

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

Tuesday, December 2, 2003

8:00	a.m.	Student Affairs Committee Meeting 201 Welch Hall
8:00	a.m.	Faculty Affairs Committee Meeting 205 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 Recognitions

- Presidential Scholarship Award Winners for 2003-2004

Tab C Minutes of September 16, 2003 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: Information & Communications Technology Initiatives (FC)
- Section 7 Academic Affairs Administrative/Professional Appointments/Transfers (EPC)
- Section 8 Staff Appointments (EPC)
- Section 9 Separations/Retirements (EPC)
- Section 10 Emeritus Faculty Status (EPC)
- Section 11 Emeritus Staff Status (EPC)

REGULAR AGENDA

Student Affairs Committee

- Section 12 Monthly Report and Minutes (SAC)

Educational Policies Committee:

- Section 13 Monthly Report and Minutes (EPC)
- Section 14 Appointment of Charter Schools Board Members (EPC)
- Section 15 2002-2003 Charter Schools Annual Report (EPC)
- Section 16 Affirmative Action Report (EPC)
- Section 17 POLICIES: Recommended for Approval (EPC)

Faculty Affairs Committee:

- Section 18 Monthly Report and Minutes (FAC)

Finance Committee:

- Section 19 Monthly Report (FC)
- Section 20 FY 2005 Appropriation Request (FC)
- Section 21 FY 2005 Capital Outlay Budget Request (FC)
- Section 22 2002-03 EMU Foundation Annual Report (FC)
- Section 23 2002-03 Eagle Crest Management Corporation Annual Report (FC)
- Section 24 POLICIES: Recommended for Approval (FC)

EASTERN MICHIGAN UNIVERSITY

Board of Regents' Meeting

The preliminary minutes of the September 16, 2003, Board of Regents Meeting.

The Regular Meeting of the Eastern Michigan University Board of Regents was called to order by Chair Incarnati at 12:09 p.m. in Room 201, Welch Hall, Ypsilanti, Michigan.

Chairman Incarnati asked Secretary Aymond for an attendance call.

The Board Members present were:

- Chairman Philip Incarnati
- Vice Chair Rosalind Griffin
- Regent Joseph Antonini
- Regent Jan Brandon
- Regent Steven Gordon
- Regent Michael Morris
- Regent Sharon Rothwell
- Regent Karen Valvo

Members of the Administration present were:

- President Samuel Kirkpatrick
- Interim Vice President John Beaghan
- Vice President Courtney McAnuff
- Vice President Juanita Reid
- Vice President Paul Schollaert
- Vice President Stuart Starner
- Vice President Jim Vick

COMMUNICATIONS

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

Susan Manney, the Community Outreach Coordinator for Family Life Services, introduced the program outline of Family Life Services and spoke of the support services available at the center.

Dan Hunter, a local resident and a director of the EMU Alumni Association, spoke about the need of an audit to research the building of the University House.

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

The Regular Meeting of the Eastern Michigan University Board of Regents was reconvened at 1:37 p.m. and an attendance roll call was taken.

The Board Members present were:

Chairman Philip Incarnati
Vice Chair Rosalind Griffin
Regent Joseph Antonini
Regent Jan Brandon
Regent Michael Morris
Regent Sharon Rothwell
Regent Karen Valvo

The Board Member absent was:

Regent Steven Gordon

RESOLUTION: to recognize Cultural Heritage Months

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

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

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

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

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

WHEREAS, the month of November has historically been designated as National Native American History Month, Eastern Michigan University will celebrate the month with an array of campus programs, as well as host the eleventh annual Traditional Pow Wow October 11 and 12, 2003; and

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

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

Motion Carried.

**RESOLUTION: Men's Baseball Team
Mid-American Conference Champions**

Regent Rothwell recommended and Regent Brandon seconded the Resolution.

Whereas, the Eastern Michigan University Baseball team compiled a record of 33-28 overall, 16-11 in the Mid-American Conference and won its third Mid-American Conference Tournament Championship in school history; and

Whereas, the Eastern Michigan University Baseball team's MAC Tournament Championship earned an NCAA tournament berth in the Lincoln, Nebraska regional, the first NCAA appearance for the Eagles since 1982; and

Whereas, the Eastern Michigan University Baseball team was the lowest seed in MAC tournament history to win the title and was just the second team to lose its first game of the tournament and come back to win the title; and

Whereas, the Eastern Michigan University Baseball team earned its fifth conference title and its sixth NCAA berth; and

Whereas, the Eastern Michigan University baseball players Brian Bixler and Ryan Goleski were named pre-season All-Americans for the 2003 season following their All-American honors in the 2002 season; and

Whereas, sophomore Brian Bixler was named second team All-Mid American Conference; and

Whereas, sophomore Brian Bixler, junior Derrick Peterson, and senior Dale Hayes were all named to the All-Tournament team for the 2003 MAC Baseball Championships and Bixler was named the tournament's Most Valuable Player; and

Whereas, junior Ryan Goleski was named to the All-Regional team at the Lincoln Regionals in the NCAA Tournament; and

Whereas, junior Ryan Ford and senior Jesse Cogswell were named to the MAC All-Academic team; and

Whereas, freshman Trevor Carpenter (March 30, 2003) and senior Anthony Tomey (April 21, 2003) were named MAC West Division Pitchers of the Week and sophomore Ryan Arnett (March 23, 2003) and junior Derrick Peterson (February 24, 2003) were named MAC West Division Players of the Week; and

Whereas, junior Ryan Goleski set the Eastern Michigan and Mid-American Conference home run record for a career by hitting 51 home runs. He also set the EMU career record with 167 runs batted in during his three-year career (2000-02); and

Whereas, junior Ryan Goleski was drafted in the 24th round by the Cleveland Indians and senior Anthony Tomey was drafted in the 30th round by the Detroit Tigers in the 2003 Major League Baseball Draft;

Now, therefore, be it resolved, that the Eastern Michigan University Board of Regents congratulates the Baseball Team for its success and commends the team for the honor and distinction they have brought themselves and Eastern Michigan University.

Motion Carried.

RESOLUTION: for Women's Track

Regent Brandon moved and Regent Antonini seconded the motion to support the Resolution for the Women's Track Team.

Whereas, the Eastern Michigan University Women's Track team directed by Head Coach Bob Maybouer and Assistant Coach Steve Lewis, won its 11th Mid-American Conference Outdoor Track Championship with a total of 117.5 points in the meet held May 15-17, 2003 at Central Michigan University in Mt. Pleasant; and

Whereas, Brit Klanert won the javelin title and the 4 x 100-meter relay team of Shakera Pinto, Chivaun Bartley, Eboni Jenkins and Patrice Beasley won a championship at the MAC Championships; and

Whereas, the Eagles received runner-up finishes in the MAC Championships from Sara Debruyne in the 1500 meters, Lisa Cowdrey in the high jump, Ronique Keane-Dawes in the 400-meter intermediate hurdles and the 4 x 400-meter relay team of Jewell Walters, Keane-Dawes, Chrystal Dooley and Brian Waters; and

Whereas, the EMU Women's Track team tied for eighth at the inaugural NCAA Regional Championships at Ohio State University in Columbus, Ohio May 30-31, 2003; and

Whereas, Chrystal Dooley won the 400-meter intermediate hurdles championship at the NCAA Regional Championships; and

Whereas, the EMU women received runners-up finishes in the NCAA Regional Championships from Brit Klanert in the javelin and Ronique Keane-Dawes in the 400-meter intermediate hurdles; and

Whereas, the EMU Women's Track team finished tied for 43rd at the 2003 NCAA Outdoor Championships, June 11-14, 2003 in Sacramento, California; and

Whereas, Brit Klanert earned All-American honors with a fourth-place finish in the javelin throw at the 2003 NCAA Championships; and

Now, therefore, be it resolved, that the Eastern Michigan University Board of Regents congratulates the Women's Track Team for its success and commends the team for the honor and distinction they have brought themselves and Eastern Michigan University.

Motion Carried.

RESOLUTION: For WEMU – Jazz Station of the Year

Regent Antonini moved and Regent Griffin seconded to support the Resolution for WEMU.

WEMU STATION OF THE YEAR

WHEREAS, WEMU-FM is the public radio station at Eastern Michigan University; and

WHEREAS, WEMU was named Station of the Year in the small market category at the JazzWeek Summit held in Rochester, New York, in June; and

WHEREAS, Linda Yohn, music director at WEMU, was named Music Director of the Year in the small market category at the JazzWeek Summit; and

WHEREAS, JazzWeek is the definitive Jazz and Smooth Jazz national radio airplay chart;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents congratulates Art Timko, Station Manager at WEMU, Linda Yohn, and all of the staff for the honor and distinction they have brought themselves and Eastern Michigan University.

Motion Carried.

MINUTES OF THE JUNE 17, 2003, BOARD MEETING

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

Motion Carried.

PRESIDENT'S REPORT

One of the best months of the academic year is September, when the campus—although active during the summer months with classes, a large enrollment increase and 35 summer camps—seems to be alive with energy that only the beginning of the fall semester can bring. This is an exciting time on campus, with many new exciting things happening.

