee endorse the proposal as presented. The motion was seconded by Prabha Natarajan and passed with a 10 – 1 vote.

### **Room and Board Rates – FY 2003**

Vice President Vick presented the 2002-03 Room and Board Rates Package, which calls for a 6.25% increase in the residence hall rates and 5% in University apartments. Much of the increase will fund basic facility needs and address state-mandated safety requirements. Patrick Lord, Residence Hall Association president, expressed concern with the increase and presented research reflecting the national average among four-year public institutions and called for a stepped up University-wide conservation effort in order to contain costs. Following discussion Patrick Lord moved that the Student Affairs Committee endorse the Rates Package with the stipulation that in the future the University keeps rates at or below the state average. The motion was seconded by Joe Stump and passed with a 9 – 2 vote.

### **McKenny Union Expansion Update**

Glenna Frank Miller, director of McKenny Union and Campus Life, provided an update on the McKenny Union Expansion Project and reviewed space drawings developed by the project's architects. The project continues to top the list of Student Leader Group priorities for the coming year.

Regent Griffin adjourned the meeting at 9:05 a.m.

Respectfully submitted,

Teri L. Papp

SECTION: 14
DATE: September 24, 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 September 24, 2002, and the Minutes of the March 19, 2002, meeting be received and placed on file.

**STAFF SUMMARY**

The primary item for the September 24, 2002, Faculty Affairs Committee meeting was a presentation on Faculty Professional Development - 2002 Summer Institutes by Paul T. Schollaert, Provost and Vice President for Academic Affairs; Michael Harris, Associate Provost; Summer Institute on Writing Across the Curriculum by Jacob Blumner, Director of Writing Across the Curriculum and Professor of English Language and Literature; Summer Institute on International Cultural Competence by Margareta O'Connell, Director of World College and Andrew A. Nazzaro, Interim Associate Director, World College and Professor of Geography and Geology; Summer Institute on Curriculum Diversity by Ronald C. Woods, Director of Institute for the Study of Children, Families and Communities and Professor of African American Studies

**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**

September 24, 2002  
8:00 – 9:00 a.m.  
201 Welch Hall

**AGENDA**

**Regular Agenda**

Section 14                      Monthly Report and Minutes (Regent Brandon)

**Status Report**

**REPORT: “Faculty Professional Development  
2002 Summer Institutes”**

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

Michael Harris, *Associate Provost*

**Writing Across the Curriculum**

Jacob S. Blumner, *Director of Writing Across the Curriculum and  
Professor of English Language and Literature*

Ann M. Blakeslee, *Former Director, Writing Across the Curriculum  
and Professor of English Language and Literature*

**International Cultural Competence**

Margareta O’Connell, *Director of World College*

Andrew A. Nazzaro, *Interim Associate Director, World College and  
Professor of Geography and Geology*

**Curriculum Diversity**

Ronald C. Woods, *Director of Institute for the Study of Children,  
Families and Communities and Professor of African American Studies*

# Board of Regents

24 September 2002

## Writing Across the Curriculum Summer Institute

Dr. Jacob S Blumner, Director of Writing Across the Curriculum  
Dr. Ann M. Blakeslee, Former Director, Writing Across the Curriculum

- ◆ Writing Across the Curriculum
  - ◆ What It Is
  - ◆ Premises for WAC
  - ◆ WAC at EMU
- ◆ Summer Institute for WAC
  - ◆ Writing Fellows
  - ◆ The Agenda
  - ◆ Writing Fellow Response
  - ◆ Writing Fellow Achievements
  - ◆ Summer Institute Follow-Up
  - ◆ Student Response and Outcomes



## Jacob S Blumner

Assistant Professor of English Language and Literature  
614 F Pray Harrold  
Eastern Michigan University  
Ypsilanti, MI 48197  
Tel. 734.487.3174  
E-mail: [blumner@online.emich.edu](mailto:blumner@online.emich.edu)

## Curriculum Vitae

### Education

Ph.D.	Rhetoric and Composition	University of Nevada, Reno	1996
M.A.	English	California State University, Long Beach	1992
B.A.	English	California State University, Long Beach	1990

### Professional Experience

#### Eastern Michigan University

- August, 2002 – present. Assistant Professor of English and Director of Writing Across the Curriculum

#### University of Michigan – Flint

- 1998-2002. Assistant Professor of English and Director of Writing Across the Curriculum

#### Kent State University Stark Campus

- 1996-1998. Assistant Professor of English and Director of the Stark Campus Writing Center

### Professional Publications (Selected)

- *Allyn and Bacon Guide to Writing Center Theory and Practice*, Edited with Robert Barnett. Allyn and Bacon Press, 2001.
- *Writing Centers and Writing Across the Curriculum Programs: Building Interdisciplinary Partnerships*. Edited with Robert Barnett. Greenwood Publishing Group, 1999.
- "Beyond the Reactive: WAC Programs and the Steps Ahead." Co-authored with John Eliason and Francis Fritz. *Journal on Writing Across the Curriculum*, Spring 2001.
- "Authority and Initiation: Preparing Students for Discipline-Specific Language Conventions." in *Writing Centers and Writing Across the Curriculum Programs: Building Interdisciplinary Partnerships*. Edited by Jacob S Blumner and Robert Barnett. Greenwood Publishing Group, 1999.
- "Students Using Evaluation in Their Writing Process," with Francis Fritz in *Alternative to Grading Student Writing*, Edited by Stephen Tchudi, NCTE, 1997.
- "Writing Centers and Writing Assessment: A Discipline-Based Approach," with Mark Waldo and Mary Webb *Writing Center Perspectives*, Edited by Byron L. Stay, Christina Murphy, and Eric H. Hobson, NWCA Press, 1995.

### Professional Presentations (Selected)

- "Information Literacy: Implications for the Future of WAC." Presentation with John Eliason and Francis Fritz at the National Writing Across the Curriculum Conference, Houston, TX, March 2002.
- "Clearing the Muddle in the Middle: WAC Programs and Organizational Theory." Presentation with John Eliason and Francis Fritz at the National Writing Across the Curriculum Conference, Bloomington, IN, June 2001.
- "Separating Siamese Twins: Can We Extricate WAC from Writing Centers." Presentation at the National Writing Center Association Conference, Baltimore, November 2000.
- "Discipline or Subject: Whip or Workbook" Presentation at the National Writing Across the Curriculum Conference, Ithica, New York, June 1999.
- "Assignment Design: Using Writing Across the Curriculum." Workshop at the Association of University Regional Campuses of Ohio Conference, Huron, Ohio, April 1997.
- "Writing Across the Curriculum, Participatory Action Research, and Inquiry." Presentation at the National Writing Across the Curriculum Conference, Charleston, South Carolina, February 1997.

**Ann M. Blakeslee**  
Professor and Director of Writing Programs  
Department of English Language and Literature  
612 Pray Harrold  
Eastern Michigan University  
Ypsilanti, MI 48197  
Tel. 734-487-3174  
E-mail: [blakeslee@online.emich.edu](mailto:blakeslee@online.emich.edu)

### Curriculum Vitae

#### Education

Ph.D.	Rhetoric	Carnegie Mellon University	1992
M.T.S.C.	Technical and Scientific Communication	Miami University	1987
B.A.	English	Gannon University	1985

#### Professional Experience

2001-present	Professor, Department of English, Eastern Michigan University
1996-2001	Associate Professor, Department of English, Eastern Michigan University
1992-1996	Assistant Professor, Department of English, University of Illinois, Urbana-Champaign

#### Professional Activity (Selected)

- Treasurer and Executive Committee Member, Association of Teachers of Technical Writing (ATTW) (1998-present)
- President, Eastern Michigan University Chapter of the Phi Kappa Phi Honor Society (2002-2003)
- Reviewer, *Technical Communication Quarterly* (1993-present)
- Reviewer, *Journal of Business and Technical Communication* (1994-present)

#### Selected Publications

- Blakeslee, A. M., and Fleischer, C. *Becoming a writing researcher*. Lawrence Erlbaum Associates, Inc.
- Blakeslee, A. M. (2001). *Interacting with audiences: Social influences on the production of scientific writing*. Mahwah, NJ: Lawrence Erlbaum Associates, Inc.
- Blakeslee, A. M. (2002). Researching a common ground: Exploring the space where academic and workplace cultures meet. In R. Spilka and B. Mirel, (Eds.), *Revising a discipline: New directions for technical communication, industry, and the academy in the 21<sup>st</sup> century*. Mahwah, NJ: Lawrence Erlbaum Associates.
- Blakeslee, A. M. (2001). Bridging the workplace and the academy in rhetorical education: Teaching professional genres through classroom-workplace collaborations. *Technical Communication Quarterly*, 10, 169-192. [Winner of the 2001 Nell Ann Picket Award for the best article published in *Technical Communication Quarterly*.]
- Paul, D., and Blakeslee, A. M. (2000). Inventing the American research university: Nineteenth-century American science and the new middle class. In M. Goggin, (Ed.), *Inventing a discipline: Rhetoric scholarship in honor of Richard E. Young* (pp. 237-269). Urbana, IL: NCTE.
- Blakeslee, A. M. (1997). Activity, context, interaction, and authority: Learning to write scientific papers in situ. *Journal of Business and Technical Communication*, 11, 125-169.

#### Selected Professional Presentations

- Blakeslee, A. M. (2002). Making researchers: Rethinking the graduate research methods class. Presented at the annual convention of the Conference on College Composition and Communication. Chicago, IL.
- Blakeslee, A. M. (2001). United we stand, divided we fall? Thoughts on cohesiveness in the MA in writing. Presented at the annual conference of the Council for Programs in Technical and Scientific Communication. Pittsburgh, PA.
- Blakeslee, A. M. (2001). The "real world" experience: Academe and industry collaboration. Presented at the Society for Technical Communication's 48<sup>th</sup> Annual Conference. Chicago, IL.
- Blakeslee, A. M. (2001). Becoming a writing researcher: Teacher research in action. Presented at the annual conference of the Association of Teachers of Technical Writing. Denver, CO.

**Writing Across the Curriculum  
Summer Institute  
July 15-19, 2002**

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- Assessing Ourselves as Teachers
- Assessing Ourselves as Writers and Understanding the Writing Process
- Determining and Writing Course Outcomes and Objectives
- Writing to Learn and Learning to Write
- Creating Effective Writing Assignments and Activities
- Determining What's Enough
- Integrating, Implementing, and Supporting Writing
- Assessing and Responding to Student Writing
- Managing the Paper Load
- Evaluating and Assessing the Impact of Writing on Student Learning

## Writing Across the Curriculum Summer Institute Agenda

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**Monday, July 15**      **Introductions · Assessing Ourselves as Teachers ·  
Assessing Ourselves as Writers · Determining and Writing  
Outcomes and Objectives**

*Readings:*

*Bean – preface, chs. 1, 3*

*Bring two pieces of your own writing (at least one should be a piece of writing you've done professionally)*

9:00 to 10:15	Introductions – goals and purposes for becoming Writing Fellows; topics and issues for the seminar; outcomes and expectations for the Institute
10:15 to 10:30	Break
10:30 to 11:00	Assessing and knowing ourselves as teachers
11:00 to 12:00	Assessing and knowing ourselves as writers
12:00 to 1:00	Lunch and reading time (read Bean, Ch. 2) [box lunch]
1:00 to 1:45	English 120/121 – Linda Adler-Kassner, Director of First-year Writing
1:45 to 2:45	Determining and articulating outcomes and objectives
2:45 to 3:00	Break
3:00 to 3:30	Determining and articulating outcomes and objectives – Writing Fellow presentation
3:30 to 4:00	Wrap up

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**Tuesday, July 16      Writing to Learn and Learning to Write · Creating Effective Writing Activities and Assignments**

9:00 to 9:45	Writing to learn and learning to write
9:45 to 10:15	Using journals – Writing Fellow presentation
10:15 to 10:45	Break and writing to learn exercise
10:45 to 11:15	Other writing to learn activities – Writing Fellow presentation
11:15 to 11:45	Journal exercise and discussion
11:45 to 1:00	Lunch on your own
1:00 to 2:00	Choosing assignments and activities
2:00 to 3:00	Developing successful writing activities and assignments
3:00 to 3:40	Work and consultation time
3:40 to 4:00	Wrap up

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**Wednesday, July 17      Determining What's Enough · Integrating, Implementing, and Supporting Assignments**

9:00 to 9:30	How did it go?
9:30 to 10:15	Determining what's enough
10:15 to 10:30	Break

10:30 to 11:15	Integrating, implementing, and supporting assignments – Writing Fellow presentations
11:15 to 12:00	What we've learned
12:00 to 4:00	Independent work and consultation time

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**Thursday, July 18**

**Evaluating and Responding to Student Writing**

9:00 to 9:45	Evaluating and responding to student writing – an introduction
9:45 to 10:45	Strategies for evaluating and responding to student writing
10:45 to 11:00	Break
11:00 to 11:30	Evaluating and responding to student writing – Writing Fellow presentations
11:30 to 12:00	What we've learned
12:00 to 1:00	Lunch
1:00 to 1:45	Cyber plagiarism – how to design assignments to minimize it and how to check for it
1:45 to 2:15	Peer review
2:15 to 2:30	Break
2:30 to 3:30	WAC students
3:30 to 4:00	What we've learned

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**Friday, July 19**

**WAC @ EMU – New Directions and Potentials · Evaluating and Assessing the Impact of Writing on Student Learning · Sharing What We’ve Learned**

9:00 to 9:45	Resources – the writing center, supplemental instruction, and the library
9:45 to 10:00	Break
10:00 to 10:30	Managing the paper load
10:30 to 11:00	New directions and potentials for WAC at EMU
11:00 to 12:30	Presentations
12:30 to 1:30	Lunch, evaluations, discussion of expectations, and wrap up

**WRITING ACROSS THE CURRICULUM  
Summer Institute Evaluation**

**Strongly Agree**  
1

2

3

**Strongly Disagree**  
4

1.) The workshop was focused and well-organized.

76.5%

23.5%

**Comments:**

Very well organized. I valued the times when we "went astray" as well. I thought that the discussions were very helpful and I enjoyed hearing the personal experiences of other faculty.

Excellent!

The topics were informative and you kept to the schedule.

Sometimes I thought we would utilize some of the assignments a little bit more.

You all did a great job of moving things along while allowing people to contribute.

Well organized.

Assignments unclear.

I liked the way the workshop was broken into separate sections; each flowed to the next.

The assignments built upon what we experienced in each segment.

It must have been difficult keeping us on track, but you did so beautifully.

2.) The content of the workshop gave me a solid understanding of how I can use both formal and informal writing in my classes.

94.1%

5.9%

**Comments:**

I got great ideas.

A small group discussion of brainstorming ideas for your classes would be great on Tuesday to help develop various ideas.

I really appreciated the variety of models and specific suggestions, as well as the theory.

I use both, already, but the workshop reemphasized this.

It also gave me insight into what would be appropriate.

I already am a firm proponent of writing to learn, but I gained even more insight about it. Even nicer, the workshop reaffirmed my beliefs.

The variety of presentations helped with this.



**Strongly Agree**

**1**

**2**

**3**

**Strongly Disagree**

**4**

3.) The content of the workshop gave me new and useful ideas for improving my class(es) and teaching by using writing.

**82.4%**

**11.8%**

**5.9%**

**Comments:**

I really liked the idea of writing to learn.

Changed my entire approach to planning.

Excellent information.

I will make sure others in my department look at their writing requirements.

I was pleasantly surprised I learned as much.

Definitely - especially the wide variety of choices, but also in helping to define how a particular idea or writing task fits a goal.

4.) The Bean book and other workshop materials were appropriate and useful.

**83.1%**

**18.8%**

**Comments:**

Really interesting book!

Excellent. You could put everything in a binder beforehand so that we would have more organization in our papers.

I would require that it be read fully. This will allow more time for overnight assignments.

I will refer to Bean and the handouts in the future.

Bean is an easy read and offers lots of examples.

Loved the book.

We didn't refer to the Bean book as much as I expected - i.e. review the assignments - but I was really impressed with this book and find myself going back to it for review and ideas.

5.) The workshop met my needs and expectations.

**100.0%**

**Comments:**

Actually, the workshop exceeded my expectations.

I did not expect to enjoy and learn as much as I did in this workshop. The facilitators were excellent.

Yes, the workshop improved my understanding of others.

My expectations were high and they were exceeded.

It exceeded my expectations.

This exceeded my expectations. One of the unexpected benefits was gaining a greater understanding of resistance to student-centered learning.

It was so much more than I anticipated. It should be titled "Effective Writing Across the Curriculum."

Summer Institute

2002-2003

I needed to be energized and informed.

<b>Strongly Agree</b>				<b>Strongly Disagree</b>
1	2	3		4

6.) The workshop progressed at an appropriate pace.	47.1%	41.2%	5.9%	5.9%
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**Comments:**

Too intense for too long. Could it end at 3:00 and have fewer fellow presentations?

My only comment is that we could have moved a little quicker on some subjects.

I would have liked a review of studies looking at the effectiveness of WAC programs in addition to the general, but largely incomplete, descriptions in Bean.

Kept on schedule and only one session was boring.

I am very interested in an advanced workshop in the future.

Make it two weeks, but 1/2 days.

I appreciated Wednesday afternoon's independent work time.

We did some exercises e.g. the syllabus partner review, which did not come to full closure.

7.) I intend to use \_\_\_\_\_ of the ideas from the workshop.

<b>76.5%</b>	Several
<b>23.5%</b>	Some
	Few
	None

8.) The presentations made by previous Writing Fellows provided useful ideas.

58.8%	41.2%
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**Comments:**

Somewhat variable in quality and detail of presentations (and, therefore, usefulness.)

This was one of the most valuable aspects. The panel was too short. Give each of them twenty minutes.

It was very beneficial to see how others have implemented the WAC concepts.

This was very worthwhile and I was impressed with the Fellows' designs and their willingness to change and improve their teaching.

More commenting on successes and failures than just presenting their projects. Charles was good because it was more personal.

This was one of the really pleasant and useful aspects of the workshop.

# MARGARETA B. O'CONNELL

Director  
World College  
Eastern Michigan University  
103 Boone Hall, Ypsilanti, MI  
Tel. 734.487.2414  
E-mail: margareta.o'connell@emich.edu

## Curriculum Vitae

### Education

Doctor of Education	Emphasis on International Education, Illinois State University	1987
Master of Arts	French language, Culture & Literature, Illinois State University	1970
Diploma	Stockholm Institute of Teacher Education, Stockholm, Sweden	1968
Fiosofie Magister	German, French, and Pedagogy, University of Stockholm, Sweden	1967
Diploma	Bar-Lock Institute of Business, Stockholm, Sweden	1965

### International Experience

Traveled extensively in Argentina, Australia, Austria, China, Costa Rica, Cuba, England, Finland, France, Germany, Italy, Japan, Mexico, Morocco, Russia, Scotland, Singapore, Spain, and Sweden.

### Languages

Fluent in Swedish. French and German. Conversational Spanish.

### Professional Experience

Eastern Michigan University  
2002 – present, Director, World College  
University of Kansas, Lawrence, Kansas  
1996-2001 Director, Office of Study Abroad  
Illinois State University  
1986-1996 Coordinator, Office of International Studies and Programs  
Illinois State University, Normal, Illinois  
1984-1996 Graduate Assistant and Dodoral intern, Office of International Studies and Programs  
Illinois State University, Normal, Illinois  
1969-1972, 1979-1983 instructor, Foreign Languages Department

### Professional Activity (Selected)

- *Short Term Study A broad Pro grams*. National conference, Vancouver, Canada, 1998.
- SECUSSA Regional Representative Trainer at national conference, New Orleans, LA, 1995.
- *Study Abroad and Minority Student Services Working Together to Achieve Balance*. National conference, Miami Beach, FL, 1994.
- *Opening New Vistas: Study Abroad and the Minority Student*. Regional conference, Bloomington, IL, 1993.
- *Sending Disabled Students Abroad: Obligations and Legalities*. State conference, Galesburg, IL, 1992, and regional conference, Oshkosh, WI, 1991.
- *Business Studies Abroad A Cooperative Effort Between the international Office and the College of Business*. Regional conference, Chicago, IL, 1990.

### Professional Publications, Presentations (Selected)

- *China: Observations and Opportunities*, presented at the Center for East Asian Studies, University of Kansas, 2000.
- *Lifelong Impact of Childhood International Exposure*, keynote speech delivered at Phi Beta Delta's Induction Ceremony, University of Kansas, 1996.
- *Student Exchange Programs*, presented at Cuitin University, Perth, Western Australia, 1989.
- *Study Abroad not a Luxury Any More*, presented at Kiwanis International, Bloomington, IL, 1986.
- *Perceptions of Job Satisfaction and Professional Status in International Education: Profiles of Foreign Students and Study Abroad Administrators*, doctoral dissertation, Illinois State University, 1986.
- *Go Far in Your Career: Go Abroad* (reference guide), Illinois State University, 1984.
- *French and Business: A Natural Alliance*, presented at the Illinois Foreign Language Teachers Association, Chicago, IL, 1979.

## Andrew A. Nazzaro

Associate Director (Interim), World College

103-C Boone Hall

Eastern Michigan University

Ypsilanti, MI 48197

Tel: 734.487.2414

E-mail: geo\_nazzaro@online.emich.edu

## Curriculum Vitae

### Education:

Michigan State University	1974	Ph.D. Geography (African Studies)
Florida State University	1965	M.S. Geography
Jacksonville University	1964	B.A. History

### Professional Experience :

- Chair, International Cultural Competence Institute Planning Committee, 2002.
- Interim Associate Director, World College, Eastern Michigan University, 2001 to present.
- Department Head, Geography/Geology Department, Eastern Michigan University. 1992-98
- Director (Acting), Office of International Projects, Eastern Michigan University, May-June, 1983.
- Associate to the Director, Office of International Programs, Eastern Michigan University 1983-84
- Co-Director, Historic Preservation Planning Program, Eastern Michigan University, 1982-1986.
- Chief of Party (field administrator), Basic Education Development Project, Yemen Arab Republic. Eastern Michigan University Contract with the Agency for International Development. 1979-81

### Service to Eastern Michigan University (Selected):

- Member, University Strategic Planning Crosscutting Committee on International Initiatives and Programming, 2001.
- Member, Faculty Council Executive Board, 2000-2001.
- Member, University Task Force on Academic Advising, 1997-1999.
- Member, Working Group (at the request of the Associate Provost) on Streamlining University Course and Program Approval Processes, Winter 1998.
- Member, Search Committee for the Selection of a New Continuing Education Dean, 1997.
- Member, University Science Facility Planning Board, 1996--1998.

### Professional Activity (Selected):

- Consultant (Education and Management), NFC, Inc. Public Housing Professionals. Mayagüez, Puerto Rico, 1999. Wrote grant proposal to HUD for Drug Elimination Program to be implemented in public housing facilities. Grant funded for \$1.2 million for two years.
- Member, Steering Committee which created the international GIS Education Conference held in November 1998, at Eastern Michigan University's Corporate Education Center (in collaboration with Towson University). A National Science Foundation activity.
- Visiting lectureship at University of Transkei (South Africa) Spring/Summer 1997, funded by Eastern Michigan University's Provost and Vice President for Academic Affairs and Rotary International.
- Participant, American Council on Education sponsored workshop on "Chairing the Academic Department," November 1996, in Orlando Florida.