We start the year with the **largest class of new students in the history of the University**. More than 2,750 freshmen, 1,808 transfer students (the highest in a decade) and 1,325 graduate students comprise the new class. Our freshmen also set a record for being one of the most academically talented, with the percentage of students having an entering GPA of 3.5 and above, up 16 percent. Overall enrollment is very near reaching an historic high for EMU; to date it has increased 4 percent in headcount and nearly 2 percent in credit hour registration. Kudos to our Enrollment Services Division, University Marketing and Communications and all the faculty and staff who worked so very hard to attract, recruit and enroll these students.

With record numbers of new students enrolling, it follows that our expanding Commuter Orientation would attract record numbers of students and that FUSION, our freshman orientation program, also would set attendance records. First year students participated in the three-day program, spending time in small-group sessions learning how to manage their time, study effectively and use the University's vast network of student-support services and technological innovations to ensure that they succeed at EMU. A record number of more than 600 current students and community volunteers helped more than 1,400 resident hall students move-in during a five-hour period.

Orientation—which took place over the Labor Day weekend—depends on hundreds of volunteers to make it work, including many faculty and staff who assisted Dining Services in serving 7,000 lunches and 3,000 hotdogs. Each volunteer is a great representative of EMU, but none are more enthusiastic than the O-team, a group of current students who serve as group leaders and mentors. They work from dawn to dusk to do whatever it takes to acclimate new students to Eastern.

I am especially proud that our Orientation program introduces students to the University's expectation that community service is a critical component of their development as good citizens. Again this year, more than 200 Orientation students participated in the Community Plunge and did volunteer work throughout the community.

Our first-year students are not the only firsts on campus.

- The start of the fall semester saw our first classes offered at EMU-Brighton. The center will be officially dedicated October 1, but staff already is working hard to deliver programs that will meet the needs of this very important, underserved and growing market area.
- For the first time at EMU we have an identification card that can track meal contracts, access campus services and be used as a debit card on- and off-campus. The EagleOne card allows students the choice of having their financial aid and other refunds directly deposited to their cards and available immediately for use. Issuing electronic refunds will save the University the cost of issuing thousands of checks each semester. Although the start-up had a few glitches, staff from EMU and our corporate partner, HigherOne, were able to resolve them in a matter of days. This is a bold technological innovation that clearly gives us a competitive advantage.
- EMU was also recognized for the first time in two national college guides. The University was named “A Best Midwestern College” in the Princeton Review’s, The Best Midwestern Colleges: 150 Great Schools to Consider, and was identified as being a “Best Value for the Tuition Dollar,” in Kaplan’s, The Unofficial, Unbiased Guide to the 328 Most Interesting Colleges.
- The number of external research proposals submitted by our faculty and their dollar value, as well as the number of awards received and their dollar value, have hit an historic high, as is the case with the number of federal proposals submitted and awarded.
- As the result of strategic planning activities in Academic Affairs, a variety of proposals for new graduate programs and program revisions are underway. One exciting example is a new M.A. in Bioinformatics—an interdisciplinary program involving three colleges and five departments, planning for which was entirely funded by the Sloan Foundation.
- I am pleased to report that the Provost is proceeding with plans to form a new Center for Regional and National Security in the College of Technology. The Center will build on the work of our highly successful Police, Fire, Staff and Command program that has generated more than \$400,000 in training grants each of the last several years. The Center will respond to educational and training issues raised by both the federal and state governments and will attract Homeland Security and private sector funding.
- Since the last Board meeting, we have held our first external and internal stakeholder focus group sessions to link continuous improvement, strategic planning and the new Baldrige-based model for regional accreditation. On campus, and in Romulus and Troy, we informed stakeholders about the Academic Quality Improvement Program (AQIP) and sought input on the most pressing opportunities for institutional improvement.
- For the first time in its history, the University will host the Coalition of Urban and Metropolitan Universities’ international conference, September 20 through the 23 at Eagle Crest. Now housed at EMU, the Coalition includes 69 member universities committed to the urban and metropolitan mission.

- For this past academic year, EMU student athletes had their highest-ever academic ranking in the MAC, ranking second with an overall grade point average of 3.05.
- And finally, at your seats you will find the inaugural issue of our new university feature magazine, Exemplar. This magazine, for major donors and stakeholders, is the third publication in a family of new advancement communications under the direction of Kevin Merrill. Through e-Edge, a monthly electronic newsletter; The Edge, an alumni magazine published twice a year and Exemplar, the University is now communicating with alumni and friends in a much more timely and strategic manner.

Individual and team kudos to:

- Madonna Emond, a senior education major, who was named Miss Michigan and will represent the state in the Miss America pageant.
- Robert Citino, an award-winning history professor at EMU, who was featured in the pilot for a new series on the History Channel called “Hard Target.” Citino is one of the nation’s recognized authorities on military operations in both world wars.
- Michigan Supreme Court Justice Marilyn J. Kelly who was presented the State of Israel Eleanor Roosevelt Humanitarian Award. Kelly, who received her B.A. degree from EMU, was honored for her outstanding service to the legal profession.
- Gary Profit, deputy chief of the Army Reserve, who earned a Bachelor of Science Degree in Economics from EMU, was promoted to brigadier general.
- The Men’s swim team which was named Academic All-America by the College Swimming Coaches Association of America. The team has won 23 MAC championships.
- Natalie Hashimoto, a senior from Toronto, who was named the 2003 MAC Senior Gymnast of the Year, and the women’s gymnastic team which was named Academic All-America by the National Association of Collegiate Gymnastic Coaches/Women. The team posted a combined 3.57 GPA.

Dates to remember:

Today’s official opening of University House, beginning at three o’clock, launches a robust schedule of special activities that will include events for Foundation Trustees, Lifetime Giving Society donors, annual donors, Golden Years alumni and the Heritage Society. We also have a host of events at various venues to which all are invited:

- All campus picnic—September 17. This will serve as an informal kickoff for the annual faculty and staff giving program.
- Campus master planning open meetings—September 18.

- State of the University Address and presentation of the inaugural group of Institutional Values Awards—September 26.
- Official opening of the Brighton Center—October 1.
- Homecoming—October 4, with a weeklong schedule of more than 60 activities beginning September 28.
- Family Day and the Freshman Convocation of Excellence—October 11. This event also recognizes 10 Exceptional Educators—high school teachers and counselors chosen from a group of more than 800 candidates identified by incoming freshmen as educators who made a positive difference in their lives.

These events, the accomplishments of individuals, and our historic “firsts” were all made possible by a climate of mutual support, good stewardship and a strong commitment to learning that is so characteristic of EMU.

TREASURER'S REPORT

Section 1

Regent Antonini moved and Regent Griffin seconded that the Treasurer's Report for the month of July 2003, be received and placed on file.

Motion Carried.

INTERNAL AUDIT

Section 2

Regent Antonini moved and Regent Griffin seconded that the Internal Audit report for June through August 2003, be received and placed on file.

Motion Carried.

GRANTS/CONTRACTS

Section 3

Regent Antonini moved and Regent Griffin seconded that 107 grants and contracts totaling \$4,314,760 for the period 6/1/03 through 8/31/03 be accepted.

Motion Carried.

CONSTRUCTION PROJECTS PROGRESS

Section 4

Regent Antonini moved and Regent Griffin seconded that the Board receive and place on file the Construction Projects Progress Report for the period ending August 29, 2003.

Motion Carried.

ACCOUNTS RECEIVABLE

Section 5

Regent Antonini moved and Regent Griffin seconded that the Student Accounts Receivable Reports, and the Collection Agency Inventory as of August 31, 2003, be received and placed on file.

Motion Carried.

REPORT: Information and Communications Technology

Section 6

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

Motion Carried.

ACADEMIC AFFAIRS ADMINISTRATIVE/PROFESSIONAL APPOINTMENTS/TRANSFERS

Section 7

Regent Antonini moved and Regent Griffin seconded that the Board of Regents approve one Administrative/Professional appointment and one transfer Administrative/Professional at the ranks, salaries and effective dates as shown.

ADMINISTRATIVE PROFESSIONAL HIRING REPORT

<u>Last Name</u>	<u>First Name</u>	<u>Race/Gender</u>	<u>Rank</u>	<u>Salary</u>	<u>Department</u>
Gibson	Monique	B/F	AP10	\$62288	Academic Human Resources

ADMINISTRATIVE PROFESSIONAL TRANSFERS

<u>Last Name</u>	<u>First Name</u>	<u>Race/Gender</u>	<u>Rank</u>	<u>Salary</u>	<u>Department</u>
Lahidji	Behrooz	W/M	AP13a	94000	Industrial Technology

Motion Carried.

FACULTY APPOINTMENTS

Section 8

Regent Antonini moved and Regent Griffin seconded that the Board approve two new tenure-track appointments for the 2003-2004 academic year at the ranks, salaries, and effective dates shown.

Jiang Lu, Professor in the Department of Human ,Environmental and Consumer Resources, effective August 27, 2003, at an academic year base salary of \$50,000.

Birong Ho, Assistant Professor in the Library effective August 1, 2003 at an academic year base salary of \$59,850.

Motion Carried.

FACULTY REAPPOINTMENTS

Section 9

Regent Antonini moved and Regent Griffin seconded that the Board approve the reappointment of 3 additional previously omitted probationary faculty members for the 2003-2004 academic year.

College of Arts & Sciences

ATTACHMENT A

	<u>Name</u>	<u>Rank</u>	<u>Department</u>
1	Bilge, Barbara	Assistant Professor	Sociology, Anthropology & Criminology
2	Kuehn, Kevin	Assistant Professor	Biology

College of Health and Human Services

	<u>Name</u>	<u>Rank</u>	<u>Department</u>
3	Ghosh, Subhas	Professor	Human, Environmental & Consumer Resources

Motion Carried.

STAFF APPOINTMENTS

Section 10

Regent Antonini moved and Regent Griffin seconded that the Board of Regents approve the 26 staff appointments for the period May 27, 2003 through September 2, 2003.

DATE: September 16, 2003
 BOARD REPORT FOR: 09/16/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 STAFF APPOINTMENTS

3E 1
 APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Moher, Wendy	Human Resources	AP-09	Human Resources Consultant - Employee Relations	09/02/03	\$48,000	100	W	F	New Hire
Scott, Tracy	Intercollegiate Athletics - Administration	AP-09	Assistant Athletic Director - Compliance	06/16/03	\$42,000	100	B	F	New Hire
King, Scott	Intercollegiate Athletics	AC-14	Head Coach - Women's Golf	08/06/03	\$36,000	100	W	M	New Hire
Green, Mahogany	Intercollegiate Athletics	AC-12	Assistant Coach - Womens Basketball	07/09/03	\$42,000	100	B	F	New Hire
Holton, Larry	Intercollegiate Athletics	AC-12	Assistant Coach - Football	08/13/03	\$50,000	100	B	M	New Hire
Gentile, Melissa	Intercollegiate Athletics	AC-11	Assistant Coach - Womens Basketball	07/01/03	\$28,870	100	W	F	New Hire
Szerszen, Michael	Intercollegiate Athletics	AC-11	Assistant Coach - Strength and Conditioning	07/07/03	\$28,833	100	W	M	New Hire
Dailey, Daniel	Continuing Education Workforce	PT-08	Workforce Education Specialist	06/02/03	\$39,000	100	W	M	New Hire
Ellendula, Suchma	ICT	PT-08	Web Analyst/Programmer I	08/04/03	\$44,771	100	AI	F	New Hire
Jackson, Justin	ICT	PT-08	Enterprise Support Tech	07/01/03	\$37,293	100	B	M	New Hire

DATE: ..ember 16, 2003
 BOARD REPORT FOR: 09/16/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICH. UNIVERSITY
 STAFF APPOINTMENTS

3E 2
 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>
Powers, Catherine	Continuing Education Workforce	PT-08	Workforce Education Specialist	06/02/03	\$41,900	100	W	F	New Hire
Brokan, Caleb	CE Administration	PT-07	Coordinator Marketing and Events	07/01/03	\$35,000	100	W	M	New Hire
Davis-Green, Jacqueline	CE - Regional Center - Jackson	PT-07	CE Regional Manager	07/14/03	\$18,318	50	W	F	New Hire
Pohorence, Melissa	Intercollegiate Athletics - Training Room	PT-07	Assistant Athletic Trainer	08/04/03	\$31,151	100	W	F	New Hire
Casanova, Shalonda	Housing	PT-06	Area Complex Director	07/21/03	\$29,089	100	B	F	New Hire
Eccles, Robert	WEMU-FM	PT-06	Radio Reporter/Announcer	05/27/03	\$31,638	100	W	M	New Hire
Flores, Angelica	Parking & Paving	PT-06	Supervisor Parking Operations	06/30/03	\$29,870	100	H	F	New Hire
Pearcy, Stephanie	Housing	PT-06	Area Complex Director	07/21/03	\$29,089	100	W	F	New Hire
Schray, Heather	Housing	PT-06	Area Complex Director	07/21/03	\$29,089	100	W	F	New Hire
Tabaczynski, Alaina	Biology	PT-06	Research Assistant II	07/28/03	\$14,500	50	W	F	New Hire

DATE: September 16, 2003
 BOARD REPORT FOR: 09/16/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 STAFF APPOINTMENTS

3E 3
 APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Thompson, Gary	Children's Institute	PT-06	Teacher I	08/25/03	\$27,089	100	W	M	New Hire
Grissom, Michael	Public Safety	CS-05	Police Dispatcher	05/27/03	\$26,118	100	W	M	New Hire
Springgay, Deedra	Sociology, Anthropology, and Criminology	CS-05	Senior Secretary	08/04/03	\$26,118	100	W	F	New Hire
Berger, Julie	History and Philosophy	CS-04	Secretary II	08/04/03	\$23,113	100	W	F	New Hire
Kerby, Sherrill	MI-SBT DC	CS-04	Secretary II	08/11/03	\$23,113	100	W	F	New Hire
Lee, Tiffani	Workforce Education - Non-Credit Programs	CS-04	Secretary II	08/05/03	\$5,778	25	B	F	New Hire

SEPARATIONS/RETIREMENTS

Section 11

Regent Antonini moved and Regent Griffin seconded that the Board approve 44 separations and retirements as shown on the following listings:

DATE: September 16, 2003
 BOARD REPORT FOR: 09/16/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

E 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>
Mason, Matthew Eric	History and Philosophy	F-24	Assistant Professor	08/28/02	08/26/03	\$44,300	100	W	M	Resigned
Moore, Adam	History and Philosophy	F-24	Assistant Professor	08/23/00	08/26/03	\$44,730	100	W	M	Resigned
Nelson, Michelle	Art Department	F-24	Assistant Professor	08/25/99	08/31/03	\$48,061	100	W	F	Resigned
Saddik, Annette J.	English Language & Literature	F-16	Associate Professor	08/26/98	08/30/03	\$50,783	100	W	F	Resigned
Young, Kenneth	Accounting	F-16	Associate Professor	09/02/75	09/01/03	\$78,560	100	W	M	Retirement
Barber, Laura	Art Department	L-16	Lecturer III	08/28/02	08/26/03	\$27,000	100	AI	F	Resigned
Sullivan, Gundel	Art Department	L-16	Lecturer I	05/05/97	08/26/03	\$27,040	100	W	F	Not Reappointed
Doyle, Patrick J.	Vice President for Business and Finance	AP-15	Vice President for Business and Finance	03/19/79	09/05/03	\$140,743	100	W	M	Retirement
Brackenbury, Robert	Legal Affairs	AP-12	Assistant General Counsel	10/12/92	06/30/03	\$78,000	100	W	M	Resigned
Fleming, Thomas	Academic Affairs	AP-11	Assistant to the Provost	09/01/93	07/01/03	\$73,545	100	B	M	Retirement
Reichbach, Gwendolyn	National Institute Consumer Education	AP-11	Director, National Institute For Consumer Education	09/03/74	06/30/03	\$65,431	100	W	F	Retirement

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>APPI %</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Ristau, Lori	Academic Affairs	AP-09	Administrative Assistant to the Provost	10/01/81	07/01/03	\$50,957	100	W	F	At-Will
Sullivan, Charles	Intercollegiate Athletics Womens Crew	AC-15	Head Coach (Swim/Gym/Wres/Soccer)	08/10/00	06/30/03	\$38,483	100	W	M	Assignment Ended
Mauntler, James	Intercollegiate Athletics Womens Golf	AC-14	Head Coach	12/17/99	07/01/03	\$34,819	100	W	M	Resigned
Alamar, Peter Alexander	Intercollegiate Athletics Mens Football	AC-13	Assist Head Coach (Ftb/Mn-Wm Basketbl)	12/20/99	06/07/03	\$74,500	100	H	M	Resigned
Winson, Steven	Intercollegiate Athletics Womens Basketball	AC-12	Assistant Coach (Ftb/Mn-Wm Basketbl)	09/19/02	06/20/03	\$40,945	100	B	M	Resigned
Fenton, Megan E.	Intercollegiate Athletics Womens Gymnastics	AC-11	Assistant Coach (Sfbb, Cc/Trk, Vol, Bsb)	07/23/01	07/31/03	\$24,933	100	W	F	Resigned
Joseph, Michael	Intercollegiate Athletics Strength & Conditioning	AC-11	Assistant Coach Strength & Conditioning	09/03/01	06/20/03	\$32,000	100	W	M	Resigned
Lucas, Matthew C.	Intercollegiate Athletics Promoting	AC-11	Assistant Director Athletic External Affairs	09/27/99	06/13/03	\$64,976	100	W	M	Resigned
Alexander, Karla K.	ICT - ATCS	PT-09	Instructional Technologist II	06/03/02	08/01/03	\$55,897	100	W	F	Resigned
Harnick, Pamela G.	Counseling	PT-09	Senior Mental Health Counselor	09/11/00	08/15/03	\$36,149	80	W	F	Resigned
Cline, Karen	CE Regional Programs	PT-08	Project Coordinator	09/01/83	06/30/03	\$42,893	100	W	F	Retirement