**Eastern Michigan University**

**Board of Regents**

**Faculty Affairs Committee**

Presentation on September 24, 2002 Concerning the

International Cultural Competence Institute 2002

June 10--14, 2002

Sponsored by the Academic Affairs Division

As a Strategic Planning Initiative

## **University Strategic Planning**

Presidential Direction 5. Eastern Michigan University will become a university with global and multicultural perspectives.

Crosscutting Committee on International Initiatives and Programming (2001)

Plan 2001 Initiative B1. Building international cultural competence and infusing international course components and perspectives across the university.

## **International Cultural Competence Institute Planning Committee**

### Members and their University affiliations

Ruth Clark, Foreign Student Advisor

Jan Collins-Eaglin, Director, Faculty Center for Instructional Excellence

Marcia Dalbey, Interim Executive Director, Extended Programs

Dawn Malone, Assistant Dean, Continuing Education

Elisabeth Morgan, Undergraduate Studies Coordinator  
(Associate Provost's Office)

Andrew Nazzaro, Interim Associate Director, World College,  
(Committee Chair)

Margareta O'Connell, Director, World College

Natalia Rekhter, Career Services-Coop Education

Donald Staub, College of Education

### Organizing principles

Achieving a balance of theory and application

Engaging both faculty and staff as participants

Identifying Eastern Michigan faculty and staff to provide the program

Targeting curriculum, co-curricular activities, university operations  
 Measuring pre and post institute participant understanding  
 Continuing involvement of participants beyond June 2002.

**International Cultural Competence Institute Program (June 10-14, 2002)**

Monday June 10

Time	Activity	Program Providers
9:00-10:15	BaFa BaFa	Betsy Morgan
10:15-10:30	Break	
10:30-11:30	BaFa BaFa debriefing and discussion	Betsy Morgan
11:30-12:00	ICCI Goals, admin. announcements Project design work, time for discussion on Friday	M. O'Connell & A. Nazzaro
12:00-1:00	Lunch: LaShish (Multicultural Lounge, King Hall) Welcome from Provost Schollaert	
1:00-2:00	Defining Culture BaFa BaFa Reprise Culture Shock	Betsy Morgan
2:00-2:15	Break	
2:15-3:00	Intercultural Competence	Betsy Morgan
3:00-4:00	Faculty/Staff Reflection	Jan Collins-Eaglin

Tuesday June 11

Time	Activity	Program Providers
9:00-10:15	Defining Communication	Dennis Grady
10:15-10:30	Break	

10:30-11:30	Panel A Issues in Communicating with International Students	Kim Wate Roz Barclay, Paul Dean Webb, Deb deLaski-Smith
11:30-12:45	Lunch: Da Lat (Multicultural Lounge, King Hall)	
12:45-1:30	Participant small group discussions of Issues in Communicating with International Students	Five groups of five, mixed faculty/staff (predetermined by program area diversity)
1:30-2:45	Panel B International Student Adjustment to Campus Life in the United States	Esther Gunel,, Kim Wate, Shahana Munir
2:45-3:00	Break	
3:00-4:00	Faculty/Staff Reflection	Jan Collins-Eaglin



Wednesday June 12

Time	Activity	Program Providers
9:00-10:15	Culture in Action	Liza Cerroni-Long
10:15-10:30	Break	
10:30-12:00	Culture in Action (continued)	Liza Cerroni-Long
12:00-1:15	Lunch: Red Sea (Multicultural Lounge, King Hall)	
1:15-2:00	Culture and Learning	Jan Collins-Eaglin, Stuart Karabenick
2:00-2:15	Break	
2:15-3:00	Participant small group discussions of culture and learning	Five groups of five, mixed faculty/staff (predetermined by program area diversity)
3:00-4:00	Faculty/Staff Reflection	Jan Collins-Eaglin

Thursday June 13

Time	Activity	Program Providers
9:00-10:30	Panel C Best Practices: Curricular Infusion of International Content and Perspective	Jim Berry (Mod.) George Klein, Andrew Nazzaro, Liza Cerroni-Long Richard Stahler-Sholk, Verónica Grondona, Natasha Rehkter
10:30-10:45	Break	
10:45-11:30	Participant small group discussions of Infusion of International Content and Perspective, Implementing Best Practices	Five groups of five, mixed faculty/staff (predetermined by program area diversity)
11:30-12:45	Lunch: La Fiesta Mexicana (Multicultural Lounge, King Hall)	
12:45-2:00	Comparative Education	David Anderson Ric Samonte, Don Staub
2:00-2:15	Break	
2:15-3:15	Panel D International Student Issues: Critical Incidents	Diane Sobell (Mod.) Prabhakaran Natarajan Natasha Rehkter, Amelia Chan, Pat Short
3:15-4:00	Faculty/Staff Reflection	Jan Collins-Eaglin

Friday June 14

Time	Activity	Program Providers
9:00-10:15	Faculty Student Interaction On-Line: Intercultural Issues	Dawn Malone, Usenime Akpanudo, Matt Sauber, Bill Winters, Andrew Holmes
10:15-10:30	Break	
10:30-12:00	Developing and Applying Cultural Competence, individual project presentations and discussions	Jan Collins-Eaglin (Mod)
12:00-1:15	Lunch: Raja Rani (Multicultural Lounge, King Hall)	
1:15-2:00	Developing and Applying Cultural Competence, individual project presentations and discussions	Whole institute discussion of projects
2:00-2:15	Break	
2:15-3:30	Post-Assessment and evaluation of the Institute.	All Institute participants Stuart Karabenick
3:30-4:00	Administrative announcements	Andrew Nazzaro

## Program Providers

Jan Collins-Eaglin, Faculty Center for Instructional Excellence  
Betsy Morgan, Foreign Languages & Bilingual Studies  
Liza Cerroni-Long, Sociology/Anthropology/Criminology  
Margareta O'connell, World College  
Kim Wate, English as a Second Language  
Stuart Karabenick, Center for Research Support  
Paul Dean Webb, Office for International Students  
Esther Gunel, Office for International Students  
Roz Barclay, Counseling Services  
Deb Delaski-Smith, Graduate School  
Amelia Chan, College of Business  
Claudia Bean, International Admissions  
David Anderson, College of Education  
Don Staub, College of Education  
Prabhakaran Natrajan, International Student Association  
Shahana Munir (Student) Continuing Education  
Jim Berry, College of Education  
George Klein, Academic Programs Abroad  
Richard Stahler-Sholk, Political Science  
Andrew Nazzaro, World College  
Ric Samonte, College of Education (Emeritus)  
Diane Sobell, Snow Health  
Natasha Rehkter, Career Services  
Pat Short, Snow Health  
Dennis Grady, Communication and Theater Arts  
Dawn Malone, Continuing Education  
Usenime Akpanudo, Continuing Education  
Matt Sauber, College of Business  
Bill Winters, Continuing Education  
Andrew Holmes, Continuing Education

Faculty and Staff Participants (total of 23 Faculty and Staff)

<u>Faculty Name</u>	<u>Department</u>
Baier, Randal	Learning Resources And Technology
Baiyee, Martha	Teacher Education
Barton, Daryl	Marketing
Brooks, Judi	Human Environmental & Consumer Resources
Burton, Ella	Leadership & Counselling.
Cere, Ronald	Foreign Languages & Bilingual Studies
Choudhuri, Dibya	Leadership & Counselling
Klopper, Lisa	Learning Resources and Technology
Mills, Crystal	Social Work
Nelson, Sandra	Nursing
Reinhardt, Ulrich	Biology
Tanguay, Denise	Management
Williams, Michael	Nursing
Wu, Tsu-Yin	Nursing

<u>Staff Name</u>	<u>Department</u>
Bennion, Gene	Continuing Education
Clanton, Dana	Admissions
Crabb, Michael	Dining Services
Ginotti, Melissa	Campus Life
Robinette, Lavonda	Career Services
Sobell, Diane	Snow Health Center
Staub, Selva	Graduate School
Szymanski, Marilyn	Dining Services
Welland, Sarah	Registration

## **Institute Follow-up Activities**

Workshop to present individual and group progress on Institute Projects (tentatively scheduled for late October)

Participant self-initiated meetings to compare notes on progress

Discussion of selected ICCI Projects at the World College sponsored October Brown Bag Lunch.

## **Institute Effectiveness and the advisability of future International Cultural Competence Institutes at Eastern Michigan University.**

Analysis of Participant final day reflections

Analysis of Pre and Post Formal Evaluations.

## Ronald C Woods

Director, Institute for the Study of Children, Families and Communities

203 Boone

Eastern Michigan University

Ypsilanti, MI. 48197

Tel. 734.487.0372

E-mail: [Ronald.Woods@emich.edu](mailto:Ronald.Woods@emich.edu)

### Curriculum Vitae

Education:	J.D.	Law	University of Michigan Law School	1974
	M.A.,	History	University of Michigan,	1971
	B.A.,	History	Wittenberg University	1969

#### Professional Experience:

Eastern Michigan University.	1976-1978 Lecturer, Afro-American Studies Program; 1978-1990 Director, Assistant Professor, Afro-American Studies Program; 1991-1996 Department Head, Professor, African American Studies; 1996-present Professor, Dept. of African American Studies
University of Michigan	1978-present Adjunct Lect., Center for Afroamerican and African Studies
Wayne State University	2000 Adjunct Faculty, College of Life Long Learning
Syracuse University	1992 Michael O.Sawyer Visiting Professor of Constitutional Law and Politics, Dept of Polit.Sci. Maxwell School of Citizenship and Public Affairs.
University of Detroit	1977 Lecturer, Center for Black Studies
Legal Aid Society of Cincinnati	1975-76, Staff Attorney; 1974-75 Legal Intern.

#### Professional Activity (Eastern Michigan University—Selected)

- Director, Institute for the Study of Children Families and Communities, 2002---
- Recipient, Ronald W. Collins Distinguished Faculty Award for Service to the University
- Chair, Diversity, Inclusion and Affirmative Action Cross-Cutting Strategic Planning Committee, 2001
- Chair, Academic Affairs Committee on Curriculum Diversity, 1998-2002
- Member, Community Management Doctoral Proposal Development Committee, 1998
- Member, Human Subjects Review Committee, 1996-2000; 1986-89
- Co-Chair, Martin Luther King, Jr. Academic Affairs Planning Committee, 1995-97
- Member, Selected Search and Selection Committees, 1984-2001
- Faculty Advisor, Selected Student Organizations, 1978----
- Member, Basic Studies Review Committee, 1985-86

#### Professional Activity (Selected)

- Board of Trustees, Wittenberg University, 2000----
- Member Advisory Board, African American Historical and Cultural Museum, Washtenaw County, 2001----
- Member, Advisory Board, Fair Housing Center of Washtenaw County, 2001---
- Court Appointed Special Advocate (CASA.) Volunteer; Washtenaw County Juvenile Court, 1998---
- Member, Advisory Board, Huron Valley Child Guidance Development Center, 1998-2000
- Member, Editorial Advisory Board, *A Turbulent Voyage: Readings in African American Studies*, 1993---
- Member, Advisory Board *Contemporary Black Biography.*, 1991---
- Interim President, Michigan Council for Black Studies. 1991-92
- Chairperson, Research, Exhibits and Publications Committee, Museum of African American History, 1985-87
- Member, Board of Trustees, Greenhills School, 1984-93

#### Professional Publications/Presentations

- "Law, Ideology and Social Perception: *Martin Luther King, Jr., Elementary School Children v. Ann Arbor District Board*, and other Language Related Litigation," in *Black English: Educational Equity and the Law*. Edited by John W. Chambers, Jr., Ann Arbor: Karoma Publishers, Inc. 1983.
- "United States Policy on the Refugee Crisis in the Horn of Africa." Vol. 5, No. 1 *Horn of Africa*, (1982:) 6-18
- "Faculty Development, Inclusive Curricula, and the Undergraduate Learner: The Eastern Michigan University Experience." AAC & U Conference. Pittsburgh, PA, 2000
- "A Curriculum of Inclusion and the Third Phase of Institutional Reform: Eastern Michigan University and the Practice and Ethos of Diversity. ACE Conference, Albuquerque, NM. 1999
- "Racial Jurisprudence, Social Discourse, and the United States Constitutional Order on the Eve of the Twenty-First Century." International Association for Philosophy of Law and Social Philosophy. Bologna, Italy. 1995.

Eastern Michigan University  
The Office of the Provost and the  
Academic Affairs Committee on Curriculum Diversity

Summer Institute on Curriculum Diversity-2002

Outline of Presentation  
to the Faculty Affairs Committee of the Board of Regents  
Tuesday, September 24, 2002

- I. Introductions and Acknowledgments
- II. Background to the Summer Institute on Curriculum Diversity
- III. Mission and Objectives of the Summer Institute
- IV. The Participants
- V. Lead Faculty
- VI. The Institute Curriculum and Resources
- VII. The Projects and the Outcomes
- VIII. Ongoing Implementation
- IX. Institute Assessment
- XI Recommendations



Eastern Michigan University

The Office of the Provost and the  
Academic Affairs Committee on Curriculum Diversity

*Summer Institute on Curriculum Diversity-2002: An Overview*

The EMU Summer Institute on Curriculum Diversity took place during week of June 17-June 21, 2002. Funded as an initiative under the University's strategic planning process for 2002, the Institute was conducted under the aegis of the Office of the Provost, and was coordinated by the AACCD. Its mission was to increase the level of diversity acumen brought by EMU professionals to their work, with particular reference to curriculum and instruction.

The 16 Institute participants represented each of the five colleges in the Division, the University Library, the ISCFC, the Career Services Center and the Lesbian Gay, Bisexual, and Transgender Resource Center. They met daily from 9-4 In 300 Halle. Under the direction of the Chair of the AACCD, a faculty leadership cadre of 6 structured a program to give participants insight into the foundations, components, and pedagogical aspects of inclusive curricula and educational practice. Over the week, participants thus were received primers on emerging disciplines, multicultural education, culture and learning, and construction of identities. Various guest panelists and presenters assisted this process, as did a customized loose-leaf 400 page plus binder- *Summer Institute on Curriculum Diversity Materials and Background Readings*.

The direct result of the Institute was 16 projects that by week's end had been transformed from amorphous ideas into concrete formulations for class or other instructional purposes. Across fields as diverse as adolescent social work practice, career services, construction technology, economics, electrical engineering, health, productions operations management and reading, final projects involved course reformulations, adoption of new instructional techniques, and the development of new teaching modules.

Evaluations of the Institute rated it quite highly, cited the pedagogical and content kernels that would be used in the future, commended the synergy fostered by the session, called for continuation of the experience in some form, and noted the readiness for participation in the next cycle of the Diversifying the Curriculum Fellowship program. Informed by the Institute, at least 3 participating faculty revised courses taught during the summer of 2002. All others have plans to integrate their work into respective courses or projects in the instant academics year.

All indications are that the Institute exceeded its expectations, and warrants continuation as an integral part of faculty and staff development, and strategic growth at EMU.

EASTERN MICHIGAN UNIVERSITY  
BOARD OF REGENTS

**FACULTY AFFAIRS COMMITTEE MINUTES**

March 19, 2002  
8 a.m., 201 Welch Hall

**Attendees** (seated at tables): Regent Brandon (Chair), Regent Valvo, Provost Schollaert, D Costanza, J. Dieterle, M. Harris, R. Holkeboer, M. Lintner, D. Loppnow, S. McCracken and D. Tammany

**Guests:** (as signed in) R. Abent, D. Bennion, M. Brabec, P. Buchanan, T. Cianciolo, D. Clifford, J. Dugger, C. Haddad, R. Hanna, H. Höft, B. Hoxie, R. Kinney, R. Larson, G. Liepa, P. Melia, B. Morgan, G. Nelson, M. O'Connell, K. Paciorek, J. Pignataro, E. Potter, M. Reifel, L. Ristau, L. Tilton, J. Todd, E. Tratras-Contis and B. Warren

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

**Monthly Report and Minutes (Section 18)**

*Regent Brandon* recommended approval of the Faculty Affairs Committee Agenda for the March 19, 2002, and the Minutes of the January 15, 2002 be accepted and placed on file. The recommendation was accepted.

**Status Report: How Faculty Development through Sabbatical Leaves Benefit EMU**

*Dr. Paul T. Schollaert, Provost and Vice President for Academic Affairs*, stated that he is pleased that Eastern Michigan University has such a strong faculty development program. One of the keystones of this program is utilization of educational leaves and sabbaticals. These sabbaticals; whether one semester or two always continue to bring distinction and great credit to the University. *Paul Schollaert* then introduced *Dr. Robert Holkeboer, Associate Vice President for Graduate Studies and Research*.

*Dr. Robert Holkeboer* began his presentation outlining the awards system. The University maintains and presents many internal awards, research and creativity, sabbatical leaves, and spring summer research awards remain eclectic and support all kinds of activities. Faculty research and creative activity awards encompass all employment activities and generally offer either two semesters at half pay, or one semester at full pay. These awards remain competitive but not too competitive and there is no limit to awards received. This has resulted in a very diverse and highly successful award and research program.

*Dr. Holkeboer* introduced the presenters; *Karen Menke Paciorek, Professor of Teacher Education; Carol Haddad, Professor of Interdisciplinary Technology; and Michael J. Brabec, Professor of Chemistry*.

*Karen Menke Paciorek* described her sabbatical work, *Taking sides, Clashing views on controversial issues in early childhood education.* Guilford, CT. McGraw-Hill Publishers

*Carol J. Haddad* described her sabbatical work, *Managing Technological Change: A Strategic Partnership Approach.* Thousand Oaks, CA: Sage Publications

*Michael J. Brabec* described his sabbatical work with Palacky University, Olomouc, Czech Republic during the Winter Term of 2001.

The common theme was how indispensable sabbatical time was to each and all presenters. Without this time for reflection and interaction with peers outside the university, both this extremely important and relevant work would not be able to be completed. In the case of *Karen Menke Paciorek* and *Carol J. Haddad*, these important and timely publications would be unavailable as a resource to thousands of users. In the case of *Michael J. Brabec*, his work as both faculty and administrative liaison with the Czech Republic would have precluded the invaluable educational, academic and cultural sharing that enlightened all involved.

*Regent Brandon* thanked the presenters for their report

*Regent Brandon* adjourned the meeting at 8:32.

Respectfully submitted,

John Longshore, Senior Secretary  
Academic Affairs

(E:/Ristau/BoardReg/Minutes/FAC\_0302)

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

**RECOMMENDATION**

**MONTHLY REPORT**  
**EDUCATIONAL POLICIES COMMITTEE**

**ACTION REQUESTED**

It is requested that the Educational Policies Committee Agenda for September 24, 2002, and the Minutes of the June 25, 2002, meeting be received and placed on file.

**STAFF SUMMARY**

The primary items for the September 24, 2002, Educational Policies Committee meeting included: (1) Academic Affairs Administrative/Professional Appointments/Transfers, (2) Staff Appointments, (3) Separations/Retirements, (4) Emeritus Faculty Status, (5) Emeritus Staff Status, (6) Faculty Appointments, and (7) A status report was presented on Work Force Analysis.

**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**

September 24, 2002  
9:00 – 10:00 a.m.  
205 Welch Hall

**AGENDA**

**Consent Agenda**

- |            |  |
|------------|--|
| Section 7  | Academic Affairs Administrative/Professional<br>Appointments/Transfers (C. Gerdes/P. Schollaert) |
| Section 8  | Faculty Appointments (C. Gerdes/P. Schollaert)   |
| Section 9  | Staff Appointments (J. Pollock)  |
| Section 10 | Separations/Retirements (J. Pollock)   |
| Section 11 | Emeritus Faculty Status (C. Gerdes/P. Schollaert)  |
| Section 12 | Emeritus Staff Status (P. Doyle)   |

**Regular Agenda**

- |            |  |
|------------|--|
| Section 15 | Monthly Report and Minutes (Regent Antonini) |
|------------|--|

**Status Reports**

- Work Force Analysis (J. Pollock)

EASTERN MICHIGAN UNIVERSITY  
BOARD OF REGENTS

**EDUCATIONAL POLICIES COMMITTEE MINUTES**

June 25, 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) P. Buchanan, M. Collitt, D. Costanza, D. deLaski-Smith, L. Findley, T. Fleming, R. Fowler, J. Garrett, M. Harris, J. Hassan, B. Hoxie, G. Liepa, D. Loppnow, M. Kanagy, M. Marz, S. McCracken, K. McKanders, P. Melia, P. Moniodis, M. O'Connell, J. Pollack, L. Reed, J. Reid, M. Reifel, K. Tinney, W. Tornquist, E. Tratras Contis, B. Warren and R. Woods

*Regent Antonini* convened the meeting at 9:09 a.m. in 205 Welch Hall.

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

Interim Assistant Vice President for Academic Affairs, *Christine Gerdes*, recommended that the Board approve 6 administrative/professional transfers.

Ian Haslam, AP13a, new department head, Health, Physical Education, Recreation and Dance  
Susan Kattelus, AP13a, from associate professor to department head, Accounting and Finance  
Mary Sue Marz, AP13a, from interim department head to department head, Nursing  
Linda Pritchard, AP14a, new dean, College of Arts and Sciences  
Bette Warren, AP13a, from interim department head to department head, Mathematics  
David Woike, AP13a, from interim department head to department head, Music

*Regent Antonini* commented that it makes an organization stronger when it can hire from within, and the hiring of 4 out of 6 internal candidates is a good sign.

*Regent Antonini* accepted the report.

**Staff Appointments (Section 9)**

Executive Director of Human Resources, *Jill Pollock*, recommended that the Board approve 46 staff appointments. Of the 46 appointments, 26 (57%) are female and six (13%) are African American, three (7%) are Hispanic, and one (2%) is Asian, and two (4%) are American Indian. There were no other minorities.

*Regent Antonini* accepted the report.

### **Separations/Retirements (Section 10)**

*Jill Pollock* recommended that the Board approve 34 separations and retirements. Of the 34 separations and retirements, 22 (65%) are female and ten (29%) are African American. There were no other minorities.

The Board expressed its deepest sympathies to the family of Sherman Martin who passed away April 25, 2002.

*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:

- **Jagdish T. Danak** (Associate Professor Emeritus, Management 1969-2002) 6/25/02
- **Annette Martin** (Professor Emeritus, 1963-2002, Communication and Theatre Arts) 6/25/02
- **Kaaren Strauch Brown** (Professor Emeritus, Social Work 1978-2002) 6/25/02
- **Nelly Ullman** (Professor Emeritus, Mathematics 1963-2002) 6/25/02
- **Mary Yorke** (Professor Emeritus, Mathematics 1982-2002) 6/25/02

*Regent Antonini* asked if hiring within makes up emeriti/retiree losses?

*Provost Schollaert* responded that hiring on-campus lecturers is a percentage of new faculty hiring, although many do not have the required degree requisite to the position being filled. These lecturers are encouraged to pursue the prerequisites in order to be hired as new faculty. The majority of new faculty hiring comes from the outside. We do not really have a pool of faculty to recruit new faculty. It is a part of this university that faculty are hired and promoted from within, and encouraged to stay an entire career. Much potential is within the university itself where faculty can eventually become part of the administration and management.

*Regent Antonini* continued by stating that it is always best to promote or hire from within. It creates a problem when organizations are disrupted by turn over and disorganization.