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Izokaitis, Joseph	Campus Life	PT-07	Program Coordinator for Tech/Oper/Events	05/15/99	07/01/03	\$33,875	100	W	M	Resigned
Michael, Andrea	Intercollegiate Athletic Training Room	PT-07	Assistant Athletic Trainer	09/09/02	06/06/03	\$32,960	100	W	F	Resigned
Cochran, Thomas	Residence Hall Prorate	PT-06	Area Complex Director	07/19/99	06/30/03	\$28,739	100	W	M	Resigned
Roberts, Ericka	Residence Hall Prorate	PT-06	Area Complex Director	07/09/01	07/07/03	\$27,089	100	B	F	Resigned
Singleton, David F.	Residence Hall Prorate	PT-06	Area Complex Director	07/30/02	06/13/03	\$27,089	100	B	M	Resigned
Adams, Dawn	Apartment Prorate	PT-05	Manager Aparts: Customer Relations Coordinator	10/05/98	06/29/03	\$25,833	100	H	F	Resigned
Smith, Joseph	Public Safety Support	CP-01	Officer Campus Police	08/25/98	05/31/003	\$43,755	100	W	M	Resigned
Clanton, Dana L.	Admissions - Internal Operations	CS-06	Customer Service Specialist	03/04/02	08/20/03	\$28,482	100	B	F	Resigned
Cresswell, Sarah	Continuing Education - Cambridge	CS-05	Customer Service Representative II	11/05/02	06/28/03	\$26,118	100	A	F	Resigned
Michalak, Garylyn	Convocation Center Operations	CS-05	Senior Secretary	02/24/03	06/09/03	\$26,118	100	W	F	Unsatisfactory Probation Period
Mulvihill, Ann	Undergraduate Studies	CS-05	Senior Secretary	03/11/02	07/15/03	\$26,118	100	W	F	Resigned

<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>
Gundry, Susan	Administrative Support Services - Mailroom	CS-04	Secretary II	09/24/90	07/01/03	\$25,808	100	W	F	Retirement
McGill, Amanda	Continuing Education - Distance Education	CS-04	Customer Service Representative	08/20/00	06/29/03	\$23,113	100	W	F	Resigned
Miles, Andrea	Management	CS-04	Secretary II	09/06/98	06/27/03	\$11,557	50	B	F	Resigned
Williams, Verta	Convocation Center Operations	CS-04	Data Entry Clerk II	08/28/01	06/27/03	\$23,113	100	B	F	Resigned
Bogarin, Ryan	Administrative Support Services - Mailroom	CS-03	Postal Clerk	10/18/00	05/27/03	\$20,817	100	W	M	Resigned
Phillipotts, Edward	Custodial - Prorate	FM-14	Facilities Maintenance Worker	02/13/84	07/06/03	\$32,510	100	B	M	Retirement
Zajac, Jonathan	Athletics Maintenance	FM-14	Facilities Attendant	04/30/00	06/30/03	\$25,771	100	W	M	Laidoff
Schultz, Floyd	Custodial Services	FM-10	Custodian/Housekeeper/ Group Leader	01/14/85	07/31/03	\$30,722	100	W	M	Retirement
Bass, Dennis	Custodial Services	FM-06	Custodian	12/19/99	05/08/03	\$27,726	100	B	M	Resigned
Darmofall, David	Brown Munson Apt.	FM-06	Custodian	09/08/70	07/11/03	\$29,557	100	W	M	Retirement
Isenegger, Kyle	Physical Plant	FM-06	Custodian	05/19/02	06/04/03	\$21,882	100	W	M	Discharged

Motion Carried.

EMERITUS FACULTY STATUS

Section 12

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

Albert Belskus

Associate Professor, Department of Marketing from 1969 - 2003
(34 years)

Clayton Eshleman

Professor, Department of English Language & Literature from 1986 – 2003
(17 years)

Frederick Hunter

Professor, Department of Art from 1967 – 2002
(35 years)

Twyla Mueller Racz

Professor/Collection Development Librarian, University Library from 1967 – 2003
(35 years)

Marie Richmond-Abbott

Professor, Department of Sociology, Anthropology & Criminology from 1974 - 2004
(30 years)

Jon Wooley

Professor, Department of Physics and Astronomy from 1967 – 2003
(36 years)

Jay Yager

Professor, Department of Art from 1968 – 2002
(34 years)

Motion Carried.

STUDENT AFFAIRS COMMITTEE

Section 13

Regent Griffin moved and Regent Valvo seconded that the Agenda for September 16, 2003, and the Minutes of June 17, 2003, be received and placed on file.

Motion Carried.

FACULTY AFFAIRS COMMITTEE

Section 14

Regent Brandon moved and Regent Valvo seconded that the Faculty Affairs Committee Agenda for September 16, 2003, and the Minutes of the March 18, 2003, meeting be received and placed on file.

Motion Carried.

EDUCATIONAL POLICIES COMMITTEE

Section 15

Regent Valvo moved and Regent Griffin seconded that the Educational Policies Agenda for September 16, 2003, and the minutes of the June 17, 2003, meeting be received and placed on file.

Motion Carried.

BOARD POLICIES RECOMMENDED FOR APPROVAL

Section 16

Regent Valvo recommended the eleven new policies, the deletion of two policies, and the revision of two others be tabled for further review. Regent Rothwell seconded the motion.

Motion Carried.

FINANCE COMMITTEE

Section 17

Regent Antonini moved and Regent Griffin seconded that the Working Agenda for September 16, 2003 and the minutes of the June 17, 2003, Finance Committee meeting be received and placed on file.

Motion Carried.

**CONSOLIDATED FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION AS OF
JUNE 30, 2003 AND 2002**

Section 18

Regent Antonini moved and Regent Griffin seconded that the Board receive and place on file the University's audited 2002-03 Financial Statements.

Motion Carried.

**REPORT: OMB CIRCULAR A-133 SUPPLEMENTARY
FINANCIAL REPORTS FOR THE YEAR ENDED 6/30/2003**

Section 19

Regent Antonini moved and Regent Griffin seconded that the Board receive and place on file the OMB Circular A-133 Supplementary Financial Reports for the year ended June 30, 2003.

Motion Carried.

**REPORT: 2003 GENERAL FUND BUDGET
MANAGEMENT REPORT**

Section 20

Regent Antonini moved and Regent Griffin seconded that the General Fund Budget Management Report be accepted and placed on file and that funding authorization in the amount of \$5,976,979 be approved for outstanding obligations, commitments, encumbrances, and provisions.

Motion Carried.

2003 GENERAL FEE REPORT

Section 21

Regent Antonini moved and Regent Griffin seconded that the 2003 General Fee Report be placed on file.

Motion Carried.

2003 AUXILIARY FUND BUDGET MANAGEMENT REPORT

Section 22

Regent Antonini moved and Regent Valvo seconded that that 2003 Auxiliary Fund Budget Management Report be accepted and placed on file.

Motion Carried.

TIAA-CREF CUSTODIAL ACCOUNT AND RECORDKEEPING AGREEMENTS

Section 23

Regent Antonini moved and Regent Griffin seconded that the Board authorize the University to enter into a Custodial Account and Recordkeeping Agreement for a 403(b) Plan – Defined Contribution Retirement Plan, a Custodial Account and Recordkeeping Agreement for Governmental Non-Trusteed 457(b) Plan, and a Custodial Account and Recordkeeping Agreement for a 403(b) Plan – Tax Deferred Annuity Plan with TIAA-CREF Individual & Institutional Services, Inc.

Motion Carried.

ELECTION OF BOARD OFFICER

Section 24

Regent Antonini moved and Regent Morris seconded that the Board appoint John Beaghan as Interim Treasurer to the Board of Regents.

Motion Carried.

MEETING ADJOURNED

Regent Incarnati moved and Regent Griffin seconded that the Regular Meeting of the Board of Regents be adjourned at 2:13 p.m. The next meeting of the Board of Regents will be December 2, 2003 in Room 201, Welch Hall.

Respectfully Submitted,

Dana C. Aymond
Secretary to the Board of Regents

COMMUNICATIONS SECTION

**THE PRESIDENTIAL SCHOLARS WILL
BE PRESENTED
DURING THIS
SECTION**

ORAL REPORT TO BE MADE BY THE PRESIDENT

EXECUTIVE SUMMARY

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

EXECUTIVE SUMMARY

DATE:

December 2, 2003

SECTION 1 - REPORT: TREASURER'S REPORT

It is recommended that the Treasurer's Report for the month of October 2003 be received and placed on file.

As of October 31, 2003, cash and investments totaled \$108,431,038 and were invested at 1.30%. The short-term MMF weighted return was 0.99%, the Benchmark was: Money Fund Report's Prime Inst. Average at 0.72%. The Short-Term Bond Funds Weighted Average total return is 1.10%, the Benchmark was: Weighted Average of Fund's Benchmarks at 0.81%. Intermediate Duration Government Agency Bonds are 4.56% and Benchmark: five year Treasure Note is 3.24%. Cash and investments (excluding bond proceeds) as of October 31, 2003 decreased by \$02 million when compared to October 2002.

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 September 2003 through November 2003.

The reports for Investments and Risk Management internal audits 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 Benefit Administration and Cash Disbursement audits. Enclosed is the audit schedule for September 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 72 grants and contracts totaling \$3,537,923 for the period 9/01/03 through 10/31/03 be accepted.