*Regent Antonini* accepted the report.

### **Faculty Appointments (Section 12)**

*Christine Gerdes* recommended approval of thirty (30) new tenure track faculty appointments for the 2002-2003 academic year. Of the thirty (30) new tenure-track faculty appointments, fifteen (15) are female (50%), fifteen (15) are male. Of the thirty, (33%) or ten (10) of these individuals are minorities.

The recommendation was accepted.

**Faculty Reappointments (Section 13)**

*Christine Gerdes* recommended approval of the reappointment of 131 probationary faculty members for the 2002-2003 academic year.

The recommendation was accepted.

**Faculty Tenure (Section 14)**

*Christine Gerdes* recommended approval of the granting of tenure, effective beginning with the 2002 fall semester, for twenty-three (23) faculty members.

The recommendation was accepted.

*Regent Antonini* asked how long does it take an Assistant Professor to make Full Professor, what is the timeline?

*Provost Schollaert* and *Christine Gerdes* responded that this depends on the performance of the individual but current contractual requirements are "four years." These guidelines are set; the only way to get around the requirements is through a memorandum of understanding through the AAUP. The University does make many concessions to keeping high quality faculty; including salary adjustments and this process of accelerated promotions.

**Faculty Promotions (Section 15)**

*Christine Gerdes* recommended the Board of Regents accept and place on file the report entitled *Promotion of Faculty Members for 2002-2003*. Each of the thirty-eight (38) faculty members met the general contractual requirement for promotion as well as the specific performance standards, which have been defined in his/her respective department evaluation document.

The recommendation was accepted.

**Academic Affairs Administrative Promotions (Section 16)**

*Christine Gerdes* recommended approval of the promotion in faculty rank of two (2) current Administrative/Professional employees.

James Berry, Professor, Health, Leadership and Counseling  
Michael Harris, Professor, Political Science

The recommendation was accepted.

**Monthly Report and Minutes (Section 18)**

*Regent Antonini* recommended approval of the Educational Policies Committee Agenda for June 25, 2002, and the Minutes of the March 19, 2002, meeting be received and placed on file.

The recommendation was accepted.



**2002-2003 Sabbatical Leaves (Section 19)**

*Provost Paul Schollaert* recommended the Board of Regents approve and place on file the Report on 2002-2003 Sabbatical Leaves. In 2002-2003, eighteen (17 one-semester and 1 two-semester) leaves will be awarded.

The recommendation was accepted.

**2002-2003 Faculty Research and Creative Activity Fellowships (Section 20)**

*Provost Paul Schollaert* recommended the Board of Regents approve and place on file the Report on 2002-2003 Faculty Research and Creative Activity Fellowships. In 2002-2003, eighteen (18) faculty will be supported.

The recommendation was accepted.

**2002 Spring-Summer Awards for Research and Creative Activity (Section 21)**

*Provost Paul Schollaert* recommended the Board of Regents approve and place on file the Report on 2002-2003 Spring-Summer Awards for Research and Creative Activity. In 2002-2003, twelve (12) faculty will be supported.

The recommendation was accepted.

**Appointment of Charter School Board Members (Section 22)**

*Joseph Pollack*, University Relations - Charter Schools, outlined the following candidates to fill vacancies. Resolutions that establish these public school academies (charter schools), stipulate that the Eastern Michigan University Board of Regents shall fill the Board of Directors.

It is recommended that the Board of Regents appoint:

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

*Regent Antonini* accepted the report.

**Proposal to Change Current Probation/Dismissal/Readmission Policy (Section 23)**

*Associate Provost Michael Harris* along with Assistant Director for Academic Advising, *Charles Fulford*, put forth a PowerPoint presentation that recommended that the Board of Regents approve the Undergraduate Policy on Probation/Dismissal/Readmission (Effective Fall, 2002)

If, at the end of any term of enrollment, an undergraduate's cumulative grade point average (GPA) falls below 2.00, having previously been at or above 2.00 (**or if new to the University**), that student will be placed on academic probation (PRB1). The student will then have three terms of enrollment (spring/summer count as one) to raise the cumulative GPA to 2.00 or higher. At any time that the student's cumulative GPA reaches 2.00, the student will be restored to good academic standing (GOOD). Unless the cumulative GPA has been raised to 2.00 by the end of the third term of probation (PRB3), the student will be subject to academic dismissal.

Exceptions to this policy are as follows:

1. Any student whose first term of probation is the result of a semester of all E's must earn better than 0.00 (all E's) in the first term of probation or face dismissal immediately.
2. Students who have been readmitted (READ is equivalent to PRB 1) after a dismissal will be placed on PRB2 after their first term, if their cumulative GPA remains below 2.00. They will have two terms to raise their cumulative GPA average to 2.00 or they will face a second and final dismissal.
3. All initial dismissal actions are subject to an appeal. Procedures and deadlines for such appeals will be included in notices of academic dismissal, sent to students at the conclusion of a term of enrollment. If an appeal is successful, the student will be reinstated, which means the dismissal does not count. Students who are reinstated after an appeal will be given one more term to raise the GPA to 2.00 or they will be dismissed.

Students dismissed from the University for the first time must remain away from Eastern Michigan University for one calendar year. They can then apply for readmission through the Academic Advising Center. Procedures and deadlines for readmission are available in the Academic Advising Center (301 Pierce Hall); contact the Assistant Director for Academic Actions. Students dismissed more than once (excluding reinstatement) are usually not eligible to return to the University. On occasion, when students have been away from the University for at least 10 years, a request may be submitted, through the Assistant Director for Academic Actions, to the Academic Standards Committee, who will make the final decision in such a case.

While remaining out of the University due to a dismissal, students may choose to attend another institution. Certain rules apply to course work taken elsewhere. Refer to the repeat policy in the catalog and consult with Academic Records on transfer of courses.

While on academic probation, a student may meet with the Assistant Director for Academic Actions or any advisor in the Academic Advising Center. In addition, students may seek help in developing successful strategies for academic performance through the Holman Learning Center, the Counseling Services Center, and the Career Services Center.

*Regent Antonini* accepted the report.

**Affirmative Action Plan for Women & Minorities and the Affirmative Action Plan for Veterans and Individuals with Disabilities (Section 24)**

Director of the Office of Diversity and Affirmative Action, *Whitney Harris* put forth a PowerPoint presentation that recommended that the Board of Regents approve the *Affirmative Action Plan for Women & Minorities* and the *Affirmative Action Plan for Veterans and Individuals with Disabilities*

As a federal contractor, Eastern Michigan University (EMU) is required by Executive Order 11246 to prepare an Affirmative Action Plan for Women and Minorities. EMU's plan is a management tool designed to ensure equal employment opportunity for all persons. It includes procedures that enable managers and supervisors to continually monitor and evaluate their employment practices to ensure that they are free of bias and discrimination based upon race, color, sex, sexual orientation, disability, age, veteran's status, religion, or national origin.

The federal Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 require that government contractors employ and advance qualified individuals with disabilities, special disabled veterans, and other covered veterans. The purpose of EMU's Affirmative Action Plan for Veterans and Individuals with Disabilities is to reaffirm the University's commitment to the principles of equal employment opportunity for members of these groups. It also serves as a vehicle for providing relevant information to the University community regarding the development, analysis, enforcement, evaluation, dissemination, and monitoring of the University's commitment to outreach and equal employment opportunities for Veterans and individuals with disabilities.

*Regent Antonini* accepted the report.

**Work Force Analysis**

*Jill Pollock* provided *Regent Antonini* a summary of the latest Work Force Analysis. This is comprised of 2075 total Permanent Faculty/Staff, 367 or 17.69% are minorities, 47.23% are male, 52.77% are female. Temporary Employees account for 3436 of which 3000 are students, for a total of 5511 total employees, 591 or 10.72% are minorities, 38.56% are male, 61.44% are female.

*Regent Antonini* accepted the report.

*Regent Antonini* adjourned the meeting at 10:14 a.m.

Respectfully submitted,

~~John Longshore~~, Senior Secretary  
Academic Affairs

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

SECTION: 16
DATE: September 24, 2002

**RECOMMENDATION**

**MONTHLY REPORT - FINANCE COMMITTEE**

**ACTION REQUESTED**

It is recommended that the Working Agenda for September 24, 2002 and the minutes for the June 25, 2002 Finance Committee meeting be received and placed on file.

**STAFF SUMMARY**

The primary agenda items discussed at the June 25, 2002 Finance Committee were: Monthly Report, Treasurer's Report, Internal Audit Report, Grants/Contracts Report, Construction Projects Progress Report, Accounts Receivable Report, Interim Budget Status Report, and Technology Plan Implementation Report; FY 2002-03 General Fund Operating Budget; FY 2002-03 Tuition and Mandatory Fees; FY 2002-03 Program Fees; FY 2002-03 Auxiliary Fund Operating Budgets; FY 2002-03 Room and Board Rates; FY 2003-04 General Fund Scholarships, Awards, and Grants; Elimination of Transcript Fee; Policy Revision: Residence Classification for Tuition Purposes; Amendment of Defined Contribution Retirement Plan and Adoption of 457 (b) Deferred Compensation Plan; Equalized Benefits for AP/AC/CC Employees; Pray-Harrold Modernization – Program Statement; Collective Bargaining Agreement Between Eastern Michigan University and Eastern Michigan University Police Officers Labor Council.

**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**

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

**September 24, 2002  
10:00 a.m.  
201 Welch Hall**

**REGULAR AGENDA**

- Section 16: Finance Committee Monthly Report**  
Patrick J. Doyle, Vice President for Business and Finance and Treasurer to the Board of Regents
- Section 17: Consolidated Financial Statements and Supplementary Information as of June 30, 2002 and 2001**  
Darrell Burks, PriceWaterhouseCoopers
- Section 18: OMB Circular A-133 Supplementary Financial Reports for the Year Ended June 30, 2002**  
Darrell Burks, PriceWaterhouseCoopers
- Section 19: 2001-02 General Fund Budget Management Report**  
Al Levett, Director, University Budget
- Section 20: 2001-02 General Fee Report**  
Al Levett, Director, University Budget
- Section 21: 2001-02 Auxiliary Fund Budget Management Report**  
Jim Vick, Vice President for Student Affairs
- Section 22: 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)**  
E. Jill Pollock, Executive Director for Human Resources
- Section 23: Agreement – Washtenaw County 800 MHz Communications Consortium**  
Ken McKanders, University Attorney
- Section 24: Graduate Assistant Report**  
Dr. Robert Holkeboer, Associate Vice President for Graduate Studies and Research

**CONSENT AGENDA**

- Section 1: Report: Treasurer's Report**  
Patrick J. Doyle, Vice President for Business and Finance and Treasurer to the Board of Regents
  
- Section 2: Report: Internal Audit**  
Jeff Fineis and Amy Brown of Andrews, Hooper and Pavlik, P.L.C.
  
- Section 3: Report: Grants and Contracts**  
Brian Anderson, Director, Office of Research Development
  
- Section 4: Report: Construction Projects Progress**  
Anthony Catner, Associate Vice President for Business and Finance – Facilities
  
- Section 5: Report: Accounts Receivable**  
John Beaghan, Assistant Vice President for Business and Finance and 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**

June 25, 2002

Present: Morris, Brandon, Griffin, Valvo, Antonini, Incarnati

**MONTHLY REPORT**

Patrick Doyle, Vice President for Business and Finance, recommended that the working agenda for the June 25, 2002 Finance Committee and the minutes for the March 19, 2002 Finance Committee meeting be received and placed on file. There were no questions.

**FY 2002-03 GENERAL FUND OPERATING BUDGET**

Pat Doyle recommended approval of the 2002-03 General Fund Operating Budget in the amount of \$193,457,289, and that \$3.6 million be designated for non-base initiatives and contingencies. Doyle reported that the proposed budget is an 8.4 percent increase, or \$14.98 million, over the prior year; and is \$1.1 million more than the amount projected in the approved FY 2002-03 appropriation request. Doyle attributed the increase to higher health care costs, expanded investment in Continuing Education programs, and enhancements to campus-based financial aid programs. Doyle stated that the budget does not allow for across-the-board or inflationary general operations costs. The proposed budget is contingent upon approval of recommendations for FY 2002-03 Tuition and Mandatory Fees and FY 2002-03 Program Fees; and is based upon enrollment levels of 565,485 student credit hours, which is a 4.2 percent increase over the previous year's budget; and the FY 2003 state appropriation of \$87.6 million.

Doyle explained that the budget was developed around several guiding principles that include complying with the legislative agreement to limit undergraduate resident tuition to not more than 8.5 percent or \$425 (whichever is greater) per full year equated student (FYES); maintaining a competitive position with other institutions in regard to all graduate and undergraduate tuition rates; continue to recognize and address the substantial difference in cost of instruction both by course level and program/discipline; set aside existing rental fee revenues to fund the McKenny Union renovation project; continue to eliminate "nuisance fees" that are costly to administer and are viewed negatively by students; and to look for alternative revenue streams to fund general operations such as increase indirect cost recovery, and gift income. Doyle stated that the University intends to meet all contractual obligations and fund annualized strategic initiatives; continue to invest in enrollment growth initiatives; continue to address NCA recommendations; continue to invest in financial aid scholarship programs; compete for top faculty and staff; and contain or avoid costs through continuous improvement initiatives.

Regent Morris asked if the projected enrollment growth of 4.2 percent achievable. Doyle answered yes. He stated that enrollment is monitored weekly and the most recent report indicates that enrollment is on a positive growth trend.

Regent Valvo asked how the University is prepared to offer services to an increased enrollment. Doyle responded that many of the current strategic initiatives address services to students.

Doyle explained that 25 percent of budgeted staff salary recoupment will be returned to divisions for operational initiatives.

Regent Incarnati asked if the University is unable to reach the budgeted enrollment level, would the University intend to spend the \$3.6 million additional funding. Doyle responded that the University would look first at cost savings, but that over \$2.0 million of the \$3.6 million is being set aside for contingencies.

Regent Antonini suggested that the University continue to find ways to cut and control costs without affecting students. Morris stated that the challenge is containing costs and continue to provide services. Morris asked Regent Griffin if the tuition issue has been discussed at the Student Affairs Committee. Griffin stated that it had, and that a representative from the international student body was concerned about the non-resident tuition increase.

#### **FY 2002-03 TUITION AND MANDATORY FEES**

Pat Doyle recommended that the registration fee be maintained at \$40.00 per semester, the General Fee be maintained at \$20.00 per credit-hour, and the Technology Fee be maintained at \$10.00 per credit-hour. Doyle also recommended that the tuition rates be increased effective fall 2002 semester. The increase is consistent with the legislative agreement to limit undergraduate resident tuition to not more than 8.5 percent or \$425 per full year equated student (FYES) – whichever is greater. The tuition rate for resident undergraduate courses will be \$134.90 per credit hour; resident graduate courses, \$246 per credit hour; and resident doctoral courses \$285.75 per credit hour. Doyle reported that the University will maintain its current rank of 10th of the 15 state universities (e.g. 9 universities have higher tuition and fee rates) with the proposed resident undergraduate tuition and mandatory fee rates. Resident undergraduate credit hours represent 82 percent of all student credit hours. General Fund revenues from tuition and mandatory fees are planned to generate \$93.1 million. General Fee revenues are projected to provide \$11.1 million and Technology Fee revenues are projected to be \$5.5 million. Doyle reported that these revenues combined with other revenues, including the state appropriation of \$87.7 million, are sufficient to balance the FY 2002-03 General Fund operating budget.

#### **FY 2002-03 PROGRAM FEES**

Pat Doyle recommended that program fees be increased in the range of \$5 to \$10 per credit-hour depending on the discipline, and that a new \$10.00 per credit-hour College of Arts and Sciences (CAS) "Liberal Arts fee" be implemented for all upper level undergraduate and graduate CAS courses. If approved, the action is projected to provide \$5.6 million in program fee revenue, or 2.9 percent of all general fund operating revenue.



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### **FY 2002-03 AUXILIARY FUND OPERATING BUDGETS**

Jim Vick recommended that the 2002-03 Auxiliary Fund operating budget of \$38,021,155 be approved. Budgeted revenue is \$38.02 million, an increase of \$3.59 million, or 10.4 percent over the prior year's budgeted revenue. Vick reported that the increased revenue budget is a result of a 6.25 percent increase in Room and Board rates and the previous Board-approved increase in parking rates. The total operating expense budget before debt requirements, administrative fees and contributions to maintenance reserves is \$30.89 million, an increase of \$2.41 million over the 2001-02 budget, or 8.5 percent. The total net of operations is \$7.12 million, of which \$2.5 million is allocated for debt; \$2.7 million earmarked for reserves; and \$1.7 million for administrative fees, facility plan commitments and operations of the power plant.

Vick reported that the Housing and Dining Services expense budget includes \$1.09 million for maintenance and repairs, and \$3.74 million for asset preservation and renovation projects. In addition, \$850,000 will be set aside for long-term improvements to Housing/Dining facilities. Vick reported that revenue estimates for Housing and Dining Services are contingent upon Board approval of the recommended 2002-03 Housing and Dining Rates.

Vick reported that the total Auxiliary Fund operating balance at year-end is projected to be \$102,996.

Regent Morris asked if housing occupancy rates are meeting expectations. Vick responded that they expect full occupancy in the fall 2002.

### **FY 2002-03 ROOM AND BOARD RATES**

Jim Vick recommended that the 2002-03 rates proposal for Housing and Dining Services, representing a 6.25 percent room and board increase, be approved. The nominal cost increase for the academic year will amount to \$329. Vick stated that the proposed increase will meet debt obligations of \$1.74 million and basic facility needs of \$5.68 million, while maintaining 83 percent apartment occupancy and current level of service. Vick stated the recommendation will allow the University to meet budgeted residence hall occupancy of 3,740 for Fall 2002; maintain an operating reserve fund balance of \$1.0 million; and provide first priority housing for first-time enrolled students. Vick reported that this is the first time in the past eleven years that the University has not been at or below the state average, which is 5.5 percent. Vick also reported that the University has dropped from third highest in the state rankings for room and board rates to fifth highest in the state. The University's room and board rates are slightly above the national average for comparable schools.

Regent Morris asked how off-campus housing rates compare to University housing rates. Vick responded that a rate comparison of local off-campus apartments is prepared annually. The average rental rate for an off-campus apartment is \$785 and includes no utilities. Vick reported that the University's rental rates remain at least \$200 below off-campus rates and competitive.

Regent Brandon asked how much is budgeted per unit for repairs needed as a result of malicious destruction. Vick stated that it isn't a budgeted item as students are charged for malicious destruction.

Regent Morris asked what the annual damage cost is. Vick stated it is very low. Not a lot of malicious destruction. Mostly wear and tear, maintenance.

### **FY 2003-04 GENERAL FUND SCHOLARSHIPS, AWARDS AND GRANTS**

Cynthia Van Pelt recommended that the 2003-04 General Fund Scholarships, Awards and Grants proposal of \$11,475,558 be approved, of which \$11,280,558 is funded through the general fund revenues; \$150,000 through general fee revenues and \$45,000 through auxiliary fund revenues. The total budget will be split up to fund scholarships, awards and grants (\$6,098,452); athletic grants-in-aid (\$4,647,909); and provide for state and federal matches (\$729,197). The proposed budget is increased over the FY 2003 adjusted General Fund base of \$10,472,612 by \$1,002,946.

Van Pelt stated that the general fund scholarships, awards and grants proposal is presented a year in advance of the 2003 funding timelines due to publication requirements, and the recruiting cycle for the 2003 freshman class. She reported that additional funding of \$22,432 is being requested for the Presidential Scholarship; \$78,000 for the Regents Scholarship; and \$150,000 for the Recognition of Excellence Scholarship. Additional funding of \$11,300 for the Communication and Theatre Arts program and \$5,000 for Music service awards; \$150,000 for University Grant; \$20,000 for graduate fellowship and awards; \$15,000 for Bilingual Teacher Education Scholarships and Awards; \$48,570 for athletic grant-in-aid for women's crew; and \$375,116 for athletic grants-in-aid tuition and room and board increases. Van Pelt reported that the total fund request for program increases is \$1,002,946.

Regent Brandon asked what tuition rate is charged to non-resident students receiving athletic scholarships. Van Pelt stated that non-resident athletes and international student athletes are charged non-resident tuition rates. However, their coach may award them a full-ride scholarship, which would include the out-of-state tuition differential. Likewise, a partial ride scholarship, the student athlete may or may not receive an out-of-state tuition differential award as part of their award package.

Regent Griffin asked when is the best time for a student to apply for grants and scholarships so that they can plan for future semesters. Van Pelt stated that the optimum financial aid application time-line is January through March for the upcoming academic year, so that their financial aid package is ready by the time fall classes begin. Normally, notification/award letters are sent out within five weeks of the student's initial financial aid application.

### **ELIMINATION OF TRANSCRIPT FEE**

Pat Doyle recommended that the Board of Regents eliminate Policy 12.2.3, "Charges for Transcript of Credits", thus allowing transcripts to be provided to University students and alumni free of charge effective July 1, 2002. Doyle stated that the \$5.00 fee is not cost-effective given the effort required to collect and process the payment. The transcript release procedure, including denying the release of transcripts when outstanding financial obligations exist, will remain unchanged. Doyle reported that the fiscal 2002 transcript fee budget is \$140,000. Through April 2002, \$115,252 in transcript fee revenue has been recognized. The base budget for fiscal 2003 has been built with this fee eliminated.

Regent Morris asked that the administration consider the feasibility of asking alumni, when requesting a transcript, to make a contribution to the EMU Foundation.

### **POLICY REVISION: RESIDENCY CLASSIFICATION FOR TUITION PURPOSES**

Paul Schollaert recommended that the Board of Regents amend the University's policy 12.1.1, Residence Classification for Tuition Purposes, to include "*Residency classification for tuition purposes does not apply to on-line courses*". Schollaert reported that because the marginal cost associated with servicing a student for on-line courses is relatively the same regardless of where they reside, the domicile of the student becomes less relevant in pricing on-line course offerings. Schollaert reported that a survey of the on-line tuition charges of eighteen Michigan, MAC, and private competitors showed that eleven were already charging a single tuition rate for online courses, regardless of the locale of the subscriber. Among the remaining seven institutions there was active study of offering a single rate. Schollaert stated that implementation of this policy revision will allow the University to offer quality on-line courses at market-competitive rates. Regent Morris asked if budget related implications of this recommendation have been examined. Doyle answered no, that current enrollment in online courses represents only one percent of total enrollment. However, some growth is anticipated. Schollaert stated there is genuine growth potential with online courses, but the University has not yet conducted a market analysis.