One hundred percent sponsor-funded grants and contracts in the amount of \$2,054,011 were awarded to the University during the period 9/01/03 through 10/31/03. Grants and contracts requiring EMU cost-sharing and/or in-kind contributions totaled \$1,483,912.

Fiscal Implications: This action approves allocating University matching funds in the amount of \$15,000 as cash contributions for projects awarded during the period 9/01/03 through 10/31/03, for a fiscal year-to-date total of \$110,555 against a base budget of \$361,652.

SECTION 4 - REPORT: CONSTRUCTION PROJECTS PROGRESS

It is recommended that the Board receive and place on file the Construction Projects Progress Report for the period ending October 31, 2003.

The new student union building including the demolition of Pine Grove is currently on hold.
The McKenny Union re-assignment project is on hold.
The Campus Master (Concept) Plan is continuing.
Campus classroom and upgrade projects are continuing.
The South Pease parking lot project is scheduled to begin in the spring of 2004.

Fiscal Implications: Every effort is being made by the Physical Plant to keep expenditures and contracted obligations within the budgets of the approved projects.

SECTION 5 - REPORT: ACCOUNTS RECEIVABLE

It is recommended that the Student Accounts Receivables Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of October 31, 2003 be received and placed on file.

The Student Accounts Receivable Ratio Analysis balance is \$14,901,000 or 20.79% of revenue compared to \$12,540,000 (19.32%) as of October 31, 2003. This is a 1.47% increase.

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

SECTION 6 – INFORMATION & COMMUNICATIONS TECHNOLOGY INITIATIVES

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 two new Administrative/Professional appointments at the ranks, salaries, and effective dates shown in Section 7.

Fiscal Implications: Salaries will be absorbed in the 2003-2004 personnel budget.

SECTION 8 - STAFF APPOINTMENTS

It is recommended that the Board approve 29 staff appointments for the period September 3, 2003 through November 13, 2003. 20 (69%) are female, 9 (31%) are males. Demographics of the group are: 21 Caucasians (72%), 5 African Americans (17%), 2 Hispanics (7%), and 1 (4%) is Asian.

Fiscal Implications: The salaries are part of the 2003-2004 budget.

SECTION 9 - SEPARATIONS/RETIREMENTS

It is recommended that the Board approve 27 separations and retirements for the dates listed. Of the 27, 13 (48%) are female and 14 (52%) are males, 16 Caucasians (59%), 8 (30%) are African American, 2 (7%) are Hispanic, 1 (4%) Asian.

Fiscal Implications: None.

SECTION 10 - EMERITUS FACULTY STATUS

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

Benjamin Hourani - Professor, Department of Political Science

From 1968 – 2002 (34.5 yrs.)

John R. Hubbard (Posthumously) - Professor, Department of Foreign Language and Bilingual Studies

From 1970 – 2003 (33 yrs.)

Eugene Jaworski – Professor, Department of Geography and Geology

From 1971 – 2003 (32 yrs.)

James Roff – Professor, Department of Psychology

From 1976 – 2003 (26.5 yrs.)

Zakhour Youssef – Professor, Department of Psychology

From 1965 – 2003 (38 yrs.)

Robert M. Ward – Professor, Department of Geography and Geology

From 1969 – 2003 (34 yrs.)

Fiscal Implications: None.

SECTION 11 – EMERITUS STAFF STATUS

It is recommended that the Board grant Emeritus Staff Status to: Rosella Bannister, retired director of the National Institute of Consumer Education (NICE), a unit of the College of Education, and Gwendolyn M. Reichbach, retired executive director of NICE.

Fiscal Implications: None.

SECTION 12 - STUDENT AFFAIRS COMMITTEE MONTHLY REPORT

It is recommended that the Student Affairs Committee Agenda for December 2, 2003 and the Minutes of September 16, 2003 be received and placed on file.

Fiscal Implications: None.

SECTION 13 - EDUCATIONAL POLICIES COMMITTEE

It is recommended that the Ed Policies Committee Agenda for December 2, 2003, and the Minutes of September 16, 2003 be received and placed on file.

Fiscal Implications: None.

SECTION 14 – APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS

It is recommended that the Board appoint Dawn Ellen Vorenkamp to a 3-year term on the Board of the Academy for Business and Technology; Janet Adelman to a 3-year term on the Board of the Ann Arbor Learning Community; Rachel Wallace to a 3-year term on the Board of Edison Oakland Academy; Anya Carr to a 3-year term on the Board of Great Lakes Academy; and Andrea Wilson Bronson and Keisha Allen to 3-year terms on the Board of Hope Academy.

Fiscal Implications: None.

SECTION 15 – 2002-2003 CHARTER SCHOOLS ANNUAL REPORT

It is recommended that the Board approve the report.

Fiscal Implications: None.

SECTION 16 – AFFIRMATIVE ACTION PLANS

It is recommended that the Board place on file the Affirmative Action Audit 2002-2003, Affirmative Action Plan for Women and Minorities and the Affirmative Action Plan for Veterans and Individuals with Disabilities.

Fiscal Implications: None.

SECTION 17 – BOARD POLICIES RECOMMENDED FOR APPROVAL

It is recommended that the Board approve the new and revised Board Policies.

Fiscal Implications: None.

SECTION 18 – FACULTY AFFAIRS COMMITTEE

It is recommended that the FAC agenda for December 2, 2003, and the minutes of September 16, 2003, be received and placed on file.

Fiscal Implications: None.

SECTION 19 - FINANCE COMMITTEE MONTHLY REPORT AND MINUTES

It is recommended that the Working Agenda for December 2, 2003 and the minutes for the September 16, 2003 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 20 – FY 2005 APPROPRIATION REQUEST

It is recommended that the Board approve the FY2005 Appropriation Request.

Fiscal Implications: This establishes the initial resource planning parameters for 2004-05.

SECTION 21 – FY 2005 CAPITAL OUTLAY BUDGET REQUEST

It is recommended that the Board approve the FY 2005 Capital Outlay Budget Request. The modernization of Pray-Harrold has been identified as the University's top capital project.

Fiscal Implications: The cost to modernize is \$41,384,475. The University's cost share is \$10,346,119 or 25%. The University's match will be provided through the sale of bonds supported by tuition and fee revenue.

SECTION 22 – 2002-03 EMU FOUNDATION ANNUAL REPORT

It is recommended that the Board accept the Foundation Annual Report.

Fiscal Implications: None.

SECTION 23 – 2002-03 EAGLE CREST MANAGEMENT CORPORATION ANNUAL REPORT

It is recommended that the Board accept the 2003 Eagle Crest Annual Report.

Fiscal Implications: Eagle Crest provides a dividend of \$58,000 from 2002-03 profits.

SECTION 24 – BOARD POLICIES RECOMMENDED FOR APPROVAL

It is recommended that the Board approve the revision of 10 policies.

Fiscal Implications: None.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 1
DATE:
December 2, 2003

RECOMMENDATION

REPORT: TREASURER'S

ACTION REQUESTED

It is recommended that the Treasurer's Report for the month of October 2003 be received and placed on file.

STAFF SUMMARY

As of October 31, 2003, Cash and Investments totaled \$108,431,380 and were invested to return a total annualized return of 1.30%. Summarized below is Eastern's latest investment performance compared to the established benchmarks.

- | | |
|---|-------|
| • Short-Term MMF Weighted Average Total Return | 0.99% |
| • Benchmark: Money Fund Report's Prime Inst. Average | 0.72% |
| • Short-Term Bond Funds Weighted Average Total Return | 1.10% |
| • Benchmark: Weighted Average Of Fund's Benchmarks | 0.81% |
| • Intermediate Duration Government Agency Bonds | 4.56% |
| • Benchmark: Five Year Treasury Note | 3.24% |

Specifics as to the quality, duration, and other related features of the University's investment portfolio are itemized on pages 1 and 2 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 1.84 years. |
| • 100% of the portfolio is in fixed income obligations. | |

Cash and investments (excluding bond proceeds) as of October 31, 2003 decreased by \$0.2 million when compared to October 2002.

FISCAL IMPLICATIONS

The investment income is expected to meet budget.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

Eastern Michigan University
CASH AND INVESTMENTS
 October 31, 2003

	Date Settled	Mature/ Call Date	Account Balance		Annualized YTD Actual Total Return	Prior Month Annual. YTD Total Return
			Dollars	Pct. Total		
Cash						
EMU						
Comerica Bank/U.S. Bank	n/a	n/a	\$7,896,403.81	7.28%		
Eagle Crest						
Citizen's Bank	n/a	n/a	\$629,778.04	0.58%		
Total Cash			<u>\$8,526,181.85</u>	<u>7.86%</u>		
Investments						
Money Market Funds						
Dreyfus Institutional Preferred	Daily	n/a	\$5,108,447.10	4.71%	1.0050%	1.0072%
Banc One Prime Money Market Fund	Daily	n/a	741,530.53	0.68%	0.8970%	0.9056%
Total Money Market Funds			<u>\$5,849,977.63</u>	<u>5.40%</u>	0.9895%	0.9996%
Short-Term (0-5 Year) Bond Funds						
DFA One-Year Fixed Income (Ultrashort)	Monthly	n/a	\$39,881,977.10	36.78%	0.3495%	1.2036%
One Group Ultra Short-Term Fund (Ultrashort)	Monthly	n/a	40,566,056.96	37.41%	1.9428%	2.8056%
Vanguard Short-Term Corporate	Monthly	n/a	7,606,248.84	7.01%	0.5304%	1.6472%
Total Short Term Funds			<u>\$88,054,282.90</u>	<u>81.21%</u>	1.0990%	1.9686%
Int. Term (5 Year) Agency Bonds						
Federal Home Loan Bank (6/21/04 Call)	6/21/02	6/21/07	\$3,000,000.00	2.77%	5.0000%	5.0000%
Federal Home Loan Bank (8/13/03 Call)	2/13/03	8/13/08	3,000,937.50	2.77%	4.1000%	4.1000%
Total Agency Bonds			<u>\$6,000,937.50</u>	<u>5.53%</u>	4.5582%	4.5585%
Total Non-Cash Investments			<u>\$99,905,198.03</u>	<u>92.14%</u>	1.3002%	2.0369%
Total Cash And Investments			<u>\$108,431,379.88</u>	<u>100.00%</u>		

Notes:

The **Dreyfus Institutional Preferred Money Market Fund** invests in a diversified portfolio of high quality, short-term debt securities. The NAV is fixed at \$1.00/share and the average maturity of the fund approximates 50 days. EMU has access to its funds on a daily basis.

The **Banc One Prime Money Market Fund** invests in corporate money market securities including commercial paper, funding agreements, CD's and Bank Obligations. The NAV is fixed at \$1.00/share and the average maturity of the fund approximates 50 days. EMU has access to its funds on a daily basis.

Dimensional Fund Advisors' One-Year Fixed Income Fund invests in high quality corporate commercial paper and notes, bank CD's and notes, and Treasury and Agency Instruments. The average maturity approximates 1 year. EMU has access to its funds on a daily basis.

Bank One's Ultra Short-Term Bond Fund invests in all types of debt securities, including mortgage-backed securities, asset-backed securities, and money market instruments. As part of its main investment strategy, the Fund invests in adjustable rate mortgage pass-through securities and other securities representing an interest in or secured by mortgages with periodic interest rate resets. The average maturity approximates 2.0 - 2.5 years. EMU has access to its funds on a daily basis.

The **Vanguard Short-Term Corporate Fund** invests in corporate bonds and U.S. Treasury and government-backed securities. 65% of assets are invested in high-quality instruments, 30% in medium-quality corporate bonds, and 5% in non-investment-grade bonds. The average maturity approximates 2.5 - 3 years. EMU has access to its funds on a daily basis.

The **Federated Prime Obligations Fund** invests in corporate money market securities including commercial paper, repurchase

Eastern Michigan University
KEY FUND DATA
 October 31, 2003

	Dreyfus Inst. Pref.	One Group Prime MM Fund	DFA 1 Yr. Fixed	One Group Ultra Short Fund	Vanguard SIT Corp.	Total Funds At Present Mix
Fund Size/EMU Investment						
Total Fund Net Assets	\$11,494,900,809	\$10,545,460,000	\$1,458,200,000	\$2,295,320,000	\$14,942,999,677	\$40,736,880,486
EMU's Investment	\$5,108,447.10	\$741,530.53	\$39,881,977.10	\$40,566,056.96	\$7,606,248.84	\$93,904,260.53
EMU Percent Of Total Fund	0.04%	0.01%	2.74%	1.77%	0.05%	0.23%
Memo:						
EMU Investment At 10/31/02	\$7,879,089.00	\$0.00	\$35,439,474.06	\$0.00	\$7,225,963.00	\$50,544,526.06
Present O(U) 10/31/02 Investment	(2,770,641.90)	741,530.53	4,442,503.04	40,566,056.96	380,285.84	43,359,734.47
EMU Investment At 7/1/03	\$10,092,585.55	\$374,786.85	\$26,197,856.24	\$40,688,489.72	\$7,592,807.67	\$84,946,526.03
Present O(U) 7/1/03 Investment	(4,984,138.45)	366,743.68	13,684,120.86	(122,432.76)	13,441.17	8,957,734.50

Inception/Investment Dates

Fund Inception Date	6/11/97
EMU Initial Investment Date	1/20/01

Ratings/Liquidity

Morningstar	n/a
Credit Rating Of Holdings	AAA
Liquidity Option	Same Day

Portfolio Mix/Maturity

Commercial Paper/Notes	20.97%	71.80%	0.00%	0.00%	0.00%	0.00%
Time Deposits	32.33%	0.00%	0.00%	0.00%	0.00%	0.00%
Bank CD's/Short Term Bank Notes	31.49%	4.00%	0.00%	0.00%	0.00%	0.00%
Bank Repos	0.00%	5.60%	2.60%	0.00%	0.00%	0.00%
U.S. Treasuries	0.00%	0.00%	17.80%	0.50%	3.20%	3.20%
U.S. Government Agencies	15.21%	2.80%	0.00%	0.00%	24.00%	24.00%
Corporate Bonds	0.00%	0.00%	79.60%	2.30%	62.50%	62.50%
Mortgage/Asset Backed Securities	0.00%	0.00%	0.00%	93.80%	10.30%	10.30%
Variable Rate Demand Instruments	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Funding Agreements	0.00%	7.70%	0.00%	0.00%	0.00%	0.00%
Taxable Municipalities	0.00%	2.40%	0.00%	0.00%	0.00%	0.00%
Cash/Other	0.00%	5.70%	0.00%	3.40%	0.00%	0.00%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Weighted Average Maturity

48 Days

57 Days

330 Days

2.89 Years

2.4 Years

Years

1.84

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 2
DATE: December 2, 2003

RECOMMENDATION

REPORT: INTERNAL AUDIT

ACTION REQUESTED

It is recommended that the Internal Auditor's activity report for the period September through November 2003 be received and placed on file.

STAFF SUMMARY

The reports for Investments and Risk Management internal audits have been issued. The Investments internal audit report includes a finding and a corresponding recommendation to improve controls. The recommendation has been discussed with appropriate personnel. Management agrees with the recommendation and is proceeding with actions to implement the recommendation. Andrews Hooper & Pavlik is satisfied that management's response will satisfy the intent of the recommendation.

Also attached is a report prepared by University management on the status of recommendations made from the previous Benefit Administration and Cash Disbursement audits completed in July 2003. As noted in the report, management has agreed with the internal auditor's recommendations and has found that most of the recommendations have been implemented. For those recommendations that have not yet been implemented, plans are in place for a completion date. A follow-up status report will be submitted to the Board at the January 2004 meeting to confirm that these recommendations have been implemented.

Enclosed is the updated internal audit schedule for the period ending September 30, 2003 and September 30, 2004.

FISCAL IMPLICATIONS

It is expected that fiscal year 2003-2004 expended resources will be within approved budget limitations.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date



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

Date: October 31, 2003

To: Mr. John Beaghan
Interim VP of Business and Finance

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

**Re: AUDIT REPORT
INVESTMENTS**

Attached is the report for the internal audit review of the internal control process for investments. Revisions based on discussions with Mr. Daniel Cooper, Interim University Controller and Director of Financial Services, Mr. Steven Holda, Assistant to the Vice President for Business and Finance, and Mr. Timothy Griffith, Manager of Accounting & Treasury – Financial Services, have been incorporated.

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

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

Attachment

cc: Board of Regents
Daniel Cooper
Steven Holda
Timothy Griffith

AUDIT REPORT INVESTMENTS

Background

The investment policy Eastern Michigan University (the University) follows was adopted in January of 1966 and revised in September of 1998. The Board of Regents approved the policy. This policy states the University's investment objective shall be to preserve investment principal while deriving a reasonable return consistent with prevailing market and economic conditions. Investment decisions shall be based on specific guidelines, which incorporate quality, safety; diversity and liquidity of funds. Consistent with the University's conservative investment policy, the University invests directly in U.S. Treasury and Agency securities, and Mutual funds, which invest in U.S. Treasury Securities and high quality corporate and bank obligations. Comerica Bank, the custodian, holds the University's investments in these debt securities in the University's name. John W. Beaghan, Interim Vice President of Business and Finance, meets at a minimum twice a month with the Investment Committee to discuss investment activity and prepares a monthly Treasurer's report which is provided to the Board of Regents to inform them of the performance and makeup of the University's investments.

The University's investments as of September 30, 2003 are classified into four investment categories as listed below:

	September 30, <u>2003</u>
Money Market Funds	
Dreyfus	\$ 8,018,578
Short Term Investment Funds	
DFA One-Year Fixed Income	38,678,072
Ultra short	
Vanguard Short-Term Corporate	7,624,108
Intermediate Term Investments	
Federal Home Loan Bank	3,000,000
Federal Home Loan Bank	3,000,938
General Revenue Bond Investments	
DFA One-Year Fixed Income	2,627,667
Ultra short	
Banc One Prime Money Market Fund	657,700
One Group Ultra Short-Term	40,688,490
Fund Money Market	_____
Investment Total	<u>\$ 104,295,553</u>

Investment Activity

We obtained access to all investment reports and general ledger activity for the months selected for review from Daniel Cooper, Interim University Controller. We reviewed the data for all of the investment categories and the following sections describe the results of our test by investment category. Monthly account reconciliations are done for Dreyfus. The University records all other investments at cost plus reinvested interest and dividends. An adjustment is made annually at year-end to adjust carrying value to market. Agreement between the monthly activity and the general ledger amounts is performed on a monthly basis.