### **AMENDMENT OF DEFINED CONTRIBUTION RETIREMENT PLAN AND ADOPTION OF 457 (B) DEFERRED COMPENSATION PLAN**

Ken McKanders and Jeanette Hassan recommended that the Board approve amendments to the University's Defined Contribution Retirement Plan and approve the adoption of the 457(b) Deferred Compensation Plan. McKanders stated that the Defined Contribution Retirement Plan was initially adopted by the University in 1969 and is authorized by the Michigan Optional Retirement Act of 1967. Prior to the passage of that Act, all University employees were required to participate in the Michigan Public School Employees Retirement System (MPERS). McKanders stated that the Plan has been administered by TIAA-CREF since inception of the Plan. The Plan is administered to AFSCME employees, clerical UAW employees, and Administrative/Professional employees. The Plan allows for pre-tax purchase of annuities or for contribution to mutual fund accounts, as described in Internal Revenue Code (IRC) Section 403 (b). The proposed amendment incorporates into the University's Plan documents required revisions of the Economic Growth and Tax Relief Reconciliation Act (EGTRRA), and other revisions required by laws enacted between 1996 and 2000. McKanders reported that an additional amendment included in the recommendation for the adoption of 457 (b) deferred compensation plan would allow the University to make supplemental contributions on behalf of certain University employees or participants. Regent Incarnati asked what University body has been delegated authority and responsibility of interpreting the Plan. Hassan answered that authority is delegated to the office of Human Resources, specifically Benefits; and that final authority comes from the Vice President for Business and Finance. Hassan stated that the Benefits Office has communicated these changes to the affected employees through mass-mailings. Regent Antonini stated that some employees may not be familiar or knowledgeable of terms regarding the amount of their pension at

time of their retirement. Hassan stated that TIAA-CREF regularly conducts retirement workshops on campus.

### **EQUALIZED BENEFITS FOR AP/AC/CC EMPLOYEES**

Jill Pollock recommended that the Board approve changes to the benefit plan for AP/AC/CC non-bargained for employees. Pollock stated that the University has been providing to non-bargained-for employees the same benefits as those negotiated and provided to employees represented by bargaining units. However, due to changes in benefits for represented employees in the latest contract agreements, the benefit package for non-bargained-for employees is no longer consistent with that of represented employees. Pollock recommended that changes be made to the benefits of non-bargained for employees to bring their level of benefits up to that of represented employees, thus eliminating any discrepancies that presently exist between the AP/AC/CC employee benefits and benefits of employees represented by bargaining units. The changes include: Increase life insurance death benefits from \$5,000 to \$7,000 upon reaching age and service requirements for retirement; allow retirees to indefinitely purchase dental insurance at group rates (presently they can purchase COBRA for up to 18 months at the higher COBRA rate); increase the monthly Medicare Supplement Reimbursement for retirees from \$90 to \$100 for 2000-2002, \$110 for 2002-2003, and \$120 for 2003-2004; increase the healthcare waiver from \$900 to \$1,000 for those employees who are covered under someone else's plan and waive EMU's healthcare benefits; add eligibility for domestic partner health care and dental benefits; increase Long Term Disability benefits from 60% of base salary/\$5,000 per month maximum to 65% of based salary/\$7,000 per month maximum; change tuition waiver eligibility for the employee from a year after hire to the semester following hire. Pollock reported that costs to the University associated with this change are projected to be in the range of \$35,000 annually.

Regent Brandon asked to see the University guidelines in determining domestic partner status. Pollock answered that a copy of the policy would be made available.

### **PRAY-HARROLD MODERNIZATION – PROGRAM STATEMENT**

Paul Schollaert, Tony Catner and Larry Ward presented the recommended Program Statement for modernizing Pray-Harrold. Catner reported that total expenditures of \$39,985,000 will be required for the Pray-Harrold modernization project. Of this total, 25 percent, or \$9,996,250 in matching funds may be required by the University. The University is requesting that fire restoration (insurance) proceeds, estimated at \$8.5 million, be accepted as part of the University's matching funds. The University is prepared to issue bonds supported by student fee revenue in the event insurance proceeds are not allowed or other matching dollars are required. Catner reported that priorities include upgrading the building's infrastructure to support present and future needs while making necessary maintenance repairs; provide classrooms that will accommodate various class sizes, and with multi-media capability; improve and increase faculty offices; improve image and identify of Pray-Harrold with a new main entrance and common spaces for faculty and students; provide an enclosed connection to the Porter College of Education building; consider a project budget of \$37.8 million. Catner reported that the total project would take approximately 35 to 39 months to complete. Catner stated that the



University would benefit from an enhanced learning environment provided by this proposed building modernization.

Regent Valvo questioned whether the University has received approval to use the fire restoration monies. Doyle answered that official approval can not be received until the project has funding authorization to proceed. Doyle stated that the University would likely sell bonds in the event the state denies use of the insurance proceeds. Doyle stated that the University may need to ask the Board's approval for additional financing to cover the matching requirement.

### **COLLECTIVE BARGAINING AGREEMENT BETWEEN EMU AND THE EMU POLICE OFFICERS LABOR COUNCIL**

Jill Pollock recommended that the Board approve the Collective Bargaining Agreement between Eastern Michigan University and the Eastern Michigan University Police Officers Labor Council and authorize the President and the University's Bargaining Committee to execute the Agreement on behalf of the Board of Regents. The recommendation is based on outcomes of negotiations with the Eastern Michigan University Police Officers Labor Council for a new four-year Collective Bargaining Agreement covering the period July 1, 2002 to June 30, 2006. The proposed Agreement is projected to increase the University's Department of Public Safety Police Officers' compensation costs for fiscal 2002-03 by \$76,883. Pollock reported that the Agreement provides a shift premium increase, 4 percent wage adjustment in 3 of the 4 years of the agreement, improved short term disability benefits; retirement benefit age and service requirement changed from 55 years of age and 15 years of service to 50 years of age and 10 years of service; improved uniform/equipment allowances; and firearms qualifications.

### **TREASURER'S REPORT**

Pat Doyle recommended that the Treasurer's Report for the month of May 2002 be received and placed on file. Doyle reported that as of May 31, 2002 cash and investments totaled \$63,965,323.60 and were invested to return a total annualized yield of 5.083 percent. This is an increase of \$9,248,032.89 over the May 2001 total. Doyle reported that the University's recent investment performance compares favorably with established benchmarks.

### **INTERNAL AUDIT REPORT**

Amy Brown of Andrews, Hooper and Pavlik recommended that the Internal Auditor's activity report for the period March through May 2002 be received and placed on file. Brown stated that the reports for the Parking, University Housing and Financial Aid internal audits have been issued and include findings and corresponding recommendations to improve controls. The recommendations have been discussed with appropriate personnel. Management agrees with the recommendations and is proceeding with actions to implement the recommendations. A report prepared by University management on the status of recommendations made from the previous Ticket Sales and Information Systems internal audits completed in February 2002 is also included with the main report. University management has agreed with the internal auditor's recommendations and has found that all

recommendations have been implemented. In addition, management has reviewed the status of recommendations made from the Parking Office audit, and has found that these have been implemented. Brown also presented the updated internal audit schedule for the period ending September 30, 2002.

### **GRANTS AND CONTRACTS**

Brian Anderson recommended that 112 grants and contracts totaling \$2,302,657 for the period March 1, 2002 through May 31, 2002 be accepted. Anderson reported that 100 percent sponsor-funded grants and contracts in the amount of \$1,341,616 were awarded to the University during the reporting period. Grants and contracts that require University cost-sharing and/or in-kind contributions totaled \$961,041. University matching funds in the amount of \$134,747 were allocated for projects awarded during the reporting period for a fiscal year-to-date total of \$354,713 against a base budget of \$361,652. From the Current Proposal/Award Activity and Prior Year Comparison report, Anderson reported that 425 proposals were processed, which is minus 15 from the plan; 342 awards were received, which is an increase of 20 from the plan; the dollar value of awards received was \$13,156,750, which is down \$1,968,250 from the plan. Matching funds committed were \$354,713 which is plus \$23,199 from the plan. Comparing the current fiscal year to date to last fiscal year to date, 52 more proposals were processed; awards received is up 31; however, the dollar value of the awards received is down \$1,536,828. Anderson stated that matching funds committed increased by \$104,249. Anderson stated that the University is going to miss the goal this fiscal year by nearly \$2 million due to slower than expected proposal/grant activity. Anderson reported that the federal budget not being finalized until December delayed several programs, and several US Department of Education programs were delayed. Federal funding for educational grants was revised and delayed in order to implement President Bush's No Child Left Behind initiative. Anderson reported that pending proposals this year have doubled compared to the same period last fiscal year. He expects award activity to increase by early next year due to a large amount of proposals expected to be funded.

### **CONSTRUCTION PROJECTS PROGRESS REPORT**

Aaron Preston recommended that the Construction Projects Progress Report for the period ending June 10, 2002 be received and placed on file. Preston reported that all project expenditures to date are within budget and on schedule. The parking/paving projects are proceeding ahead of schedule. Preston reported that contractor bids are coming in below budget. Preston reported that framing of the University House is 90 percent complete with interior construction in progress. Roofing is 85 percent complete and windows are being installed. Preston stated that the project remains on schedule.

### **ACCOUNTS RECEIVABLE**

John Beaghan recommended that Student Accounts Receivable Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of May 31, 2002 be received and placed on file. Beaghan reported that the Student Accounts Receivable Ratio Analysis shows that the current net receivable of \$7,536,000, which is 6.11 percent of revenue, is down .82 percent from prior year-to-date totals of \$7,261,000 or 6.93 percent of revenue. The report also shows a decrease of .66 percent as

compared to the net receivable five-year average of 6.77 percent. Beaghan reported that student receivables remain on target.

### **2001-02 GENERAL FUND BUDGET STATUS REPORT**

Al Levett recommended that the 2001-02 General Fund Budget Status Report as of May 31, 2002 be received and placed on file. Levett reported that the spring year-to-date enrollment of 558,128 student credit hours is projected to exceed budget by 15,440 student credit hours or 2.8 percent. Accordingly tuition and fee revenues currently exceed the plan by \$2.5 million and are projected to exceed the year's budget by \$3.1 million. Levett reported that the total spending authorization is \$184.7 million and includes the carry-forward account balance of \$5.4 million. As of May 31, 2002 the year-to-date spending level of \$164.6 million is below the operating plan. Savings realized from faculty and staff base salaries exceed the plan, but increased health care benefit costs are expected to offset these savings. Levett reported that the spending level for the full year is expected to be slightly below budget, and a balanced budget will be realized at year-end.

### **INFORMATION AND COMMUNICATIONS TECHNOLOGY STATUS**

Margaret Cline recommended that the ICT status report be received and placed on file. Cline reported that the Banner finance module is expected to go live on July 1. Staff training is currently in progress. Cline reported that funding sources for FY 2002 are expected to exceed plan by \$600,000 due to increased fee revenue resulting from enrollment gains. Expenditures are expected to be \$1.9 million under plan due to delayed hiring of staff and application outlays. Cline reported that a \$3.0 million revenue shortfall is expected in FY 2003. Approval has been received to secure a bridge loan, if necessary. Cline reported that this shortfall will be offset in future years by excess revenue sources. All initiatives are on schedule and within budget. The revised plan reflects \$28,379,638 investment in technology through fiscal year 2006.

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

SECTION: <i>17</i>
DATE: September 24, 2002

**RECOMMENDATION**

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

**ACTION REQUESTED**

It is recommended that the Board of Regents receive and place on file the University's audited 2001-2002 Financial Statements.

**STAFF SUMMARY**

The Financial Statements and Supplementary Information as of June 30, 2002 and 2001 are attached for your review. Representatives from PricewaterhouseCoopers ("PWC") 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. They also reported that there were no disagreements between management and the auditors on the conduct of the audit, and management's accounting judgments and estimates are reasonable.

PWC also reported that there are no findings which they classify as "management recommendations".

Representatives of PWC will attend the Finance Committee meeting to discuss the financial statement highlights.

**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

## MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the Eastern Michigan University ("University") annual financial report presents management's discussion and analysis of the financial performance of the University during the fiscal year ended June 30, 2002. This discussion should be read in conjunction with the accompanying financial statements and footnotes. The financial statements, footnotes and this discussion are the responsibility of University management.

### Using the Annual Financial Report

This annual report consists of financial statements, prepared in accordance with Governmental Accounting Standards Board ("GASB") Statement No. 35, *Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities*. The financial statements prescribed by GASB Statement No.35 (the Statement of Net Assets, Statement of Revenues, Expenses and Changes in Net Assets, and the Statement of Cash Flows) are prepared under the accrual basis of accounting, whereby revenues and assets are recognized when the service is provided and expenses and liabilities are recognized when others provide the service, regardless of when cash is exchanged.

The Statement of Net Assets includes all assets and liabilities. Changes in net assets (the difference between assets and liabilities) are an indicator of the improvement or erosion of the University's financial health when considered with non-financial facts such as enrollment levels and the condition of facilities.

The Statement of Revenues, Expenses and Changes in Net Assets presents the revenues earned and expenses incurred during the year. Activities are reported as either operating or nonoperating. A public University's dependency on State aid and gifts could result in operating deficits because the financial reporting model classifies State appropriations and gifts as nonoperating revenues. The utilization of capital assets is reflected in the financial statements as depreciation, which amortizes the cost of an asset over its expected useful life.

The Statement of Cash Flows presents information related to cash inflows and outflows summarized by operating, noncapital financing, capital financing and related investing activities, and helps measure the ability to meet financial obligations as they mature.

### Financial Activity

The University's financial position improved during the fiscal year ended June 30, 2002 as compared to the previous year as evidenced by:

- The University's current and total assets increased over the prior year by \$11.3 million and \$14.6 million, respectively, most of which is attributed to funds designated for scholarships and instructional instrumentation, along with bond proceeds which will be invested in campus improvements.
- Total liabilities increased by \$5 million which is primarily due to increases in long-term bonds, net of retirements.

- The University's net assets increased by \$9.6 million to \$256.4 million, of which \$229.6 million is either invested in capital assets or restricted. Of the remaining \$26.8 million in unrestricted assets, all but \$4.7 million is designated for specific purposes.
- Operating revenues increased by \$22.2 million compared to the prior year. The increases were primarily from student tuition and fees, grants and contracts, financial aid and auxiliary activities.
- The University's operating expenses increased by \$17.8 million, which is consistent with budgeted increases in all functional expense categories.
- State appropriations were the most significant nonoperating revenue, totaling \$87.6 million.
- The operating loss, in addition to other cash requirements (principal and interest payments), totaled \$90 million which was partially funded by State appropriations.

**Eastern Michigan University**  
**Condensed Statements of Net Assets**  
**as of June 30, 2002 and 2001**  
**(in thousands)**

<b>ASSETS</b>	<u><b>2002</b></u>	<u><b>2001</b></u>
Current assets	\$ 97,971	\$ 86,657
Noncurrent assets	301,645	298,374
Total assets	<u>\$ 399,616</u>	<u>\$ 385,031</u>
<b>LIABILITIES</b>		
Current liabilities	\$ 36,467	\$ 35,638
Noncurrent liabilities	106,751	102,575
Total liabilities	<u>\$ 143,218</u>	<u>\$ 138,213</u>
<b>NET ASSETS</b>		
Invested in capital assets, net of related debt	\$ 184,101	\$ 186,495
Restricted, expendable	45,516	37,319
Unrestricted, designated	22,083	19,665
Unrestricted, undesignated	4,698	3,339
Total net assets	<u>\$ 256,398</u>	<u>\$ 246,818</u>

At June 30, 2002, total University assets were \$400 million, compared to \$385 million in fiscal 2001. The University's largest asset is its investment in physical plant of \$289 million at June 30, 2002 compared to \$286 million in fiscal 2001, net of accumulated depreciation.

In fiscal 2002, the University's current assets of \$98 million were sufficient to cover current liabilities of \$36 million (current ratio of 2.73). In fiscal 2001, current assets of \$87 million were sufficient to cover current liabilities of \$36 million (current ratio of 2.42). Cash and cash

equivalents increased by \$13.5 million, primarily due to increased net operating revenue, unspent bond proceeds, and gains on investments.

University liabilities total \$143 million at June 30, 2002 compared to \$138 million in fiscal 2001. Long-term debt of \$104.8 million, consisting of bonds payable, is the largest liability. Total long-term debt increased in fiscal 2002 primarily due to the \$10.3 million in bonds sold to finance a new parking deck and defease higher coupon bonds, net of the retirement of \$5.2 million in long-term bonds.

Total net assets increased by \$9.6 million to \$256 million, primarily due to increased tuition and program fee revenue. Unrestricted net assets total \$26.8 million, 82% of which (\$22.1 million) is designated for ongoing academic and research programs, capital projects and other strategic initiatives.

**Eastern Michigan University**

**Condensed Statements of Revenues, Expenses and Changes in Net Assets  
for the years ended June 30, 2002 and 2001**

(in thousands)

	<u>2002</u>	<u>2001</u>
Total operating revenues	\$ 163,550	\$ 141,371
Total operating expenses	<u>243,414</u>	<u>225,649</u>
Operating loss	(79,864)	(84,278)
Nonoperating revenues (expenses)	<u>89,444</u>	<u>99,073</u>
Total increase in net assets	9,580	14,795
Net assets, beginning of year	<u>246,818</u>	<u>232,023</u>
Net assets, end of year	<u>\$ 256,398</u>	<u>\$ 246,818</u>

The most significant sources of operating revenues for the University are student tuition and fees, grants and contracts, and auxiliary services.

Operating expenditures increased by \$17.8 million primarily due to investment in instructional activities, scholarships and fellowships, and utilities.

Nonoperating revenue decreased by \$10.1 million, the majority of which is related to capital gifts which were enhanced in fiscal 2001 by a significant software contribution.

7.

**Eastern Michigan University**  
**Condensed Statements of Cash Flows**  
**for the years ended June 30, 2002 and 2001**  
**(in thousands)**

	<u>2002</u>	<u>2001</u>
Cash provided/(used) by:		
Operating activities	\$ (63,741)	\$ (74,703)
Noncapital financing activities	90,189	88,084
Capital and related financing activities	(16,146)	(8,362)
Investing activities	<u>3,222</u>	<u>4,490</u>
Net increase in cash	13,524	9,509
Cash and cash equivalents, beginning of year	<u>47,549</u>	<u>38,040</u>
Cash and cash equivalents, end of year	<u>\$ 61,073</u>	<u>\$ 47,549</u>

Major sources of operating cash included student tuition and fees (\$109 million), auxiliary activities (\$34 million), and grants and contracts (\$29 million). The largest uses of operating cash were payments for suppliers and employees (\$199 million) and financial aid (\$29 million). The most significant source of noncapital financing activities cash was State appropriations (\$87 million).

**Credit Ratings**

The University has an "A2" credit rating by Moody's Investors Services, and an "A" credit rating by Standard & Poor's. The highest achievable ratings are "Aaa" and "AAA", respectively. The University's capacity to meet its financial obligations is considered strong based upon these ratings.

**Looking Ahead**

The ability of the University to fulfill its mission and execute its strategic plan is directly influenced by enrollment which increased 3% in 2002 and is projected to increase another 1.2% in 2003. Reliance on State support, although declining, remains an important nonoperating revenue source. Fiscal 2003 State appropriations are expected to remain at fiscal 2002 levels based on the Higher Education Appropriation Bill approved by the Legislature and signed by the Governor. The University is confronted with continued increases in the cost of health care, utilities, compensation and unfunded State and Federal mandates.

Additional challenges include major capital needs, with the highest priorities being modernization of the Pray-Harold Classroom Building, renewal of the Mark Jefferson Science Building and expansion of the McKenny Union. In fiscal 2003, the University plans to invest \$2.4 million in facility renewal, a 100% increase over fiscal 2000 spending.

The continuing strategic planning process, which began in fiscal 2001, resulted in the funding of 54 strategic initiatives. A five year, \$28 million technology renewal plan will be funded primarily through the student technology fee. This initiative includes upgrades to faculty and staff computers, enhanced student computer labs, replacement of the University's network infrastructure and upgrade of all core administrative systems (student, financial aid, human resources/payroll, finance and alumni/development). On July 1, 2002, the finance module of the new system became operational. Implementation dates for the remaining modules are scheduled throughout 2003 and 2004. These projects are currently on time and on budget.

A new Vice President for Advancement and Executive Director of the Eastern Michigan University Foundation joined the President's Cabinet on July 1, 2002, with an invigorated emphasis on increasing private support.

Academic and administrative program reviews have resulted in placing increased emphasis on the Honors Program, a new Ph.D. in Technology, and reorganization of the Institutional Research function under a new senior executive for strategic planning and continuous improvement. Ongoing initiatives have led to cost containment, benchmarking with peers, expansion of corporate and continuing education, and distance learning opportunities. Assessment strategies are being refined to help measure our performance in these and many other areas resulting in opportunities to reallocate resources and expand offerings, while enhancing revenues and containing costs.

Eastern Michigan University continues to be well positioned for the future, both academically and financially.

6

**Eastern Michigan University  
Audit Observations and Management Responses  
Year Ended June 30, 2002**

**1) Formalize procedure regarding unclaimed payroll checks**

The University administration should formalize its procedure for handling unclaimed payroll checks. Currently, Department Heads are responsible for distributing checks to their staff and returning unclaimed checks to the Payroll Department. We noted instances where unclaimed payroll checks were not being returned to the Payroll Department in a timely manner. Unclaimed payroll check could be subject to theft. We recommend that a formalized procedure for the handling of unclaimed payroll checks be developed and disseminated.

Management's response: We agree. A formal procedure for the handling of unclaimed checks has been developed and distributed to all Department Heads and support staff involved in the check distribution process.

**2) Workers' Compensation Payment Records**

During testing of workers' compensation it was noted that the records of two claimants were not fully reconciled between University records and the third party administrator. There is risk of inaccurate payments to claimants if the costs are not fully reconciled. We recommend that a payment log be kept and reconciled for all claimants to ensure payments support legitimate claims. In addition, it is recommended that historical paid losses, case reserves and claim counts be reviewed using claim extracts to evaluate ultimate costs and trends of workers' compensation.

Management's response: We agree. Existing monthly reconciliation procedures have been enhanced via additional analysis and reconciliation of internal payment logs with third party administrator loss runs. Any and all variances are reconciled on a timely basis. All payments are fully supported and comply with workers' disability compensation rules and University policies and procedures. Additionally, we agree with the recommendation and have implemented a system to evaluate ultimate costs and trends of workers' compensation.

**Eastern Michigan University  
Audit Observations and Management Responses  
Year Ended June 30, 2001**

**1) Personnel Action Form (PAF) Processing**

PAF's are used by the University to document changes in employees' personnel records (e.g. pay rate, account codes, employment status, etc). PAF changes are made by the employing department or Human Resources. We noted instances where delays occurred between when the status of an employee had changed and when the PAF was completed by employing departments and forwarded to Human Resources for processing. This time delay creates the potential for payroll expense adjustments, retroactive pay to employees, and terminations not being handled in a timely manner. We recommend that the University reinforce existing procedures where departments are required to turn in PAFs on a timely basis, or, have these forms signed off with an explanation by the Department Head when the established procedures are not adhered to.

Management's response: We agree. The University has taken several steps to make this and other PAF related processes more effective and efficient. The hiring process for administrative professional and professional technical staff has been redesigned, eliminating much of the paperwork previously required. The Human Resources function has been reorganized, with Academic Human Resources now in the Academic Affairs Division, and the remaining Human Resources function in the Business and Finance Division, resulting in processing efficiencies. Also, the impending implementation of SCT's Banner Human Resources/Payroll module in January 2003 will provide online, real-time PAF processing capability that will provide additional efficiencies.

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

SECTION: . . . / 8
DATE: September 24, 2002

**RECOMMENDATION**

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

**ACTION REQUESTED**

It is recommended that the Board of Regents receive and place on file the OMB Circular A-133 Supplementary Financial Reports for the Year Ended June 30, 2002.

**STAFF SUMMARY**

The report includes an independent auditors' report on compliance with requirements applicable to the University's Federal awards programs. The report states that the University complied, in all material respects, with the requirements governing its major Federal Awards Programs for the year ended June 30, 2002.

PricewaterhouseCoopers (PWC), independent public accountants, reported in the Schedule of Findings and Questioned Costs that there were no findings. PWC will make a report to the Board at the September 24<sup>th</sup> Finance Committee meeting.

**FISCAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

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

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**University Executive Officer**

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**Date**



**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 19
DATE: September 24, 2002

**RECOMMENDATION**

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

**ACTION REQUESTED**

It is recommended that the 2001-02 General Fund Budget Management Report be accepted and placed on file, and that the funding authorization in the amount of \$6,021,808 be approved for outstanding obligations, commitments, encumbrances and provisions.

**STAFF SUMMARY**

The approved FY2002 General Fund budget included net revenues of \$178,496,863 plus authorized allocation of fund balance for outstanding obligations, commitments, encumbrances and provisions of \$5,387,673 for a total funding source of \$183,884,537. Actual revenues plus approved allocation of fund balances for the year of \$186,264,715 exceeded the plan by \$2,380,178.

The approved FY 2002 General Fund expenditure budget was \$183,862,159. Actual expenditures of \$178,884,112 were \$4,978,047 below authorization.

Revenues (exclusive of allocated fund balance carryover for outstanding obligations, commitments, encumbrances and provisions) exceeded expenditures by \$1,992,928; the amount by which the General Fund balance increased over the June 20,2001 balance.

**FISCAL IMPLICATIONS**

The unallocated General Fund balance increased from \$3,339,277 to \$4,698,070, an increase of \$1,358,792.

**ADMINISTRATIVE RECOMMENDATION**

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

University Executive Officer

Date

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The following is a summary of the highlights of the 2001-02 Budget Management Report:

- 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, increasing the fund balance to \$10.7 million.
- Of this fund balance, \$6.0 million has been encumbered, allocated or otherwise committed resulting in a unallocated/unencumbered balance of \$4.7 million, an increase of \$1.36 million over the prior year.
- General fund revenues, less the allowance for uncollectable tuition and fees, exceeded budget by \$2.38 million – a direct result of enrollment gains.
- State appropriations totaled \$87,637 million.
- Student credit-hour enrollment of 558,264 exceeded plan by 15,576 credit hours or 2.9 percent. When compared to the prior year enrollment, credit hour enrollments increased 16,796 or 3.1 percent.
- Tuition and fees, including Continuing Education program fee revenues, exceeded plan by \$2.4 million, or 2.9%, consistent with student credit hour enrollments.
- Indirect Cost Recovery (ICR) exceeded the plan by \$324,000 or 43.8 percent. ICR for administration of Charter Schools accounted for the majority of this increase.
- Expenditures and transfers of \$178.9 million were below authorization by \$5.0 million.
- Personal service expenditures, including student help and fringe benefits, totaled \$129.54 million, representing 72.47% of general fund operations.
- Direct fringe benefits for faculty and staff totaled \$28.8 million or 30.8% of staff and faculty salaries.
- Health care and dental costs were contained during the year. This reflects the continuing migration of staff from HMO's and traditional Blue Cross to the Community Blue PPO. As a result, total fringe benefit costs ran \$668,000 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.

OUTCOME:

Enrollment growth, coupled with cost-containment initiatives, contributed to the \$1.99 million increase in the fund balance.

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**General Fund  
2001-02 Budget Management Report  
Fund Balance Reconciliation**

**Revenue**

Total Authorization	\$183,884,537	
Total Actual/Available	\$186,264,715	
Excess Actual/Available		<u>\$2,380,178</u>

**Expenditures**

Total Authorization	\$183,862,159	
Total Actual/Spent	\$178,884,112	
Underspent Authorization to Actual		<u>\$4,978,047</u>
Plan to Actual Variance		<u>\$7,358,225    \$7,358,225</u>

**Fund Balance Reconciliation**

Fund Balance 6/30/01	\$8,726,950	
Less: Authority to Spend Prior Year Balances	(\$5,387,673)	
6/30/01 Uncommitted Available Balance		<u>\$3,339,277    \$3,339,277</u>
Sub-Total Fund Balance	\$10,697,502	
Plus: Net Operating Plan Balance	\$22,377	
Fund Balance 6/30/02		<u><u>\$10,719,879</u></u>

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EASTERN MICHIGAN UNIVERSITY  
2001-02 BUDGET MANAGEMENT REPORT  
GENERAL FUND  
TUITION SUMMARY

	2001-02 <u>Original**</u> <u>Budget</u>	2001-02 <u>Actual</u>	<u>Variance</u>	<u>Percentage</u>
<b>ENROLLMENT (FYES)*</b>				
Academic Departments:				
Undergraduate	14,345	14,976	631	
Graduate	<u>1,873</u>	<u>1,736</u>	<u>(137)</u>	
<b>TOTAL</b>	16,218	16,712	494	
Continuing Education:				
Undergraduate	1146	1104	(42)	
Graduate	<u>823</u>	<u>788</u>	<u>(35)</u>	
<b>TOTAL</b>	1,969	1,892	-77	
<b>UNIVERSITY TOTAL</b>	<u>18,187</u>	<u>18,604</u>	<u>417</u>	
<b>STUDENT CREDIT HOURS</b>				
Academic Departments:	487,688	505,228	17,540	
Continuing Education	55,000	53,036	(1,964)	
Total Student Credit Hours	<u>542,688</u>	<u>558,264</u>	<u>15,576</u>	<u>2.9%</u>
<b>REVENUES (\$)</b>				
Tuition Academic Departments	\$67,509,021	\$70,427,589	\$2,918,568	
Program Fees	\$3,768,000	\$3,835,593	\$67,593	
Registration Fees	<u>\$2,523,240</u>	<u>\$2,546,900</u>	<u>\$23,660</u>	
Total Academic Tuition and Fees	\$73,800,261	\$76,810,082	\$3,009,821	
Tuition - Continuing Education	\$8,812,922	\$8,496,718	(\$316,204)	
Program Fees	<u>\$2,022,350</u>	<u>\$1,824,390</u>	<u>(\$197,960)</u>	
Total Continuing Education Tuition	\$10,835,272	\$10,321,108	(\$514,164)	
Total Tuition and Fee Revenue	<u>\$84,635,533</u>	<u>\$87,131,190</u>	<u>\$2,495,657</u>	
Less Allowance	<u>(853,079)</u>	<u>(919,446)</u>	<u>(66,367)</u>	
<b>TOTAL</b>	<u>\$83,782,454</u>	<u>\$86,211,744</u>	<u>\$2,429,290</u>	<u>2.90%</u>

\*Enrollments by Course Level (Tuition rates are applied by course level.)  
\*\* 2002-03 Enrollment Plan(Budget Plan)

EASTERN MI AN UNIVERSITY  
 2001-02 BUDGET MANAGEMENT REPORT  
 GENERAL FUND REVENUE SUMMARY  
 POST CLOSE

	APPROVED BUDGET	ACTUAL	VARIANCE
STATE APPROPRIATION	\$87,637,200	\$87,637,200	\$0
TUITION & REGISTRATION FEES	\$70,032,261	\$72,974,489	\$2,942,228
PROGRAM FEES	\$3,768,000	\$3,835,593	\$67,593
TUITION-CONTINUING EDUCATION	\$8,712,922	\$8,201,543	(\$511,379)
PROGRAM FEES-CONT. EDUCATION	\$2,022,350	\$1,824,390	(\$197,960)
MASCO MBA	\$100,000	\$295,175	\$195,175
STUDENT FEES-SPECIAL PURPOSE	\$2,912,000	\$3,177,804	\$265,804
GENERAL FEE-FINANCIAL AID	\$457,720	\$457,720	\$0
APPLICATION FEES	\$430,000	\$467,838	\$37,838
FEDERAL CONTRACTS & GRANTS	\$190,000	\$202,088	\$12,088
INVESTMENT INCOME	\$926,996	\$928,228	\$1,232
INDIRECT COST RECOVERY	\$740,000	\$1,063,877	\$323,877
McKENNY/LEASES	\$526,994	\$607,198	\$80,204
MISC INCOME	\$233,000	\$123,345	(\$109,655)
TRANSFERS/OPERATIONS	\$660,500	\$0	(\$660,500)
=====			
GENERAL REVENUES	\$179,349,943	\$181,796,488	\$2,446,545
=====			
LESS:TUITION ALLOWANCE	(\$853,079)	(\$919,446)	(\$66,367)
=====			
TOTAL FUNDING	\$178,496,864	\$180,877,042	\$2,380,178
=====			
=====			

5.

EASTERN MICHIGAN UNIVERSITY  
2001-02 BUDGET MANAGEMENT REPORT  
OBJECT SUMMARY GENERAL FUND ALL ACCOUNTS - POST CLOSE

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OBJECT CATEGORY	2000-01 Expense	APPROVED BUDGET	REVISED BUDGET	2001-02 Expense
1010 Ranked Faculty-Fall/Winter	36,724,134	42,740,479	38,034,933	38,209,324
1020 Ranked Faculty-Summer	1,854,527	1,559,988	1,566,811	1,856,209
1030 Ranked Faculty-Spring	3,274,637	3,239,842	3,323,027	3,376,304
1050 Ranked Faculty-Supplemental Fall	561,017	1,611,250	1,707,143	582,532
1080 Ranked Faculty-Sabbaticals	796,180	676,783	667,601	721,210
TOTAL SUM OF FACULTY	<u>43,210,495</u>	<u>49,828,342</u>	<u>45,299,515</u>	<u>44,745,579</u>
1100 Lecturers	4,439,875	2,945,037	5,099,374	3,604,685
1120 Lecturers 100% F/W	3,103,128	3,207,153	2,832,073	4,105,983
TOTAL SUM OF LECTURER	<u>7,543,003</u>	<u>6,152,190</u>	<u>7,931,447</u>	<u>7,710,668</u>
SUM OF FACULTY & LECTURERS	<u>50,753,498</u>	<u>55,980,532</u>	<u>53,230,962</u>	<u>52,456,247</u>
1210 A/P 10 & Above(NBF)	11,893,170	13,064,649	13,531,547	13,143,560
1220 A/P 09 & Below(NBF)	1,988,628	2,142,766	2,223,554	2,132,223
1230 Prof/Technical (UAW)	8,596,505	9,374,241	9,796,663	9,612,142
1240 Athletic Coaches	1,069,173	1,116,782	1,113,464	1,183,558
1250 Police Officers	550,811	537,824	535,577	581,517
1260 Police Sergeants	91,997	120,464	120,464	162,386
SUM OF ADMIN/PROF STAFF	<u>24,190,284</u>	<u>26,356,726</u>	<u>27,321,269</u>	<u>26,815,386</u>
1280 Clerical/Sec(UAW)	7,065,035	7,277,375	7,274,704	7,301,984
1290 Conf. Clerical(NBF)	320,747	486,598	486,598	453,219
1310 Maintenance (AFSME)	3,559,388	4,201,844	4,191,144	4,013,176
SUM OF SUPPORT STAFF	<u>10,945,170</u>	<u>11,965,817</u>	<u>11,952,446</u>	<u>11,768,379</u>
1340 Overtime/Shift	752,288	447,263	729,918	790,850
1350 Temporary	479,801	349,890	454,363	581,423
1360 Misc Pers. Scvs.	91,594	210,097	236,838	132,292
1361 Longevity	369,369	362,075	368,222	335,101
1363 Honorariums	706,254	199,775	433,757	603,501
1375 Uniform Allowance	8,425	38,145	0	10,300
SUM OF OT/TEMP/MISC. P.S.	<u>2,407,731</u>	<u>1,607,245</u>	<u>2,223,098</u>	<u>2,453,467</u>
TOTAL SUM OF PERSONAL SVS	<u>88,296,683</u>	<u>95,910,320</u>	<u>94,727,775</u>	<u>93,493,479</u>
1400 Graduate Assistant	2,431,637	2,494,239	2,633,876	2,474,830
1403 Doctoral Fellowships	71,231	196,518	203,055	182,719
1415 Student Help - CWSP	233,634	414,864	416,954	315,595
1420 Reg. Student Help	2,918,097	2,797,234	3,057,034	3,123,931
TOTAL SUM OF STUDENTS	<u>5,654,599</u>	<u>5,902,855</u>	<u>6,310,919</u>	<u>6,097,075</u>
2100 Fringe Bene.-Indir.	1,066,578	1,168,278	1,192,157	1,245,991
2500 Fringe Bene.-Dir.	26,760,244	29,467,137	29,467,481	28,798,949
SUM OF FRINGE BENEFITS	<u>27,826,822</u>	<u>30,635,415</u>	<u>30,659,638</u>	<u>30,044,940</u>
3000 Supp. Serv. & Mater.	19,264,954	18,464,313	23,739,028	18,679,245
3600 Utilities	3,621,426	5,274,820	5,379,540	4,593,811
3880 Distribution to EMU Foundation	1,319,927	1,563,000	1,563,000	1,563,000
4000 Travel	2,320,282	2,325,182	2,525,423	2,484,466
5000 Equip/Capital Outlay	980,855	1,552,028	2,835,231	1,184,492
5300 Library Acquisitions	1,624,218	2,123,099	1,656,923	1,635,964
7000 Student Fin. Aid	6,817,496	7,442,924	7,534,335	7,698,611
Michigan Indian Tuition	139,655	125,000	125,000	175,812
GA Tuition Reimbursement	1,840,767	2,333,230	2,347,540	2,203,895
N/R Tuition Differentials	1,213,886	1,351,891	1,450,242	1,590,399
8000 Recharge	(\$1,319,249)	(\$1,488,012)	(\$1,488,012)	(\$1,404,696)
SUM OF OPERATING EXPENSE	<u>37,824,217</u>	<u>41,067,475</u>	<u>47,668,250</u>	<u>40,404,999</u>

60

EASTERN MICHIGAN UNIVERSITY  
2001-02 BUDGET MANAGEMENT REPORT  
OBJECT SUMMARY GENERAL FUND ALL ACCOUNTS

OBJECT CATEGORY	2000-01 Expense	APPROVED BUDGET	REVISED BUDGET	2001-02 Expense
9613 Transfer - General Fee	(1,234,757)	(204,694)	(1,120,588)	(1,120,588)
9800 Mandatory Transfers	35,210	0	(171,338)	6,503
9840 Mt-Debt Service	2,616,725	2,411,431	2,579,936	2,582,779
9880 MT-Matching Funds	228,157	384,652	545,691	279,857
9900 Non-Mandatory Transfers, Other	203,608	247,629	(2,456,534)	1,754,935
9933 Convocation Center Support	1,048,281	1,031,403	1,034,731	1,034,731
9937 NMT-Facilities/Plant	3,485,255	728,000	3,723,679	3,779,446
9993 NMT-ICR Redistribution	491,262	360,000	360,000	525,956
SUM OF TRANSFERS	<u>6,873,741</u>	<u>4,958,421</u>	<u>4,495,577</u>	<u>8,843,619</u>
OPERATING BUDGET	<u>166,476,062</u>	<u>178,474,486</u>	<u>183,862,159</u>	<u>178,884,112</u>
Budget (Exp.) Incr. Between Year				12,408,050
% Increase Over Prior Year (1)				
Total Expenditures				7.45%
Personal Services				5.89%
PERCENTAGE OF TOTAL				
Personal Services	53.04%	53.74%	51.52%	52.26%
Student Help	3.40%	3.31%	3.43%	3.41%
Fringe Benefits	16.72%	17.17%	16.68%	16.80%
TOTAL COMPENSATION	<u>73.15%</u>	<u>74.21%</u>	<u>71.63%</u>	<u>72.47%</u>
% Dir. Benefits of Personal SVS.	<u>30.31%</u>	<u>30.72%</u>	<u>31.11%</u>	<u>30.80%</u>
*ABR 3000 Bad Debt Expense	743,662	853,079	853,079	919,446
Total Expenditures	<u>\$167,219,724</u>	<u>\$179,327,565</u>	<u>\$184,715,238</u>	<u>\$179,803,558</u>

7.

**EASTERN MICHIGAN UNIVERSITY**  
**2001-02**  
**BUDGET MANAGEMENT REPORT**  
**POSITION CONTROL SUMMARY**  
**(FULL-TIME EQUIVALENCIES)**

<b>ABR</b>	<b>2000-01 UTILIZATION</b>	<b>2001-02 BUDGET</b>	<b>2001-02 UTILIZATION</b>
1010 RANKED FACULTY FALL/WINTER	604.03	709.63	615.52
1020 RANKED FACULTY SUMMER	43.37	30.44	28.86
1030 RANKED FACULTY SPRING	60.68	58.77	50.01
1040 RANKED FACULTY SUPPLEMENTAL (CE)	40.58	61.03	54.99
1080 SABBATICALS	13.85	10.50	10.00
1100 LECTURERS*	112.09	86.75	115.04
1110 LECTURERS (CE)	50.89	31.98	50.65
1120 LECTURERS 100% F/W	121.42	94.00	121.58
<b>TOTAL - FACULTY</b>	<b>1,046.91</b>	<b>1,083.10</b>	<b>1,046.65</b>
1210 ADMIN/PROF NBF AP10 & ABOVE	139.53	154.67	157.22
1220 ADMIN/PROF NBF AP09 & BELOW	40.44	47.80	41.53
1230 PROFESSIONAL/TECHNICAL (UAW)*	235.91	248.54	235.65
1240 ATHLETIC COACHES	30.22	32.00	30.47
1250 POLICE OFFICERS	13.49	14.00	13.70
1260 POLICE SERGEANTS	1.82	2.50	2.50
<b>TOTAL - ADMIN/PROF/STAFF</b>	<b>461.41</b>	<b>499.51</b>	<b>481.07</b>
1280 CLERICAL/SECRETARIAL (UAW)	278.15	292.40	273.55
1290 CONFIDENTIAL CLERICAL NBF	9.78	15.00	13.40
1310 MAINTENANCE (AFSCME)	121.29	149.50	128.72
<b>TOTAL - SUPPORT STAFF</b>	<b>409.22</b>	<b>456.90</b>	<b>415.67</b>
<b>SUBTOTAL - STAFF</b>	<b>870.63</b>	<b>956.41</b>	<b>896.74</b>
1400 GRADUATE ASSISTANT	129.04	122.88	125.49
1403 DOCTORAL FELLOWSHIPS	2.06	7.00	6.11
1415 STUDENT HELP - CWSP	17.40	41.49	22.10
1420 REGULAR STUDENT HELP	209.36	243.57	218.42
<b>TOTAL - STUDENT HELP</b>	<b>357.86</b>	<b>414.94</b>	<b>372.12</b>
<b>TOTAL - EMPLOYMENT</b>	<b>2,275.40</b>	<b>2,454.45</b>	<b>2,315.51</b>

\*15 non-teaching Lecturers converted to Professional/Technical staff in FY02.



EASTERN MICHIGAN UNIVERSITY  
ANALYSIS OF STAFF BENEFITS  
GENERAL FUND

	1999-00	1999-00	2000-01	2000-01	2000-01	2001-02	2001-02
	Budget	Expense	Budget	Expense	Budget	Expense	Expense
Salaries	\$85,273,959	\$84,560,805	\$88,842,134	\$88,309,531	\$95,910,320	\$93,493,479	
<b>BENEFITS</b>							
Annual Leave Accrual	251,228	352,084	370,332	351,554	325,139	414,039	
Sick Leave Provision	285,000	285,000	285,000	285,000	285,000	285,000	
Tuition Refund	279,477	231,241	279,477	242,430	250,000	302,956	
Medicare Refund	85,000	38,339	600	573	125,300	50,838	
Employee Parking	135,660	146,050	135,660	147,300	141,660	151,980	
Employee Assistance Program	0	16,200	42,336	39,721	41,179	41,179	
<b>(2100) TOTAL - INDIRECT</b>	<b>\$1,036,365</b>	<b>\$1,068,914</b>	<b>\$1,113,405</b>	<b>\$1,066,578</b>	<b>\$1,168,278</b>	<b>\$1,245,991</b>	
FICA (OASDHI)	6,550,000	6,270,222	6,766,053	6,328,082	7,214,000	6,991,830	
TIAA/CREF	5,500,000	5,876,416	6,115,389	5,965,078	6,690,000	6,769,427	
MPERS	3,100,000	3,499,892	4,583,700	3,974,533	4,276,000	4,022,847	
Group Health Insurance	7,993,997	8,122,677	8,236,401	8,181,796	8,673,137	8,462,717	
Dental Insurance	900,000	1,147,798	1,126,998	935,249	1,202,000	969,376	
Group Life Insurance	500,000	395,612	424,216	604,608	500,000	629,445	
Long Term Disability	330,000	151,884	218,960	298,807	262,000	432,627	
Short Term Disability	20,000	52,941	62,092	59,304	50,000	68,962	
Workers Comp Insurance	650,000	785,482	350,373	390,750	500,000	417,087	
Unemployment Insurance	165,000	46,481	57,850	25,975	100,000	34,631	
<b>(2500) TOTAL - DIRECT</b>	<b>\$25,708,997</b>	<b>\$26,349,405</b>	<b>\$27,942,032</b>	<b>\$26,764,182</b>	<b>\$29,467,137</b>	<b>\$28,798,949</b>	
Total Direct as a % of Salaries	30.15%	31.16%	31.45%	30.31%	30.72%	30.80%	
Total Direct % Increase	10.89%	13.65%	6.04%	1.57%	5.46%	7.60%	

GENERAL FUND  
2001-02 BUDGET MANAGEMENT REPORT  
SUMMARY OF FUND BALANCE AND  
ACCOUNT BALANCES  
6/30/02  
Post Close

9.

Fund Balances (Per Financial Statements)

General Fund Balance 6/30/01		\$8,726,950
2000-01 Revenues	\$181,796,488	
2000-01 Expenditures and Transfers	(\$179,803,560)	
Increase in Fund Balance		<u>\$1,992,928</u>
General Fund Balance 6/30/02		\$10,719,878

Account Balances 6/30/02

Continuing Education		\$577,083
MASCO MBA Balance		\$67,497
Divisional Carry Forwards		\$2,684,540
Academic Affairs	\$1,297,048	
Advancement/Foundation	\$51,085	
Business & Finance	\$244,128	
Enrollment Services	\$91,114	
Info. & Communic. Tech	\$271,362	
University Marketing	\$63,042	
President	\$83,811	
Student Affairs	\$155,920	
University Relations	\$427,030	
Line Item Projects		\$679,258
General Fee Accounts	\$83,442	
MLK Fellowships	\$115,331	
Approved Projects	\$480,485	
Athletics balance		\$9,120
Academic Faculty Balances		\$371,199
Research Excellence		\$56,517
Encumbered Balances*		\$1,576,594
<b>Sub-Total Account Balances</b>		<u>\$6,021,808</u>

<b>Unallocated Balance 6/30/02</b>		<u>\$4,698,070</u>
<b>Increase in Unallocated Balance</b>		<u>\$1,358,793</u>

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 20
DATE: September 24, 2002

**RECOMMENDATION**

**REPORT: 2001-02 GENERAL FEE**

**ACTION REQUESTED**

It is recommended that the 2001-02 General Fee Report be accepted and placed on file.