Money Market Funds

The Money Market Funds as of 9/30/2003 were carried at \$8,018,578 and made up 7% of the University's investments. The money market funds during the months tested included Dreyfus Institutional Preferred and Federated Prime Obligations Fund. The funds outperformed the benchmark (Donahue Prime Institutional Money Market Fund). The fiscal year-to-date, annualized return of 1.0072 % at September 30, 2003 exceeded its comparative benchmark. The Dreyfus fund is used as an operation cash account to meet the current cash needs of the University. Our testing over these investments included reviewing monthly reconciliations of the fund statements to the general ledger and testing for compliance with the University's Policies, Rules and Regulations related to investments. Our testing over these investments included reviewing monthly reconciliations of the investments to the general ledger noting timely performance and approval, reperformance of the reconciliations, and testing for compliance with the University's Policies, Rules and Regulations related to investments.

Short Term Investment Funds

The Short Term Investment Funds as of 9/30/2003 were carried at \$46,302,180 and made up 45% of the University's investments. The Short Term investment funds during the months tested included: Federated US Government 2-5 Year, Vanguard Short Term Corporate, and Dimensional Fund Advisors (DFA). The Short Term Investment funds outperformed their benchmarks (Lipper Institutional Money Market Index and Lehman 1-5 Year US Credit Index). The fiscal year-to-date, annualized return of 1.9686 % at September 30, 2003 exceeded its comparative benchmark. The Short Term investments are mutual funds that invest in high quality corporate and bank debt obligations. Our testing over these investments included reviewing monthly reconciliations of the investments to the general ledger noting timely performance and approval, reperformance of the reconciliations, and testing for compliance with the University's Policies, Rules and Regulations related to investments.

Intermediate Term Investments

The Intermediate Term Investments as of 9/30/03 were carried at \$6,000,938 and made up 6% of the University's Investments. The two Intermediate Term Investments during the months tested were Federal Home Loan Bank and Federal National Mortgage Association (U.S. Treasury) items. Our testing over these investments included reviewing monthly reconciliations of the investments to the general ledger noting timely performance and approval, reperformance of the reconciliations, and testing for compliance with the University's Policies, Rules and Regulations related to investments.

General Revenue Bond Investments

The General Revenue Bond Investments as of 9/30/03 were carried at \$43,973,857 and made up 42% of the University's Investments. The General Revenue Bond Investment Funds during the months tested were One Group Ultra Short-Term, Banc One Prime Money Market Fund, and Dimensional Fund Advisors (DFA). Our testing over these investments included reviewing monthly reconciliations of the investments to the general ledger noting timely performance and approval, reperformance of the reconciliations, and testing for compliance with the University's Policies, Rules and Regulations related to investments.

In addition, we reviewed the investment committee meeting minutes and investment purchases and sales noting that they were being properly performed and approved and in accordance with the University's Policies, Rules and Regulations related to investments.

Objectives and Scope

Our objectives were to evaluate the adequacy of internal controls for investments, review compliance with investment policies and review for proper recording of investment transactions and balances in the University's accounting records.

The scope of our review included reviewing transactions and procedures specific to investments. We reviewed only investment transactions. We did not confirm balances held by the Custodian and did not test market values for the months we reviewed. Management has informed us that the University's external auditors perform confirmation procedures as part of their year-end audit procedures. Our audit covered the period from October 1, 2002 through September 30, 2003.

Conclusion

We concluded that the University's internal controls appear to be in effect over the University's investments. We did, however, identify an opportunity for strengthening the internal control environment in the areas reviewed.

The remainder of this report details work performed and criteria used in supporting our conclusions. We have included a recommendation to management for improving the internal control process for investments.

We completed our audit fieldwork on October 31, 2003.

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.

Finding and Recommendation

Finding

We noted during our testing of investment reconciliations that two out of six reconciliations selected for testing were not performed and approved within 30 days of month-end. These two reconciliations were not performed and approved until approximately 80-94 days after month-end.

Recommendation

We recommend that the investment reconciliations be performed and approved in a timely manner.

Management's Response

We agree. During the conversion year to Banner, the investment account reconciliations were delayed. The reconciliations have been brought up to date, and will continue to be completed and approved within 30 days of month-end. The reconciliations showed that there were no inappropriate transactions in the Investment account during this time nor has there been any since we became current with the reconciliations.



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

Date: October 3, 2003

To: Mr. John Beaghan
Interim VP of Business and Finance

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

Re: **AUDIT REPORT**
RISK MANAGEMENT

Attached is the report for the internal audit review of the internal control process for Risk Management. Revisions based on discussions with Ms. Erica Healander, Manager of Risk Management and Workers' Compensation, and Mr. Dan Salk, Assistant Director of Risk Management and Workers' Compensation, and review of support for compensating controls 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 Bryan Anderson at (517) 487-5000.

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

Attachment

cc: Board of Regents
Daniel Cooper
Erica Healander
Dan Salk

AUDIT REPORT RISK MANAGEMENT

Background

The Risk Management Department (the Department) provides the service of protecting the Eastern Michigan University's (the University) assets against accidental loss and fraudulent claims. This includes not only physical and fiscal assets, but human assets as well. To achieve this, the Department is committed to the following:

- Identify and remediate controllable loss exposures.
- Provide loss prevention and loss control management.
- Minimize adverse effects of accidental losses.
- Develop and implement loss funding and risk financing mechanism.
- Provide claims controls and claims management services.

The Department is under the guidance of Kenneth A. McKanders, General Counsel. The Director of the Department, reports to Mr. McKanders. The Director has three direct reports, two professional and one clerical, to help perform the day-to-day functions of the Department. The former Director was with Eastern Michigan University for 25 years and approximately 19 years in this current position. The Manager of Risk Management has three years experience with EMU and the Assistant Director has served EMU for approximately one year.

As stated in the Department's primary mission, the Department seeks to minimize institutional assets against loss. A large part of this is accomplished through EMU's participation in the Michigan Higher Education Group Self Insurance and Risk Management Facility (d.b.a. Michigan Universities Self Insurance Corporation (M.U.S.I.C.)). M.U.S.I.C. was co-founded by EMU in 1987 and is a non-profit, alternative risk financing mechanism which provides broad coverages for common exposures to its owners-members. Eleven of the thirteen public Universities in the State of Michigan are owner/members (all except the University of Michigan and Michigan State University). M.U.S.I.C. is not an insurance company, though its name implies it. Instead it provides loss control and self-insurance through cost allocations.

M.U.S.I.C. provides two types of coverages that all the member universities are required to participate in. The first is General Liability and the second is Errors and Omissions Liability. In addition, M.U.S.I.C. provides additional coverages that its members may participate in. These include, among others, automobile liability and automobile physical damage, excess workers' compensation, all-risk property, etc.

M.U.S.I.C. is governed by a Board of Directors which is composed of eleven appointees, one from each member university. An Alternate Director is also appointed by each member university. M.U.S.I.C. encourages a mixture of different professionals on its Board including Business Officers, Risk Managers and/or Legal Officers. EMU's current representative is Kenneth A. McKanders, General Counsel.

EMU has three layers of insurance, the first being the Self Insured Retention (SIR), the second is the M.U.S.I.C. pooled layer, and the third is the commercially insured layer. M.U.S.I.C.'s goal is to maximize the first and second layers in order to reduce the dependency on the commercial market.

The following lists the coverages EMU has with M.U.S.I.C.

- Property - All Risk Perils.
- Comprehensive General Liability (including Incidental Medical Malpractice, Police Professional and Dram Shop Liability).
- Excess/Umbrella Liability.
- Errors and Omissions Liability.
- Excess Errors and Omissions Liability.
- Non-owned aircraft Liability.
- Automobile Liability.
- Automobile Physical Damage.
- Excess Workers Compensation.
- Foreign Package (covering foreign students).
- Medical Malpractice.

In addition to the M.U.S.I.C. coverages, EMU maintains several coverages with outside commercial carriers. This would include, but not limited to, builders risk, crime coverages such as forgery, theft, and robbery, broadcast liability, professional liabilities such as Psychologist, and Nursing and accident insurances such as travel and athletics.

Coverages

Limits

Almost all of Eastern Michigan University's (EMU) coverages are placed via M.U.S.I.C.'s programs. Therefore, the limits on these coverages are established by M.U.S.I.C.'s Board of Directors, based on the combined recommendations of M.U.S.I.C.'s Broker actuary, and its Underwriting Committee. The Director serves on M.U.S.I.C.'s Underwriting Committee and is very active in the review, negotiations, and selection of all coverage programs and represents EMU's interest during these processes. M.U.S.I.C. and the Director look at the entire picture of limits, premiums, self-insured retentions and deductibles.

Criteria for determining limits include the following:

- member institutional requirements
- industry standards
- Self-Insured Retentions (SIR)
- market availability
- premium cost (Note: premiums do not vary directly with the amount of coverage i.e. \$2 million of coverage is less than twice as much as \$1 million of coverage)
- institutional budget constraints
- actuarial and broker recommendations

For property coverage (buildings, contents, etc.), limits are based on “replacement value”, i.e. items are insured for the amount it will cost to repair or replace an item if a loss occurs. Replacement value is determined by using actual cost, at the time of purchase, plus an annual market index factor for inflationary purposes. Total limits are adjusted as new construction items are added or existing items are disposed of.