**STAFF SUMMARY**

The Board of Regents annually approve the designation of General Fee revenues for specified commitments. For FY 2002, the general fee was assessed at \$20.00 per student credit hour.

Based upon planned enrollments of 542,688 student credit hours, the planned gross revenues amounted to \$10.8 million. Actual gross revenues amounted to \$11.1 million, exceeding the plan by \$272,235 on recorded enrollments of 558,264 student credit hours.

The planned net revenues (revenue net of uncollectables and financial aid commitments) to be distributed amounted to \$10.5 million, excluding authorized carryover amounts. Actual net revenues distributed amounted to \$11.03 million which included the carry-over of \$782,492 in balances from the prior year.

Also included is a budget to actual summary of the Technology Fee. A separate report on the Technology Plan can be found in Section 6.

**FISCAL IMPLICATIONS**

During FY 2002 expenditures and commitments of General Fee revenues totaled \$11,028,120.

**ADMINISTRATIVE RECOMMENDATION**

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

University Executive Officer

Date

/ i

Eastern Michigan University  
2001-02 GENERAL FEE REPORT  
 June 30, 2002

**2001-02 General Fee Plan**

The approved General Fee revenue schedule was based upon the planned enrollment of 542,688 student credit hours, providing Gross Revenues of \$10,829,760. Revenues were discounted by 1% to account for uncollectible fees, and by 0.7% for the refund of student withdrawals. In addition, the fees paid as a portion of the scholarships and grants-in-aid were funded by General Fee revenues. Detail of the planned Net Revenues to be distributed is summarized below:

	Student Credit Hours (SCH)	Dollars At \$20 Per SCH
Total Student Credit Hour (SCH) Forecast	542,688	\$10,853,760
Less: Correspondence -	(1,200)	(24,000)
Gross Revenue Generating SCH	541,488	\$10,829,760
Less:		
Provision For Uncollectible Fees (1%)	(5,415)	\$(108,300)
Refunds For Student Withdrawals (0.7%)	(3,790)	(75,800)
Net Revenue Generating SCH	532,283	\$10,645,660
Less: Fees Paid For Scholarships/Grants-In-Aid		\$(457,740)
General Fee Revenue Plan		\$10,187,920

**2001-02 Actual General Fee**

⇒ Gross General Fee Revenue estimate based on the original enrollment assumption of 542,688 SCH was established in the original budget \$10,829,760. Net of uncollectible fees and financial aid awards, the General Fee Revenue Plan was \$10,187,920. Actual 2001-02 enrollments and SCH generated \$11,102,000 in Gross Revenue and \$10,533,260 net of uncollectible fees and financial aid awards (3.4% over the planned amount). The actual funding has been distributed to holding accounts in the designated fund as detailed in the box below.

General Fee Revenue of \$10,533,260 (based on 558,264 SCH) combined with 2000-01 carryover balances of \$782,492, resulted in total funds of \$11,315,752 available for distribution. Total funds distributed during 2001-02 were \$11,028,120, resulting in a 2001-02 carryover balance of \$287,632 (primarily General Fee Reserve funds of \$282,715).

**General Fee Summary**

	2001-02 Plan Authorization	2001-02 Available General Fee Funding			Actual Fee Distributed	2001-02 Carryover
		Actual Fee Revenue	2000-01 Fee Carryover	Total Available		
Health	\$1,085,015	\$1,121,792	\$0	\$1,121,792	\$(1,121,792)	\$0
Facilities	2,142,576	2,255,019	0	2,255,019	(2,255,019)	0
Athletics	1,545,663	1,598,106	0	1,598,106	(1,598,106)	0
Student Govt.	183,383	189,599	0	189,599	(189,599)	0
Performing Arts	183,383	189,599	318	189,917	(185,000)	4,917
Technology	0	0	659,032	659,032	(659,032)	0
Student Activities	534,866	552,996	0	552,996	(552,996)	0
Debt Service	3,554,103	3,634,756	0	3,634,756	(3,634,756)	0
Student Services	665,339	687,822	0	687,822	(687,822)	0
General Fee Reserve	293,592	303,571	123,142	426,713	(143,998)	282,715
Total General Fee Revenue	\$10,187,920	\$10,533,260	\$782,492	\$11,315,752	\$(11,028,120)	\$287,632

**EASTERN MICHIGAN UNIVERSITY <sup>TM</sup>**  
**General Fee Report for Fiscal Year 2001-2002**  
**University Health Services**

The University contributes a portion of University Health Services' (UHS) operating budget through a percentage of the general fee allocation, with the balance generated by fees-for-service. The 2001-2002 general fee budget was \$1,085,015. Because of the increase in general fee collected, there was a total of \$1,121,792 distributed to Health Services. The credit hour fees accounted for approximately 51 percent of the revenue. Revenues generated by fees-for-service were \$1,093,952 or 49 percent of the revenue for 2001-2002. UHS ended the 2001-2002 fiscal year with a surplus of \$98,669 added to fund balance after final close.

The actual distribution of general fee revenues for University Health Services:

Health Service-General Clinic	27.80%
Health Service-Primary Care	37.20%
Health Service-Nursing Service	7.42%
Health Service-Health Education	14.45%
Health Service-Laboratory	1.76%
Health Service-Pharmacy	2.28%
Health Service-X-Ray	3.99%
Health Service-Specialty Clinics	<u>5.10%</u>
	100.00%

Eastern Michigan University  
2002 FISCAL YEAR GENERAL FEE REPORT  
Facilities And Debt Service

<b>Summary Of Total Division General Fee</b>		
	<u>Plan</u>	<u>Actual</u>
<b><u>Source Of Funds -- General Fee Allocation</u></b>		
Facilities Projects	\$2,142,576	\$2,255,019
Debt Service	3,554,103	3,634,756
Total General Fee Allocation	<u>\$5,696,679</u>	<u>\$5,889,775</u>
<b><u>Use Of Funds -- Disbursement From GF Account</u></b>		
Asset Preservation Projects	\$2,142,576	\$2,254,256
Debt Service	3,477,301	3,477,301
Total Uses Of Funding	<u>\$5,619,877</u>	<u>\$5,731,557</u>
General Fee Surplus/(Deficit)	\$76,802	\$158,218

Eastern Michigan University

4.

2002 FISCAL YEAR FACILITIES IMPROVEMENTS

Alexander Re-saturate Roof & Annual Maintenance	\$25,475
Alexander Absorber Rebuild	12,000
Alexander Masonry & Flashing Repairs 2002	15,000
Brown Hall Fire Restoration	45,000
Campus Cooling Tower repair	38,000
Campus Parking Expansion 2002	6,644,000
Campus Preventive Maintenance Vibration Analysis HVAC equip.	41,500
Campus Relamp Lecture Halls and High Lights	38,215
Campus Sidewalk Repairs 2002	30,500
Campus Water Main Repairs 2002	15,000
Campus ADA Projects	10,000
Campus Utility Metering	43,000
Convocation Center Hall of Fame	56,000
Crew Training Facility	93,000
DC-II Sewer Drainage Repairs	20,000
Digitize Old Blue Prints	35,000
Ford Tuck Point and Seal N. Wall	10,000
Halle Absorber Rebuild 1000 ton machine	13,407
Halle Back up A/C	136,000
Halle Cooling Tower Repairs	10,000
Halle Drainage Improvements	14,000
Halle Emergency Generator Services	20,000
Halle Fire Alarm System	15,000
Halle Restore Interior Surfaces	15,000
Heating Plant Controls, Refractory, ID fan, Pumps,UPS Repairs.	108,000
Housing Door Closers	380,000
Housing Heating System Repairs	160,000
Hover Demolition Old Green House	36,826
Hoyt Elevator	290,157
Hoyt Emporium Phase II	821,600
Hoyt Fire Alarms Systems	188,000
KEEC Roof Repair	15,000
KEEC Siding Repair	35,000
Mark Jefferson Alarm Panel Replacement	80,000
Mark Jefferson Masonry	55,000
Marshall Refurbish Interior Surfaces	10,000
McKenny Roof and Structural Repairs	10,000
New Parking Structure Feasibility	53,000
Olds Outdoor Recreation Improvements	40,500
Olds Stabilize and Repair Masonry Wall	80,000
Owen Masonry Repairs	20,000
Parking & Paving	854,254
Physical Plant Office Redesign	48,321
Pierce 200 Transfer Center	33,845
Pierce Absorber 1 & 2 Rebuilt	12,612
Pierce Carpet Replacement 4th floor	40,000
Pierce Lighting Upgrade	88,100
Pierce Roof Repair Flashing and Tuck-point	45,000
Porter Refurbish Interior Surfaces	12,000
Pray-Harrold A/C Restoration	26,000
Pray-Harrold Elevator Motor Replacement	15,034

Eastern Michigan University

5.

2002 FISCAL YEAR FACILITIES IMPROVEMENTS

Pray-Harrold Elevator Repairs	53,000
Pray-Harrold Modernization Program Statement	58,747
Quirk Steam Damage Repairs	12,397
Quirk Theatre Roof Replacement	40,000
Quirk Window Replacement Wide Side	40,000
Rackham Asbestos Survey	25,000
Rackham Heating Repairs	15,000
Rackham Replace Fire Alarms System	100,000
Roosevelt A/C Units Repairs	43,500
Roosevelt Hall Staff & Command Relocation	50,319
Roosevelt Lighting Upgrade	150,000
Roosevelt Steam Trap Repair	13,000
Rynearson Locker Room Refurbish	10,000
Rynearson Refurbish Interior Surfaces	21,000
Rynearson Repair Erosion & Repair Cement Steps & Walls	30,000
Sill Floor Tile	12,500
Sill Lighting Upgrade	193,200
Sill Roof Repairs	65,000
Stair Tower Repair	65,000
Student Tech Services Feasibility	10,000
Tunnel Lighting Replacement	115,000
Welch Computer Controls	30,156
Welch Reheat Boxes Installation	44,000
Welch Sub Basement Clean Up	25,000
Projects Under \$10,000	53,230

Total Projects	\$12,228,395
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Summary Of Funding Sources & Project Uses	
Total Projects	\$12,228,395
<b>Sources Of Funding</b>	
Bond Proceeds	\$6,644,000
General Fee	2,255,019
Auxiliary Maintenance Reserve	1,955,257
Parking Reserve	972,254
General Fund -- Asset Preservation	600,000
Departmental General Fund Budgets	281,485
Insurance Proceeds	12,397
Total Sources Of Funding	<u>\$12,720,412</u>
Carryover Funding For Fiscal Year 2003	\$492,017



6.

**EASTERN MICHIGAN UNIVERSITY <sup>TM</sup>**  
**General Fee Report for Fiscal Year 2000-2001**  
**Student Government and Women's Center**

**Overview**

The general fee budget for Student Government for 2001-2002 was \$183,383. The general fee earned and distributed to Student Government a total of \$189,598. Student Government received an additional \$30,000 funding from student services general fee for a total of \$219,598 in funding. Student Government was approved to spend \$14,509 from fund Balance and actually spent \$8,519. Open commitments totaled \$697. Out of the total distributed \$228,814, Student Government allocated \$27,757 to the Women's Center. Student Government has a fund balance of \$66,032 at 6/30/02.

Attached are the actual expenses including open commitments for Student Government and the Women's Center.

**Women's Center- Overview and Explanatory Notes**

Overview

The 2001-02 general fee allocations to the Women's Center were \$27,757. This allocation provided the Women's Center with a student coordinator and four student staff positions, as well as a budget to offer various programs for the campus community. Women's Center sponsored forty programs during 2001-2002. Some of the programs sponsored by the general fee allocation include: Rape Prevention, In Our Own Words, Sisters, Playing it Safe, Breast Cancer Awareness, Beyond the Dream, Don't Throw Stones, Take Back the Night, Vagina Monologues, and Woman of Excellence Scholarship.

**Student Government Explanatory Notes**

Payroll

Payroll expenses/ benefits are for the President, Vice President, Treasurer, Office Manager, Office Assistants, R.E.A.C.T. Director, R.E.A.C.T. Client Advisers, Senate Clerk, and Senate Parliamentarian.

Business and Finance (Student Organization Support)

Business and Finance provided \$66,532 to more than 78 student organizations on campus. This was an increase of 18 more student organizations than last year.

7.

**EASTERN MICHIGAN UNIVERSITY <sup>TM</sup>**  
**General Fee Report for Fiscal Year 2000-2001**  
**Student Government and Women's Center**

R.E.A.C.T.

Resources for Equity and Action for Consumers and Tenants (R.E.A.C.T.) office provided an apartment fair for students interested in off-campus living options. In addition, a database of apartments currently available in the Ypsilanti area was created and published for student use. R.E.A.C.T. also provides an attorney who is available for legal consultation with students regarding housing issues.

Office Expenses

Expenses for phone charges, office supplies, general office needs, leadership development conference and retreat.

Student Organization Center

Furniture and computer equipment was purchased for the new Student Organization Center.

Election Commission

Monitors and regulates the Student Government elections.

Public Relations

Promotes Student Government activities through advertisements in the *Echo* and through fliers.

Special Projects

Special projects for 2001-02 included: HIV testing; Student Courts; Student scholarships; year-end banquet, *First year Council*, *House of Representative*, *Constitution Convention*, and *Leadership Retreats*.

Eastern Michigan University  
Division of Academic Affairs  
Expenditures/Use of Performing Arts Fee Monies  
Fiscal Year 2001/2002

CATEGORY	6/30/01	6/30/02
	Carry-Forward	Distributed Expended Balance
Music (10375)		
Marching Band Operations		\$30,161
Performing Equipment		\$5,718
Guest Artists	-	\$16,876
Marketing		\$1,000
Misc		\$234
Subtotal	(\$5,720)	\$60,324    \$53,989    \$615
Dance (10785)		
Guest Artists		\$6,010
Marketing		\$1,574
Technical Production & Supplies		\$3,035
Subtotal	\$5,407	\$11,066    \$10,619    \$5,854
CTA (10425)		
Theatre Productions		\$12,184
Guest Artists & Musicians		\$15,470
Marketing		\$23,215
National Forensics Tournament		\$19,529
Misc		\$2,902
Subtotal	\$1	\$73,394    \$73,300    \$95
Art (10305)		
Exhibitions		\$6,838
Speaker Series		\$14,556
Renovations		\$19,078
Printing/Advertising		\$4,510
Equipment		\$5,347
Misc		\$6,896
Subtotal	\$10,070	\$40,216    \$57,225    (\$6,939)
Total	\$9,758	\$185,000    \$195,133    (\$375)
Performing Arts Fee		
Main Account 3-33350		
6/30/2001 Balance	\$318	
Revenue	\$189,598	
Distributed	\$185,000	
6/30/2002 Balance	\$4,916	

**EASTERN MICHIGAN UNIVERSITY <sup>TM</sup>**  
**General Fee Report for Fiscal Year 2001-2002**  
**Student Activities**

**Overview**

The general fee budget for Student Activities in 2001-02 was \$534,866. The general fee earned and distributed to student activities a total of \$552,996.

Carryover from 2000-01 was \$201,964. Revenue generated in 2001-02 was \$134,196, primarily through concerts, Performing Arts, and MLK Day activities. Total available for programming was \$888,956 of which \$727,355 was expended leaving \$161,602 carryover into 2002-03 to supplement programming.

The general fee allocation for student activities was spread to 13 accounts and one staff/operational account. See attached report for specific account activity.

**General Fee Program Summary**

Programs and activities that are supported by the general fee for student activities include: concerts, EMU cable TV entertainment, national campus entertainment tours, N.E.T., student leadership conferences, students-of-color conferences, lectures, MLK Day programming, community service programming, freshman academic success programs, multicultural programs, student organization support, school spirit programs for homecoming, faculty co-curricular program support, commuter programs and performing arts. In addition, one PT and three GAs are funded to assist with these programs.

**Campus Life Programs  
General Fee Summary 2001-2002  
As of June 30, 2002 Final Close**

ACCT #	ACCT. NAME	BEG. FUND BAL 6/30/01	ACTUAL 2001-02 FEE	PROGRAM REVENUE	TOTAL AVAIL.	PROGRAM EXPENSE	FUND BAL 6/30/02
3-33400	Concerts	\$4,261	\$35,379	\$8,068	\$47,708	\$47,697	11
3-33401	Entertainment	1,680	55,280	14,120	\$71,080	64,815	6,265
3-33402	Student Leadership	13,145	66,336	1,875	\$81,356	80,521	835
3-33403	Lectures	4,180	51,410	2,100	\$57,690	50,923	6,767
3-33404	Freshman Success	8,323	0	0	\$8,323	429	7,894
3-33405	Film Series	65	25,981	0	\$26,046	21,964	4,082
3-33406	Multi-Cultural Program	311	15,478	0	\$15,789	8,116	7,673
3-33407	Stu. Org. Program for Campus	10,688	30,957	0	\$41,645	32,403	9,242
3-33408	Vision	5,538	34,826	1,000	\$41,364	25,298	16,066
3-33409	Spirit Program	4,322	2,211	0	\$6,533	6,000	533
3-33410	Support Program Student Dev	48,643	41,460	13,180	\$103,283	62,655	40,628
3-33411	Commuter Program	16,313	25,428	23,226	\$64,967	57,453	7,514
3-33413	Pease	1,773	44,224	21,093	\$67,090	66,657	433
1-15125	Campus Life	82,722	123,826	49,534 *	\$256,082	202,424	53,658
7-77871	McKenny Union Expansion Project	\$201,964	\$552,796	\$134,196	\$888,956	\$727,355	161,602
3-33370	General Fee Student Act. Funding		\$ 200				
			<u>\$552,996</u>				

\* Includes PT salary and fringes and CWS reimb

11.

**EASTERN MICHIGAN UNIVERSITY <sup>TM</sup>**  
**General Fee Report for Fiscal Year 2001-2002**  
**Student Services**

**Overview**

The general fee budget for Student Services for 2001-2002 was \$665,339. Fee revenue from increased enrollment of \$22,551 increased the available Student Services funding to \$687,822.

Funding in the amount of \$45,000 was approved in support off Eastern Echo requiring an additional supplement of \$27,967 over the available fee revenue. This supplement was funded directly from the unallocated general fee reserve account.

Attached are the actual expenses for Student Services.

**Student Services Explanatory Notes**

**International Students**

The 2001-02 general fee allocations to the International students was \$67,400. This allocation provided the office of International Students with an International Student Advisor and necessary SS&M to provide additional services. In addition, OIS was able to lease a van to provide transportation for international students from DTW Airport to the EMU Campus.

**Access Services**

The 2001-02 general fee allocation to Access Services was \$130,000. This allowed the Dean of Students office to hire a Director of Access Services, a secretary and SS&M. Approximately \$69,800 was used to provide accommodations to students with disabilities, the majority of this was used to provide interpreters.

**Greek Affairs**

The 2001-02 general fee allocation to Greek Affairs was \$48,472. This funded the salary and fringe benefits for the coordinator of Greek Affairs. The coordinator provides leadership for EMU Greek Organizations.

**LGBT**

The allocation for 2001-02 for the LGBT office was \$51,652. This funds a staff position and fringes to operate this office. The coordinator of the LGBT office in addition to

providing service to and advocacy for the gay students attending EMU, was successful in securing over \$69,000 in grant funds for the Division.

Student Government

The allocation for 2001-02 to Student Government was \$30,000. This funding allowed student government to provide financial assistance to 18 more student organizations than the previous year.

Community Service

The 2001-02 general fee allocation to Community Service was \$73,265. This is to fund 1.75 FTE to keep the community service office open after the Americorps grant funding expired. This pays salary and fringes for the AP08 Coordinator for Community Service (.75FTE), a PT07 America Reeds Coordinator (.5FTE), and a CS04 Clerical (.5FTE).

Eastern Echo

The 2001-02 general fee allocation to Eastern Echo was \$45,000. This funding allowed the Echo to hire student staff and supplies necessary to provide a quality student run newspaper. Partial funding of this commitment, in the amount of \$27,967, was charged directly to the unallocated general fee reserve account.

Financial Aid

The 2001-02 general fee allocation to financial aid was \$150,000.

McKenny Union Expansion

McKenny Union Expansion was funded \$120,000 to hire Burt Hill/Hobes and Black to complete a program statement for this project.

**Student Services (3-33390)  
General Fee Summary 2001-2002  
As of June 30, 2002 Post Close**

ACCT #	ACCT. NAME	ORIGINAL AUTHORIZATION	FEES FROM INCREASED ENROLLMENT	ACTUAL FEE FUNDED 2001-02	ADDITIONAL FEE APPROVED	TOTAL REVISED DISTRIBUTION
1-15012	Foreign Students	\$67,400	\$0	\$67,400		\$67,400
1-15014	Access Services	\$130,000	\$0	130,000		\$130,000
3-33516	Greek Affairs	\$47,061	\$1,411	48,472		\$48,472
3-33415	LGBT	\$50,147	\$1,505	51,652		\$51,652
3-35200	Student Government	\$30,000	\$0	30,000		\$30,000
3-33517	Community Service	\$70,731	\$2,534	73,265		\$73,265
4-48026	Eastern Echo		\$17,033	17,033	27,967 *	\$45,000
7-77871	McKenny Union Expansion	\$120,000	\$0	120,000		\$120,000
1-10054	Financial Aid	\$150,000	\$0	150,000		\$150,000
	Rounding	-\$68	\$68	\$0		(\$68)
3-33390	Total Student Services	\$665,271	\$22,551	687,822	27,967	715,789

\* Funded from Unallocated General Fund Reserve 3-33300



EASTERN MICHIGAN UNIVERSITY  
ICT INITIATIVE  
AUGUST 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			
<b>Sources Of Funding</b>										
FY 2000 Supplemental/Other Carryover	\$2,500,000	\$2,547,092	\$47,092	\$0	\$0	\$0	\$0	\$2,500,000	\$2,547,092	\$47,092
LRT Carry-over	550,000	659,032	109,032	0	0	0	0	550,000	659,032	109,032
Gift Revenue	190,000	0	(190,000)	0	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	
<b>Total Sources Of Funding</b>	<b>\$8,079,271</b>	<b>\$8,496,537</b>	<b>\$417,266</b>	<b>\$5,324,422</b>	<b>\$5,324,422</b>	<b>\$5,324,422</b>	<b>\$28,455,151</b>	<b>\$29,794,225</b>	<b>\$1,339,074</b>	
<b>Uses Of Funding</b>										
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	\$0	5,000,000	5,000,000	0	
Portal/Applications	5,884,983	3,876,877	(2,008,106)	3,350,984	730,235	(65,735)	8,678,540	8,433,247	(245,293)	
Tech/Support Staff	0	0	0	160,000	166,400	179,978	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)	
<b>Sub-Total Non-LRT Uses</b>	<b>\$8,838,583</b>	<b>\$5,912,983</b>	<b>\$(2,925,600)</b>	<b>\$7,128,314</b>	<b>\$3,856,410</b>	<b>\$1,415,743</b>	<b>\$21,813,140</b>	<b>\$21,990,492</b>	<b>\$177,352</b>	
Learning Resource Tech. Operations	805,788	801,203	(4,585)	813,014	845,534	914,530	4,258,222	4,253,637	(4,585)	
Learning Resource Technologies Debt Interest	768,430	734,215	(34,215)	1,019,900	0	0	1,788,330	1,754,115	(34,215)	
<b>Total Uses Of Funding</b>	<b>\$10,412,801</b>	<b>\$7,448,401</b>	<b>\$(2,964,400)</b>	<b>\$8,961,228</b>	<b>\$4,701,944</b>	<b>\$2,330,273</b>	<b>\$28,455,151</b>	<b>\$27,998,244</b>	<b>\$(456,907)</b>	
<b>Net Sources/Uses</b>										
Net Sources/(Uses)	\$(2,333,530)	\$1,048,136	\$3,381,666	\$(3,636,806)	\$622,478	\$2,994,149	\$0	\$0	\$1,795,981	\$1,795,981
Cumulative Net Sources/(Uses)				(2,588,670)	(1,966,192)	1,795,981				
<b>Approved Loan Plan</b>										
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)	(3,145,000)	(4,825,000)	(4,825,000)		
Memo:										
Net Loan Principle Outstanding	\$2,350,000			\$4,825,000	\$4,075,000	\$0	\$0	\$0		

14.

**Eastern Michigan University  
2001-02 Athletics Revenue Sports  
General Fee Utilization**

	Football	Basketball	Other	Total
Balance 7/1/01				
Revenue				
Tickets	\$55,476	\$48,368	\$157,880	\$157,880
Corp Tickets	\$78,195	\$82,529		\$103,844
Game Rec.	\$350	\$1,501		\$1,851
Programs	\$3,944			\$3,944
NCAA Sponsor Dist.			\$626,277	\$626,277
Other/Misc			\$46,774	\$46,774
Revenue Sub-Total	\$137,965	\$132,398	\$830,931	\$1,101,294
General Fee	\$1,360,160	\$482,290		\$1,842,450
Total Available Funding	\$1,498,125	\$614,688	\$830,931	\$2,943,744
Expense				
Total Expenditures	(\$1,498,125)	(\$614,688)	(\$567,247)	(\$2,680,060)
General Fee Transfer to General Fund			(\$244,344)	(\$244,344) *
Net FY02 Balance	\$0	\$0	\$19,340	\$19,340
6/30/02 Designated Fund Revenue Sports Balance Carryforward				\$19,340

\*Balance transferred to General Fund non-revenue sports operations.

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 21
DATE: September 24, 2002

**RECOMMENDATION**

**REPORT: 2001-2002 AUXILIARY FUND BUDGET MANAGEMENT REPORT**

**ACTION REQUESTED**

It is recommended that the 2001-2002 Auxiliary Fund Budget Management Report be accepted and placed on file.

**STAFF SUMMARY**

The auxiliary operations earned revenue of \$36.48 million, which is \$2.06 million in excess of the budget plan. The excess revenue is attributed to primarily to Dining Services, University Health Services, Rec/IM, University Publications, Computer Sales, and Parking.

The net of operations amounts to \$6.0 million, which is \$87,056 in excess of the budgeted plan.

Obligated payments from the net of operations include: \$1.28 million to the general fund for administrative support; \$1.6 million for debt service, \$325,000 to the facility plan, \$70,000 to the general fund for support of the heating plant operations. The total transfers from the net of operations is \$3.28 million, leaving an operating balance of \$2.75 million.

A total of \$2.63 million was transferred to the plant fund for maintenance and reserves, exceeding plan by \$159,065. The net change to the operating balance is \$112,670.

This report does not include the Golf Course and the Corporate Education Center operations, which are managed on behalf of the University by Eagle Crest Management, Inc.. They are, however, included in the fund balance figures.

**FISCAL IMPLICATIONS**

The Auxiliary Fund operating account balances increased by \$20,884. The accumulated total balance as of June 30, 2002 is \$3.1 million.

**ADMINISTRATIVE RECOMMENDATION**

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

\_\_\_\_\_  
University Executive Officer

\_\_\_\_\_  
Date

6

**EASTERN MICHIGAN UNIVERSITY**  
**2001-2002 BUDGET MANAGEMENT REPORT**  
**AUXILIARY FUND**

The 2001 – 2002 Auxiliary Financial Operations are evaluated with respect to the plan set forth in the auxiliary fund Operating Budget approved in June 2001. The Combined operations are summarized below and compared to the budget.

	<u>Budget</u>	<u>Actual (1)</u>	<u>Variance</u>
	-		
Revenues	\$34,200,148	\$36,372,667	\$2,172,519
Funds Transfers to Auxiliary	<u>\$225,924</u>	<u>\$114,605</u>	<u>(\$111,319)</u>
Funds Available	\$34,426,072	\$36,487,272	\$2,061,200
Expenditures	\$28,482,552	\$30,456,696	\$1,974,144
<b>Net Operations</b>	<b>\$5,943,520</b>	<b>\$6,030,576</b>	<b>\$87,056</b>
Less Transfer for:			
Administrative Support	\$1,355,334	\$1,285,027	(\$70,307)
Debt Service	\$1,928,191	\$1,928,201	\$10
Heating Plant	\$70,000	\$70,000	\$0
Transfer for Match	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Transfers	\$3,353,525	\$3,283,228	(\$70,297)
<b>Operating Balance</b>	<b>\$2,589,995</b>	<b>\$2,747,348</b>	<b>\$157,353</b>
Maintenance Reserve	<u>\$2,475,613</u>	<u>\$2,634,678</u>	<u>\$159,065</u>
Net Change to Opr. Bal	\$114,382	\$112,670	(\$1,712)

The Auxiliary Operating Statement, as of June 30, 2002, is seen in Exhibit #1.

The Auxiliary Fund beginning balance excluding Golf Course and CEC of \$2,590,820 was increased to \$2,703,490 on June 30, 2002. This increase is \$112,670. Total Auxiliary Fund Balance increased \$20,884 to \$3,109,003 including Golf Course and CEC operations.

Eastern Michigan University  
Auxiliary Operating Statement  
As of June 30, 2002 - Post Close

Student Affairs									
Apartment	Residence Halls	Dining Services	Rental Property	University Health Services	Children's Institute	Rec/IM	ICT (1) Student Tech Services	REVENUE	
3,087,039	11,089,235	12,787,776	115,005	945,816	539,748	623,022	181,314	Sales and Services	
0	0	0	0	1,121,792	0	0	0	Fees	
3,762	83,071	95,123	2,698	13,133	5,660	7,636	148	Investment Income	
3,090,801	11,172,306	12,882,899	117,703	2,080,740	545,408	630,658	181,462	TOTAL REVENUES	
0	0	6,226	0	0	83,379	0	25,000	Transfers from G.F.	
2,840	(2,840)	0	0	0	0	0	0	Transfers from D.E./R.	
3,093,641	11,169,466	12,889,125	117,703	2,080,740	628,787	630,658	206,462	Allocations from Fund Balance	
								TOTAL FUNDING	
<b>EXPENSES</b>									
0	2,118	4,882,163	0	409,171	0	157,188	0	Cost of Goods Sold	
57,117	(300)	1,039,233	0	772,249	235,177	75,585	0	Personnel Services	
6,593	(2,466)	241,745	0	69,056	804	13,109	0	Misc. Personnel	
27,733	612	459,721	0	289,403	91,560	27,965	756	Fringe Benefits	
0	0	0	0	0	0	0	0	Recouped Salaries (Abr 1367)	
67,689	1,113,951	1,862,664	0	4,278	100,883	16,499	62,021	Student Help	
1,488,746	3,062,026	1,389,115	52,561	269,704	68,925	125,898	155,185	SS&M	
15,048	15,274	36,131	0	(386)	0	1,414	0	Travel	
7,999	8,827	109,185	0	11,377	0	0	192,989	Equipment	
385,496	1,646,345	1,441,377	106	1,450	518	323	52,483	Admin. Support/HDC	
18,882	1,499,230	370,087	0	0	0	0	0	Custodial	
373,762	705,226	244,447	11,151	0	0	0	0	Maintenance Staff	
0	0	0	0	0	0	0	0	Other Expenses	
2,449,064	8,050,843	12,075,868	63,818	1,826,303	497,889	417,980	403,434	TOTAL EXPENSES	
<b>NET OF OPERATIONS</b>									
644,577	3,118,623	813,257	53,885	254,437	130,899	212,678	(196,972)	NET OF OPERATIONS	
<b>TRANSFERS</b>									
94,628	393,677	417,976	608	154,462	47,016	15,117	5,658	Admin. Support/General Fund	
130,041	1,298,751	40,692	0	0	0	0	0	Mand. Debt	
0	0	125,000	0	0	0	100,000	0	Facility Plan	
402,150	1,382,781	325,425	53,277	760	40,233	30,982	(202,630)	Maintenance Reserve/Plant Fund	
17,759	43,414	7,798	0	546	210	0	0	Power Plant	
644,577	3,118,623	916,831	53,885	155,768	87,459	146,099	(196,972)	Transfers to D.E./R. (Match)	
0	0	(103,574)	0	98,669	43,439	66,579	0	TOTAL TRANSFERS	
<b>BALANCE - OPR. ACTS.</b>									
0	0	0	0	0	0	0	0	BALANCE - OPR. ACTS.	

(1) ICT Student Technology Services and ID Operations. Any deficits will be covered by Housing and Dining Prepared by Financial Operators 9/4/2002

2.

Eastern Michigan University  
Auxiliary Operating Statement  
As of June 30, 2002 - Post Close

Exhibit #1

Student Affairs	Marketing & Communications		ICT	Business and Finance	
	Licensing	University Publications		Kresge Environmental Education	Parking/SEUS and DPS Support
336,479	67,132	1,805,706	806,536	51,069	2,539,826
45,000	0	0	0	0	0
0	6,245	685	2,516	836	8,661
381,479	73,377	1,806,391	809,052	51,904	2,548,488
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
381,479	73,377	1,806,391	809,052	51,904	2,548,488
0	0	1,179,162	783,776	9,775	0
105,542	0	89,324	0	0	584,569
0	0	1,905	0	20,263	84,402
36,666	52	35,483	54	1,771	237,245
0	0	0	0	0	0
142,088	1,000	25,557	15,039	0	181,185
134,821	27,328	358,156	5,194	9,200	495,728
2,109	1,353	3,602	691	0	16,721
12,178	0	22,619	0	0	46,578
361	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
433,764	29,733	1,715,809	804,754	41,009	1,646,423
(52,286)	43,644	30,582	4,239	10,896	902,058
21,108	0	17,865	0	0	116,914
0	0	0	0	0	133,777
0	0	0	0	0	100,000
(9,785)	0	72,570	(1,000)	0	539,914
126	0	147	0	0	0
0	0	0	0	0	0
11,449	0	90,582	(1,000)	0	890,605
(63,735)	43,644	0	5,299	10,896	11,453

REVENUE	Total
Sales and Services	34,975,702
Fees	1,166,792
Investment Income	230,173
TOTAL REVENUES	36,372,667
Transfers from G.F.	114,605
Transfers from D.E./R.	0
Allocations from Fund Balance	0
TOTAL FUNDING	36,487,272

EXPENSES	Total
Cost of Goods Sold	7,423,353
Personnel Services	2,958,496
Misc. Personnel	435,411
Fringe Benefits	1,209,040
Recouped Salaries (Abr 1367)	0
Student Help	3,592,854
SS&M	7,642,587
Travel	91,956
Equipment	351,752
Admin. Support/HDC	3,528,462
Custodial	1,888,199
Maintenance Staff	1,334,586
Other Expenses	0
TOTAL EXPENSES	30,456,696

NET OF OPERATIONS	NET OF OPERATIONS
TRANSFERS	TRANSFERS
Admin. Support/General Fund	Admin. Support/General Fund
Mand. Debt	Mand. Debt
Facility Plan	Facility Plan
Maintenance Reserve/Plant Fund	Maintenance Reserve/Plant Fund
Power Plant	Power Plant
Transfers to D.E./R. (Match)	Transfers to D.E./R. (Match)
TOTAL TRANSFERS	TOTAL TRANSFERS
6,030,576	6,030,576
1,285,027	1,285,027
1,603,201	1,603,201
325,000	325,000
2,634,678	2,634,678
70,000	70,000
0	0
5,917,906	5,917,906
BALANCE - OPR. ACTS.	BALANCE - OPR. ACTS.
112,670	112,670

**SECTION 22**  
September 24, 2002

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<sup>1</sup>

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<sup>1</sup> Contract negotiations not complete at time of mailing.

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 23
DATE: September 24, 2002

**RECOMMENDATION**

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

**ACTION REQUESTED**

It is recommended that the Board of Regents approve the updated Washtenaw County 800 MHz Communications Consortium Agreement.

**STAFF SUMMARY**

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, effective July 23, 1986, the 800 MHz Communications Coordinating Council (CCC). The purpose of this agreement is to 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 (e.g. the system allows the Department of Public Safety to communicate with other city, county, and governmental entities in Washtenaw County). A member of the Consortium shall have the right to participate in the governance and operation of, and receive service from the Consortium in accordance with its Consortium Participation Agreement and the adopted policies and procedures of the Executive Board.

Membership may be terminated by notification to the Consortium's Executive Board prior to 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.

**FISCAL IMPLICATIONS**

Based on Eastern Michigan's use of 35 radios on the system, annual expenses to EMU are expected to cost \$5,500 for fiscal year 2002-03.

**ADMINISTRATIVE RECOMMENDATION**

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

\_\_\_\_\_  
University Executive Officer

\_\_\_\_\_  
Date



**WASHTENAW COUNTY  
800 MHZ COMMUNICATIONS CONSORTIUM  
AGREEMENT**

### Article 1 – Authority

- 1.1 The undersigned governmental agencies hereby enter into this Agreement as of the dates specified below in accordance with the authority granted by their respective Charters and the Urban Cooperation Act (MCLA 124.501 et seq.).
- 1.2 Upon approval of the respective bodies of the undersigned governmental agencies, this agreement supercedes and terminates the Agreement between the parties which formed, effective July 23, 1986, the 800 MHz Communications Coordinating Council (“CCC”).

### Article II – Purpose

- 2.1 The purpose of this agreement is to 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.

### Article III – Definitions

- 3.1 As used in this Agreement, the following terms shall have the following meanings:

Central Electronics Bank (CEB) – The electronic system that controls the individual console position of a participating government or entity in the Consortium.

Consortium – The Washtenaw County 800 MHz Communications Consortium.

End User – The participating government or entity in the Consortium.

Executive Board – The representative assembly of the participating governments as described in the Agreement.

System Manager – The person appointed by the Executive Board to manage the operations of the Consortium as defined in Article VII. This person shall not function as Executive Director and/or as a member of the Executive Board for any End User.

Fiscal Year – The period of time in which the Consortium’s annual budget shall be effective. It shall be concurrent with the fiscal year of Washtenaw County.

Maintenance Costs – Those costs required to maintain and operate the System as defined by the Executive Board.

Majority – One (1) more than half of those eligible to vote.

Quorum – Consists of one (1) more than half of those eligible to vote.

System – The public safety/public service communications system consisting of the central site controller, tower sites, CEB, repeaters/antennas, generators, consoles and radios.

### Article IV – Membership

- 4.1 Any government or entity that provides emergency or non-emergency public safety or public service voice communications will be considered for membership. A member of the Consortium shall have the right to participate in the governance and operation of and receive service from the Consortium in accordance with its Consortium Participation Agreement and the adopted policies and procedures of the Executive Board.
- 4.2 There shall be two types of membership in the Consortium.
  - 4.2.1 As original participants in the 800 MHz CCC Agreement dated July 23, 1986, Washtenaw County, the City of Ann Arbor, the City of Saline and the City of Milan shall be designated as Charter Members of the Consortium.
  - 4.2.2 A General Member of the Consortium shall be all other members not included in 4.2.1.
- 4.3 Eligibility for general membership in the Consortium must be approved by a majority of the Executive Board using the one (1) vote per entity method. A new government or entity will not be considered a member, and entitled to voting rights, until its membership is approved by resolution of its governing body and the execution by an authorized official of that government or entity of a Consortium Participation Agreement. A true copy of the acceptance resolution and a fully executed copy of the Consortium Participation Agreement shall be maintained by the Executive Board.
  - 4.3.1 For purposes of this Agreement, any government or entity which was approved by the Executive Board of the 800 MHz Communications Coordinating Council prior to the effective date of this agreement shall be considered approved for general membership by the Executive Board of the Consortium and entitled to voting rights on submission to the

Consortium of a resolution approving membership in the Consortium and an executed copy of a Consortium Participation Agreement.

4.4 Membership may be terminated by notification to the Executive Board prior to the approval of the next year's budget and will be effective on the first day of the next budget year.

4.4.1 Membership in the Consortium may not be assigned, transferred or otherwise succeeded to by an entity purchasing a member/End User's equipment.

4.5 Due to the financial hardship that may result to Consortium members, a government or entity terminating its membership in the Consortium shall be required to pay one (1) years maintenance fees as a termination fee. This fee may be waived at the discretion of the Executive Board.

### Article V- Governance

5.1 The Washtenaw County 800 MHz Communications Consortium shall be under the supervision and control of an Executive Board consisting of one (1) representative of each government or entity operating at least one (1) radio on the System.

5.1.1 Selection of Board Members. Upon approval of this agreement, each member shall have the right to appoint a representative to the Executive Board. It is the right of each member to determine the level to which they choose to participate on the Executive Board.

5.1.2 Term of Board Members. All Executive Board members shall serve at the pleasure of the government or entity that appointed them and may be reappointed or replaced at any time by that government or entity.

5.1.3 Compensation. The representatives on the Executive Board shall serve without compensation from the Consortium.

5.1.4 Authority of Board Members. The Executive Board shall be responsible for all decisions regarding the system. All decisions requiring financial contributions will be made using the one (1) radio/ one (1) vote method. Approval of financial decisions will require, unless otherwise noted, a majority vote of the total number of radios on the system at the time of the decision at a properly convened meeting where a quorum is present. Non-financial decisions will be made by a one (1) vote per member method at a properly convened meeting where a quorum is present. The Executive Board may delegate decision making authority, as it deems necessary or appropriate, for the efficient operation of the System. In addition to the

power expressly conferred above, the Executive Board is empowered to perform, but not limited to, the following functions for the Consortium, to facilitate the purpose of this Agreement.

- 5.1.4.1 Prepare and approve the Consortium's annual budget.
  - 5.1.4.2 Maintain a Washtenaw County 800 MHz Consortium Operating Manual, inclusive of procedures for operating the System, System management, and inter-departmental operating methods.
- 5.2 Meetings. The Executive Board will meet at least once a year to approve maintenance charges for the following fiscal year. Additional meetings will be held when called by the Chair of the Executive Board. Meetings shall be posted in accordance with provisions of the Open Meetings Act.
- 5.2.1 Board Action. The Executive Board shall not take any action except at an Executive Board meeting. Proxy voting shall not be allowed.
- 5.3 Officers. At its annual meeting the Executive Board will elect a Chair, 1<sup>st</sup> Vice Chair and 2<sup>nd</sup> Vice Chair from its membership to serve for the term specified below.
- 5.3.1 Chair. The Chair of the Executive Board shall be elected for a two-year term effective January 1 of each odd numbered year and expiring on December 31 of the following even numbered year. The Chair must be a representative of a government or entity currently operating radios on the System. The Chair shall preside over Executive Board meetings and cause minutes of each meeting to be kept and distributed to each member. The Chair shall be elected by a simple majority of members present at the time the election is held.
  - 5.3.2 1<sup>st</sup> Vice-Chair. The 1<sup>st</sup> Vice-Chair shall carry out the duties of the Chair in the event the Chair is absent and/or unable to carry out his/her duties and responsibilities. The 1<sup>st</sup> Vice-Chair shall assume the responsibilities of Chair if the government or entity which the Chair represents ceases to operate radios on the System. The 1<sup>st</sup> Vice-Chair shall be elected for the same term and using the same method as the Chair.
  - 5.3.3 2<sup>nd</sup> Vice-Chair. The 2<sup>nd</sup> Vice-Chair shall carry out the duties of the Chair in the event the Chair and 1<sup>st</sup> Vice-Chair are absent and/or unable to carry out their duties and responsibilities. The 2<sup>nd</sup> Vice-Chair shall assume the responsibilities of Chair if the government or entity which the Chair and 1<sup>st</sup> Vice-Chair represent cease to operate radios on the System. The 2<sup>nd</sup> Vice-Chair shall be elected for the same term and using the same method as the chair.

## Article VI – Working Group

- 6.1 The Executive Board members may appoint representatives to the 800 MHz Working Group. The purpose of this group is to advise the Executive Board on technical, operational and procedural matters. Meetings will be held as needed and chaired by a representative of the agency or entity responsible for System management, as determined by the Executive Board.
- 6.2 Minutes of working group meetings shall be kept by the chair and distributed to members of the working group.
- 6.3 Recommendations made to the Executive Board shall be by a majority of the working group members present when the recommendations are finalized. Dissenting working group members may present minority opinions to the Executive Board.

## Article VII – Administration

- 7.1 The Washtenaw County Sheriff Department shall have fiduciary responsibility and management of the operations of the System. WCSD shall appoint a System Manager upon the approval of the Executive Board, to manage the operations of the Consortium.
- 7.2 System Manager. The System Manager shall be responsible to the Board for implementing policy and procedures adopted by the Executive Board, facilitating and coordinating working group meetings, preparation of an annual budget, accounting of the financial operations of the Consortium, maintenance of system files and records, supervision of the operations of the Consortium, and other duties as directed. The System Manager shall function as the Freedom of Information Act Coordinator for the Consortium.
- 7.3 Contract Services. The Consortium may contract through the Washtenaw County Sheriff Department for support services including, but not limited to, finance, legal and personnel services. The Board will reimburse the WCSD for actual costs of these services as determined by a method jointly agreed upon by the Board and the WCSD.
- 7.4 Budget. For each fiscal year, in accordance with Washtenaw County's budget schedule, the Executive Board shall approve a Consortium budget that shall be prepared in accordance with its adopted Finance Plan; budgetary guidelines and the Uniform Budget and Accounting Act.
- 7.5 Audit. In accordance with Michigan state law, the Consortium revenues and expenditures shall be subject to a complete annual audit which will include an

7.

audit opinion, without qualifications, to be performed by a certified public accountant.

## Article VIII – System Ownership and Cost Allocation

- 8.1 Unless otherwise authorized by action of the Executive Board, System components that involve the shared operation of the System shall be inventoried and identified as the property of Washtenaw County. All costs associated with title to and insurance of the System shall be the responsibility of Washtenaw County.
- 8.1.1 Exceptions to this standard will be allowed if approved by the Executive Board. Any exception so approved shall be titled in the name of Washtenaw County unless a specific participating government or entity is named at the time the exception is approved. Any participating government or entity who hold title to any component of the backbone under this exception shall have the same responsibilities as Washtenaw County under 8.1.
- 8.1.2 Washtenaw County shall not use shared system components for any purpose other than the operation of the 800 MHz radio system unless the use has been authorized by an action of the Consortium Executive Board.
- 8.2 End User equipment, including but not limited to, mobile and portable radios, control stations and dispatch consoles, shall be the property of the member government or entity. Any and all costs associated with acquisition, programming, or replacement of End User equipment shall be the sole responsibility of the member government or entity, unless sufficient terms are agreed upon by the Executive Board.
- 8.3 The cost of maintenance or replacement of any and all components involved in the basic operation of the System (to the extent not covered by insurance coverage by Washtenaw County or other participating governments or entities holding title to any component of the System under 8.1) shall be allocated based on annual user fees approved by the Executive Board in accordance with its established comprehensive finance plan.
- 8.4 Any member may increase or decrease the number of radios on the System during a fiscal year.

The removal of radio(s) which result in a decrease in the total number of radios owned and controlled by a member will immediately effect that member's voting rights as defined in Article V.



- 8.5 In the event this agreement is terminated, whether by law or vote of the Executive Board under section 9.5 below, the equipment purchased and owned by each member shall be theirs to keep.
- 8.6 If any member of the Consortium desires to continue to use the System, the Consortium must maintain it as an operable Public Safety communication system for a period of 12 months.

Article IX – Miscellaneous

- 9.1 This Agreement constitutes the complete expression of the Agreement between the parties. There are no other oral or written agreements or understandings between the parties concerning the subject matter of this Agreement.
- 9.2 This Agreement shall be interpreted in a manner consistent with applicable law. If any portion is held to be illegal, invalid, or unenforceable, the remainder of the Agreement shall be deemed severable and shall remain in full force and effect.
- 9.3 Amendments to this Agreement must be proposed by a member of the Executive Board and adopted by a two-thirds majority of the Executive Board using the one (1) radio/one (1) vote decision method.
- 9.4 Participation in the Consortium by any member does not waive any of their respective legal rights or defenses with respect to any third party or parties. Membership in the Consortium does not, expressly or implicitly, confer any liability for the act or omission of any other member of the Consortium or any third party.
- 9.5 This Agreement shall continue in force and effect until terminated by a vote of the Executive Board using the one (1) radio/one (1) vote method. Approval of termination shall require two-thirds of total votes available (current number of radios in operation) on the date the vote is taken.



**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 24
DATE: September 24, 2002

**REPORT: GRADUATE ASSISTANT PROGRAM**

**ACTION REQUESTED**

It is recommended that the Graduate Assistant Program Report be received and placed on file.

**STAFF SUMMARY**

As requested by the Board of Regents, a report on the Graduate Assistant Program was prepared by Robert Holkeboer, Associate Vice President for Graduate Studies and Research. The report will be presented at the September 24, 2002 Finance Committee meeting.

**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

September 24, 2002

## Graduate Assistant Program Fact Sheet

- Academic Affairs provides 359 base-funded graduate assistant (G.A.) positions – a number that has not changed since 1997.<sup>1</sup> Up to 150 additional positions are funded each year from grants, sponsors, and auxiliary accounts. Another 20 awards are supported by state or federal work-study funds. The Provost allocates the General Fund positions to units; college deans reallocate them to departments on the basis of need.
- A graduate assistantship is a coveted form of financial aid for master's-level graduate students, but it also provides a valuable mentored learning experience. Position descriptions for all positions are kept on file – each listing learning goals for the position.
- Successful applicants must have a baccalaureate degree from a regionally accredited college or university, or recognized international institution of higher education (international students must have an F-1 or J-1 visa to be a G.A.); full degree admission to a graduate program; and an undergraduate GPA at least equal to the average of students already admitted to the program. G.A.'s must enroll full time, maintain a 3.00 GPA, and make satisfactory progress toward completing their program of study. The average undergraduate GPA of all graduate assistants in fall 2001 was 3.49, compared to 3.10 for all admitted graduate students. (See attached spreadsheets showing average undergraduate GPA's by department and G.A. grade-point averages by department.)
- The award consists of a variable stipend for hours worked and a scholarship covering tuition (up to 18 hrs/yr) and most fees. Appointments to graduate assistantships may be made for one or two years (four semesters total) and are contingent upon the recommendation of an academic or administrative department and the approval of the Graduate School. Under special circumstances, an award may be extended for a third year.
- Average G.A. stipends for FY2003 vary by discipline based on market factors, ranging from \$7,117 to \$8,950 for the academic year. See attached spreadsheet for average stipend by department.
- An assistantship covers the University's registration fee (fall and winter semesters only), general and technology fees. This award does not pay for program fees. G.A.'s also receive priority registration, parking and library privileges, plus a 10% discount on items purchased at the University Bookstore.
- G.A.'s support the mission of the University in any of four capacities: general service (27%), teaching (16%), research (14%), and academic support (43%). See attached spreadsheet for breakdown by department.

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<sup>1</sup> The number of General Fund assistantships was increased by 20 per year from 1992-97.

COLLEGE OF ARTS & SCIENCES						
Department	# of GA's	General	Teach	Research	Ac. Support	2002-2003 Av. Stipend
African-American Studies	1	1				\$ 7,770.00
Art	5.5	0.5		0.5	4.5	\$ 7,770.00
Biology	24		12		12	\$ 8,950.00
Chemistry	13		13			\$ 8,950.00
Communication and Theater Arts	13.5	2	11.5			\$ 7,770.00
Computer Science	7			0.5	6.5	\$ 8,400.00
Economics	6	1		1.5	3.5	\$ 8,400.00
English Lang. & Literature	18.5	0.5	8.5	4.5	5	\$ 8,400.00
Developmental Eng. Program	5				5	\$ 8,400.00
Eng. -- Inside/Outside Program -- (FY)	1	0.5		0.5		\$ 10,955.00
Foreign Lang. & Bilingual Studies	6	6				\$ 7,770.00
Geography and Geology	15.5	2.5		3	10	\$ 8,400.00
Geo Spatial Research	2			2		\$ 8,400.00
History and Philosophy	3	0.5		0.5	2	\$ 7,770.00
Mathematics	8	1.5		0.5	6	\$ 8,950.00
Music	9	2	5		2	\$ 7,770.00
Physics & Astronomy	8				8	\$ 8,400.00
Political Science	5.5	2.5	0.5	2	0.5	\$ 7,770.00
Psychology	9	1.5	4.5	1.5	1.5	\$ 8,400.00
Psychology PhD Program	1	1				\$ 8,400.00
Sociology, Anthro. & Criminology	5	0.5		3.5	1	\$ 8,400.00
Women's Studies	1.5	0.5		0.5	0.5	\$ 7,770.00
Arts & Sciences Dean's Office	0					\$ 7,117.00
<b>A&amp;S Total</b>	<b>168</b>	<b>24</b>	<b>55</b>	<b>21</b>	<b>68</b>	
COLLEGE OF BUSINESS						
Department	# of GA's	General	Teach	Research	Ac. Support	Av. Stipend
Accounting and Finance	5	0.5		3.5	1	\$ 8,950.00
CS	7.5	1		2.5	4	\$ 8,400.00
Management	4.5	0.5		2	2	\$ 8,400.00
Marketing	3.5	1.5		1	1	\$ 8,400.00
COB Dean's & MBA Office	5.5			1	4.5	\$ 7,117.00
<b>COB Total</b>	<b>26</b>	<b>3.5</b>	<b>0</b>	<b>10</b>	<b>12.5</b>	
COLLEGE OF EDUCATION						
Department	# of GA's	General	Teach	Research	Ac. Support	Av. Stipend
Academic Services	4	1			3	\$ 7,770.00
HPERD	4	1	1	1	1	\$ 7,770.00
Leadership & Counseling	4			2	2	\$ 7,770.00
Special Education	3	2		1		\$ 7,770.00
Teacher Education	22	4.5		2.5	15	\$ 7,770.00
C-SIP	1	0.5		0.5		\$ 7,770.00
COE Dean's Office	0					\$ 7,117.00
<b>COE Total</b>	<b>38</b>	<b>9</b>	<b>1</b>	<b>7</b>	<b>21</b>	
COLLEGE OF HEALTH AND HUMAN SERVICES						
Department	# of GA's	General	Teach	Research	Ac. Support	Av. Stipend
Associated Health Professionals	2	1		0.5	0.5	\$ 7,770.00
HECR	4				4	\$ 8,400.00
Nursing	2	0.5		1	0.5	\$ 8,400.00
Social Work	4	2		2		\$ 7,770.00
Gerontology	0.5	0.5				\$ 7,770.00
Advising Office	4				4	\$ 7,117.00
HS Dean's Office	2	1		0.5	0.5	\$ 7,117.00
<b>CHHS Total</b>	<b>18.5</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>9.5</b>	

Roles of Graduate Assistants

3

COLLEGE OF TECHNOLOGY						
Department	# of GA's	General	Teach	Research	Ac. Support	Av. Stipend
Business & Industrial Ed.	5.5	2.5		1.5	1.5	\$ 7,770.00
Industrial Technology	9	1	1		7	\$ 8,400.00
Interdisciplinary Technology	8	1		4	3	\$ 7,770.00
COT Dean's Office	3	2			1	\$ 7,117.00
<b>COT Total</b>	<b>25.5</b>	<b>6.5</b>	<b>1</b>	<b>5.5</b>	<b>12.5</b>	
ACADEMIC AFFAIRS						
Department	# of GA's	General	Teach	Research	Ac. Support	Av. Stipend
Assoc. Provost Retention -- (1FY)	1			1		\$ 10,915.00
American Humanics -- (FY)	1	0.5			0.5	\$ 10,915.00
Library -- (1FY)	1	1				\$ 10,915.00
Graduate School -- (1FY)	3	2		1		\$ 10,915.00
Assoc. Provost Rackham -- (1FY)	2	2				\$ 10,915.00
Office of Research Development	1	1				\$ 7,117.00
FCIE -- (1FY)	1	1				\$ 10,915.00
Provost - Catalogs	1	1				\$ 7,117.00
AACCD -- (1FY)	1	1				\$ 10,915.00
Academic Personnel -- (1FY)	2	2				\$ 10,915.00
Academic Budget -- (1FY)	2	2				\$ 10,915.00
Assoc. VP for Extended Prog. -- (FY)	1	1				\$ 10,915.00
Associate Provost -- (1FY)	1	1				\$ 10,915.00
<b>Ac. Aff. Support Office's Total</b>	<b>18</b>	<b>15.5</b>	<b>0</b>	<b>2</b>	<b>0.5</b>	
<b>Academic Affairs Division TOTA</b>	<b>294</b>	<b>63.5</b>	<b>57</b>	<b>49.5</b>	<b>124</b>	
NON-ACADEMIC AFFAIRS						
Department	# of GA's	General	Teach	Research	Ac. Support	Av. Stipend
Inst. Support Center - Library	2	1			1	\$ 7,117.00
Learning Tech.-Tech. Services	1	1				\$ 7,117.00
Children's Institute	2	1			1	\$ 7,117.00
Honor's Program	1	0.5			0.5	\$ 7,117.00
Foreign Student Services -- (1FY)	2	1			1	\$ 10,915.00
Judicial Services	1	1				\$ 7,117.00
Campus Life -- (FY)	1	0.5			0.5	\$ 10,915.00
Recreation/Intramurals	4	2			2	\$ 7,117.00
Admissions - Internal Operations	2	1			1	\$ 7,117.00
Admissions - Outreach -- (2FY)	2	1			1	\$ 10,915.00
Learning Center	5				5	\$ 7,117.00
Summer Incentive Program	1	1				\$ 7,117.00
Lrn Cntr Stu Support Services	5				5	\$ 7,117.00
Men's Swimming	1	1				\$ 7,117.00
Track & Field	1	1				\$ 7,117.00
Athletics-Trainers	2				2	\$ 7,117.00
Athletics-Women's Basketball	1	1				\$ 7,117.00
Women's Swimming	1	1				\$ 7,117.00
Women's Track	1	1				\$ 7,117.00
Women's Volleyball	1	1				\$ 7,117.00
VP-Univ. Marketing & Stu. Aff. -- (FY)	1	1				\$ 10,915.00
Pres. Strategic Planning -- (FY)	1			1		\$ 10,915.00
Accounting -- (FY)	1	1				\$ 10,915.00
Risk Management	1	1				\$ 7,117.00
Minority G.A.s	24	10		5	9	\$ 7,117.00
<b>Total -- Non-Academic Units</b>	<b>65</b>	<b>30</b>	<b>0</b>	<b>6</b>	<b>29</b>	
<b>Total -- Academic Affairs</b>	<b>294</b>	<b>63.5</b>	<b>57</b>	<b>49.5</b>	<b>124</b>	
<b>Total -- Ac &amp; Non-Ac.</b>	<b>359</b>	<b>93.5</b>	<b>57</b>	<b>55.5</b>	<b>153</b>	
<b>PERCENT of GA'S in each role</b>		<b>26%</b>	<b>16%</b>	<b>15%</b>	<b>43%</b>	

Comparison of Undergraduate GPA's for Graduate Assistants and Graduate Students by College and Department (FY'02)

<b>COLLEGE OF ARTS &amp; SCIENCES</b>	Av. ug GPA for GA's	All FA'01 Grads	Total # students
Art	3.66	3.22	
Biology	3.44	3.01	
Chemistry	3.42	3.1	
Communication and Theater Arts	3.6	3.08	
Computer Science	3.46	3.33	
Economics	3.43	3	
English Lang. & Literature	3.62	3.24	
Foreign Lang. & Bilingual Studies	3.42	3.21	
Geography and Geology	3.4	3.06	
History and Philosophy	3.5	3.05	
Mathematics	3.43	3.22	
Music	3.53	3.24	
Physics & Astronomy	3.3	3.01	
Political Science	3.54	2.96	
Psychology	3.53	3.3	
Sociology, Anthro. & Criminology	3.48	3.02	
Women's Studies	3.62	3.08	
<b>A&amp;S Overall Average</b>	<b>3.498</b>	<b>3.15</b>	<b>1,156</b>
<b>COLLEGE OF BUSINESS</b>			
Accounting and Finance	3.48	3.32	
CIS	3.55	3.16	
Management	3.5	3.12	
Marketing	3.25	no grad prog.	
Dean's Office	3.32	no grad prog.	
<b>COB Overall Average</b>	<b>3.45</b>	<b>3.12</b>	<b>877</b>
<b>COLLEGE OF EDUCATION</b>			
Academic Services	3.49	no grad prog.	
HPERD	3.5	2.93	
Leadership & Counseling	3.76	3.08	
Special Education	3.46	3.06	
Teacher Education	3.29	3.18	
<b>COE Overall Average</b>	<b>3.497</b>	<b>3.09</b>	<b>1,680</b>
<b>COLLEGE OF HEALTH AND HUMAN SERVICES</b>			
Associated Health Professionals	3.64	3.28	
HECR	3.49	3.03	
Nursing	3.49	3.11	
Social Work	3.43	3	
Dean's Office/Advising Center	3.67	no grad prog.	
<b>CHHS Overall Average</b>	<b>3.51</b>	<b>3.05</b>	<b>436</b>
<b>COLLEGE OF TECHNOLOGY</b>			
Business & Industrial Ed.	3.48	2.96	
Industrial Technology	3.47	2.96	
Interdisciplinary Technology	3.8	3.05	
Dean's office	3.35	no grad prog.	
<b>COT Overall Average</b>	<b>3.494</b>	<b>3</b>	<b>451</b>
<b>University Average</b>	<b>3.494</b>	<b>3.1</b>	<b>5,518</b>



EMU		Ball State*		Western M.*		
Total # GA's pd. by base budget	Tuition pd.	Health Ins.	'01-'02 Av. Stipend	Total # GA's	Tuition	Health Ins.
360	\$2,800 res. \$4,500 non-r.	NA	\$6,700	964	\$1600 res.	\$150
<b>COLLEGE OF ARTS &amp; SCIENCES</b>						
Department	Total #GA's	# Teach	# Research	Av. Stipend	# Teach	# Research
African-American Studies	1			\$ 7,770.00		None listed
Art	5.5			\$ 7,770.00	5	4
Biology	24	12		\$ 8,950.00	27	5
Chemistry	13	13		\$ 8,950.00	9	10
Communication and Theater Arts	13.5	11.5		\$ 7,770.00	22	3
Computer Science	7		0.5	\$ 8,400.00	18	30
Economics	6		1.5	\$ 8,400.00	6	10
English Lang. & Literature	18.5	8.5	4.5	\$ 8,400.00	47	8
Developmental Eng. Program	5			\$ 8,400.00	Journ. 9	
Eng. -- Inside/Outside Program - (FY)	1		0.5	\$ 10,955.00		
Foreign Lang. & Bilingual Studies	6			\$ 7,770.00		
Geography and Geology	15.5		3	\$ 8,400.00	17	8
Geo Spatial Research	2		2	\$ 8,400.00		2
History and Philosophy	3		0.5	\$ 7,770.00	7	11
Mathematics	8		0.5	\$ 8,950.00	15	20
Music	9	5		\$ 7,770.00	39	14
Physics & Astronomy	8			\$ 8,400.00	8	6
Political Science	5.5	0.5	2	\$ 7,770.00	6	3
Psychology	9	4.5	1.5	\$ 8,400.00	10	5
Psychology PhD Program	1			\$ 8,400.00	Clinical 32	8
Sociology, Anthro. & Criminology	5		3.5	\$ 8,400.00	12	3
Women's Studies	1.5		0.5	\$ 7,770.00		
Arts & Sciences Dean's Office	0			\$ 7,117.00		
<b>A&amp;S Total</b>	<b>168</b>	<b>55</b>	<b>20.5</b>		<b>289</b>	<b>0</b>
					<b>Total</b>	<b>147</b>
<b>COLLEGE OF BUSINESS</b>						
Department	Total #GA's	# Teach	# Research	Av. Stipend	# Teach	# Research
Accounting and Finance	5			\$ 8,950.00	7	
CS	7.5		2.5	\$ 8,400.00		
Management	4.5		2	\$ 8,400.00	6	3
Marketing	3.5		1	\$ 8,400.00	5	
COB Dean's & MBA Office	5.5		1	\$ 7,117.00		
<b>COB Total</b>	<b>26</b>	<b>0</b>	<b>6.5</b>		<b>18</b>	<b>0</b>
					<b>Total</b>	<b>23</b>

6.

EMU		Ball State*		Western M.*	
Department	Total #GA's	# Teach	# Research	Av. Stipend	
Academic Services	4			\$ 7,770.00	
HPERD	4	1	1	\$ 7,770.00	9
Leadership & Counseling	4		2	\$ 7,770.00	2
Special Education	3		1	\$ 7,770.00	Speech 11
Teacher Education	22		2.5	\$ 7,770.00	12, Speech 12
C-SIP	1		0.5	\$ 7,770.00	Ed. Psy 31
COE Dean's Office	0			\$ 7,117.00	El. Ed. 10
<b>COE Total</b>	<b>38</b>	<b>1</b>	<b>7</b>		<b>22</b>
		<b>Total</b>	<b>107</b>		<b>0 Total</b>
					<b>4</b>
COLLEGE OF HEALTH AND HUMAN SERVICES		Ball State*		Western M.*	
Department	Total #GA's	# Teach	# Research	Av. Stipend	
Associated Health Professionals	2		0.5	\$ 7,770.00	
HECR	4			\$ 8,400.00	
Nursing	2		1	\$ 8,400.00	1
Social Work	4		2	\$ 7,770.00	
Gerontology	0.5			\$ 7,770.00	
Advising Office	4			\$ 7,117.00	
HHS Dean's Office	2		0.5	\$ 7,117.00	
<b>CHHS Total</b>	<b>18.5</b>	<b>0</b>	<b>4</b>		<b>1</b>
		<b>Total</b>	<b>11</b>		<b>0 Total</b>
					<b>5</b>
COLLEGE OF TECHNOLOGY		Ball State*		Western M.*	
Department	Total #GA's	# Teach	# Research	Av. Stipend	
Business & Industrial Ed.	5.5		1.5	\$ 7,770.00	
Industrial Technology	9	1		\$ 8,400.00	
Interdisciplinary Technology	8		4	\$ 7,770.00	1
COT Dean's Office	3			\$ 7,117.00	
<b>COT Total</b>	<b>25.5</b>	<b>1</b>	<b>5.5</b>		<b>5</b>
		<b>Total</b>	<b>14</b>		<b>0 Total</b>
					<b>5</b>
*# GA's by discipline obtained from 1999-2000 Nebraska National Survey of Graduate Assistants					





EMU		Mid. Tenn.*	U. North Texas*	Wisc. - Milwaukee*	
Department	# of GA's	COE	COE	COE	
<b>COLLEGE OF EDUCATION</b>					
Academic Services	4				
HFEPD	4				
Leadership & Counseling	4				2
Special Education	3		3		
Teacher Education	22	11 EI Ed/Sp Ed		3 Sp/Hearing	
C-SJP	1				5 Ed Psy
COE Dean's Office	0				
<b>COE Total</b>	<b>38</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>7</b>
		36	0	5	1
<b>CHHS</b>					
Department	# of GA's				
Associated Health Professionals	2				
HECR	4				
Nursing	2				
Social Work	4				2
Gerontology	0.5				4
Advising Office	4				
HHS Dean's Office	2				
<b>CHHS Total</b>	<b>18.5</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>6</b>
		0	0	0	4
<b>COLLEGE OF TECHNOLOGY</b>					
Department	# of GA's				
Business & Industrial Ed.	5.5				
Industrial Technology	9	4			
Interdisciplinary Technology	8	1	6		36
COT Dean's Office	3				
<b>COT Total</b>	<b>25.5</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>2</b>
		5	0	0	36

# Graduate Assistant Program

Robert Holkeboer  
Associate Vice President  
Graduate Studies and Research

# Allocations

- 359 base-funded graduate assistant (G.A.) positions
- C. 150 additional positions funded each year from grants, sponsors, auxiliary accounts, salary savings
- 20 awards supported by work-study funds

# The Award

- A coveted form of financial aid
- A valuable mentored learning experience
- Position descriptions list learning goals for each position

# Application Requirements

- Baccalaureate degree from an accredited institution of higher education
- F-1 or J-1 visa for intentional students
- Degree admission to a graduate program
- Undergraduate GPA at least equal to the average of students already admitted to the program

# Position Requirements

- Full time F/W enrollment (minimum 6 credit hours)
- Maintain a 3.00 graduate GPA
- Make satisfactory progress toward completing a graduate program of study

## Grade Point Averages

- Ave. undergraduate GPA of all G.A.s in Fall 2001 was 3.49.
- Ave. undergraduate GPA for all admitted graduate students was 3.10.

## Benefits

- Stipends vary by academic discipline, ranging from \$7,117 to \$8,950 (FY'03).
- A scholarship covers tuition (up to 18 hrs/yr), F/W registration fees, general fees, and technology fees (but not program fees).
- Appointments may be made for one or two years; under special circumstances, an award may be extended for a third year.



## Benefits (cont.)

- Priority registration
- Parking and library privileges equivalent of faculty
- 10% discount on items purchased at the University Bookstore

## G.A. Roles

- G.A.s support the mission of the University in any of four capacities:
  - General service (27%)
  - Teaching (16%)
  - Research (14%)
  - Academic support (43%)

# Comparison with Five Peer Institutions

Ball State University

Middle Tennessee State University

University of North Texas

University of Wisconsin - Milwaukee

Western Michigan University

# Average Number of G.A. Positions (2001-2002)

Peer Institutions	EMU
625	359

# G.A. Roles (2001-2002)

Peer Institutions

43% teach

6% research

EMU

16% teach

14% research

# Stipend (2001-2002)

Peer Institutions

EMU

- Range: \$4,500-18,000
- Average: \$9,523
- Range: \$6,500-6,800
- Average: \$6,650

# Average In-State Tuition Paid (2001-2002)

Peer Institutions

\$2,078

EMU

\$2,800

(2 of 5 schools paid \$150  
for health insurance)

(no health insurance)