It should be noted that there is no systemized method of capturing explicit values of every specific property item for insurance purposes. Therefore, there is not a fixed asset listing which states every piece of equipment which is covered under M.U.S.I.C. However, the Department is confident that EMU is adequately insured as EMU has blanket insurance limits, i.e. whenever an insured loss occurs, EMU is allowed reimbursement up to 110% of its consolidated values. In addition, the amount of coverage exceeds the amount of property on the financial statements due to the “replacement value” provision and the fact that coverages include all items, not just those which were capitalized (currently items greater than \$5000).

Premiums

As noted above, premiums are one part of the entire process of determining coverage under EMU’s participation with M.U.S.I.C. Generally, M.U.S.I.C. submits a Request for Proposal (RFP) for major programs every three years. Requesting proposals more frequently may have diminishing returns and may even be detrimental if carriers do not believe you are serious about switching. Coverages are placed as a result of these competitive selections processes. Significant negotiations take place to determine the most suitable coverages and most competitive premiums. Annual negotiations occur within the framework of longer-term contracts.

In addition to cost, criteria for selecting carriers and other service providers include the following four areas:

- Compliance with M.U.S.I.C.’s Insurer Performance Standards
- Coverage continuity
- Carrier’s history in servicing institutions of higher education
- The location of the office that will serve M.U.S.I.C.’s member institutions

M.U.S.I.C.’s Manager and Broker, Marsh Inc., also performs an annual study to compare the annual estimated cost of M.U.S.I.C.’s programs as compared with the estimated cost of traditional programs available in the commercial market. The amount of cost savings is extremely difficult, if not impossible, to accurately estimate based on the following:

- Quoted premiums and final premiums paid may differ substantially based on negotiations performed with insurance carriers. This can work both ways in that some negotiations lower premiums from original costs while some negotiations expose a low quote that imposes several restrictions.

- M.U.S.I.C. coverages are broader than traditional commercial programs in that some exposures, such as Athletic liability, have not been consistently available in the commercial market and M.U.S.I.C. is able to manuscript its coverage contract to include insurance for exposures more inherent in higher education operations such as malpractice insurance for clinical faculty and staff.
- M.U.S.I.C. imposes a two-year notice on withdrawals from M.U.S.I.C. and this is known by insurance carriers which may bid on segmented portions of EMU's business. How serious a quote is may be indeterminable.
- The commercial business is very cyclical and one of M.U.S.I.C.'s benefits is that it smoothes out the cyclical nature of this industry. Therefore, an ongoing comparison is difficult based on the timing of the inquiry.

While it may be impossible to determine the actual "savings" EMU has incurred during its participation in M.U.S.I.C., a general level of study is performed and actions are taken to ensure EMU has and is benefiting from its continuing participation in M.U.S.I.C. These would include, but are not limited to, the former Director's experience in the profession (over 19 years in current position), EMU's aggressive representation on M.U.S.I.C.'s Board of Directors, and the current service of the Department on the Oversight and Underwriting Committees. The Assistant Director serves on the Underwriting Committee and the Finance Committee. The Manager serves on the Claims & Loss Control committee and the Underwriting Committee. Based on EMU's representative's contributions and their result, coupled with member institutions collective loss control and purchasing power, it is believed that M.U.S.I.C. provides a more comprehensive package at a more competitive cost than traditional commercial carriers over the long term.

Even with the M.U.S.I.C. program, commercial carriers are still necessary to secure excess insurance coverage for catastrophic exposures. A Broker is required in this relationship and Marsh Inc. acts on behalf of M.U.S.I.C. and EMU for all coverages under the M.U.S.I.C. programs. In addition, Marsh Inc. brokers the majority of coverages EMU requires for which there are no M.U.S.I.C. programs. In all cases, the applicable broker provides quotations for renewal and/or new coverages. The Director will then determine what appears to be the best offer and enter into serious review of negotiations regarding all four areas noted above. In addition, the Director also looks at other items including the financial condition of the outside carrier, the claims paying process, etc. This process is repeated every time a significant policy comes up for renewal.

In determining the competitiveness of premium pricing, one of the most critical components is the amount of carriers who sell insurance to cover the specific exposures. For some coverages required by EMU, there are only a few carriers in the commercial market who provide coverage and, therefore, negotiating premiums is significantly different than negotiating major lines where there are several competitors. An example of this would be Professional Malpractice Liability.

Self-Insured Retentions (SIR) and Deductibles

M.U.S.I.C.'s and member institutions' philosophy for liability coverages is to maintain Self-Insured Retentions (SIR) at an amount approximately equal to the "expected losses". This philosophy, combined with aggressive loss control initiatives, serve to ensure continuous broad-based coverages at stable and competitive costs. All SIR's (and other cost allocations) are established by an actuary based upon multiple underwriting variables including the number of students, faculty, and staff, and the applicable claims history. SIR's and all cost allocations are thoroughly reviewed by the Director prior to renewal.

For property coverages, the deductible is determined in-house and is generally maintained at \$50,000 based upon factors such as historical experience and cost/benefit analysis (isolated coverages may vary and may have smaller deductibles). Deductibles are reviewed every three years, however, they are rarely changed. If a change were contemplated, The Director would request approval from the Vice-President prior to enacting any change.

It should be noted that all of the above items appear on a coverage summary sheet that is distributed to Vice President of Business and Finance. This procedure is ongoing and provides an opportunity to review all EMU's coverages in a consolidated or summarized format.

Solvency for Commercial Carriers

Prior to the renewal of policies, research is done to determine the A.M. Best rating for the applicable carrier. A.M. Best is an independent rating service, which provides ratings which range from "A++ - Superior" to "F - In Liquidation." EMU's policy is to only place coverage with those carriers "A- - Excellent" or better. The A.M. Best rating is used in conjunction with other carrier performance standards including the admittance of the carrier to do business in the State of Michigan. M.U.S.I.C. and EMU place a certain amount of reliance on the broker's contractual obligation to monitor the "watch list" (interim A.M. Best reports) and other indicators for deterioration of carrier ratings and advise EMU accordingly.

Loss Controls

Risk management and loss control are integral to the formation of M.U.S.I.C. by all member institutions. Aggressive loss control initiatives by each individual member institution and collectively as a group, serve to prevent and/or minimize accidental losses, and contain costs. Additionally, carriers who provide excess coverages also require member institutions to practice loss control applications as a provision of coverage. Therefore, EMU's loss control initiatives include periodic surveys of EMU's premises and operations by external loss control consultants who have professional expertise to assess conditions. Consultants may present recommendations to revise conditions or practices which lead to conditions. The Director is responsible for developing appropriate action and/or for coordinating EMU's response to these recommendations.

In addition, M.U.S.I.C. periodically, at least semi-annually, holds loss control seminars at locations which are mutually convenient to all member institutions. The subject of these seminars is determined upon careful evaluation of all members' loss history and their needs assessments. These seminars are more informative inasmuch as they are tailored to fit specific needs of member institutions.

The Risk Management staff analyzes EMU's claims history to assess overall institutional trends as well as isolated demographic trends pertaining to segmented individuals or groups, such as specific personnel classification and/or departmental units. EMU's Risk Management Department acts proactively and reactively. Proactively, Risk Management staff advises department heads and/or holds internal consulting discussions or seminars as regulatory agencies and other conditions change and may impact EMU's programs and operations. Risk Management staff reacts as needs dictate. For example, if a department experiences multiple incidents which seem to arise out of similar conditions, a seminar is performed by Risk Management staff and/or is coordinated by Risk Management staff.

Finally, post-occurrence investigations are performed to prevent and/or minimize exposure to future recurrences, which may lead to claims. The need for remedial actions is more commonly found during the initial stage of investigations, which is usually performed by Risk Management staff (instead of external service providers). Action is undertaken by Risk Management staff as deemed appropriate to prevent reoccurrence.

Objectives and Scope

Our objectives were to evaluate the adequacy of internal controls for protecting the University's assets against accidental loss and fraudulent claims.

The scope of our review included reviewing the procedures to identify the University's assets and the procedures in place to provide loss prevention and loss control. We did this by reviewing current procedures with the knowledge of large additions to University property, reviewing claims against the University noting timeliness of follow up investigations and appropriateness of reserves, proper recording of expenditures made by the University to cover loss exposures and a comparison of management reports to the claim files detail noting accuracy. In addition, we inquired of appropriate personnel as to whether the University's policies and procedures were in place and operational, and tested the controls through inquiry, observation, sampling, review, support, and reperformance. Our audit covered the period from July 1, 2002 through June 30, 2003.

Conclusion

We concluded that the University's internal controls appear to be in effect over the proper safeguarding the physical, fiscal and human assets of the University and protecting against accidental loss and fraudulent claims. We make no recommendations.

The remainder of this report details the work performed and criteria used in supporting our conclusions.

We completed our audit fieldwork on October 3, 2003.

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.

STATUS OF AUDIT RECOMMENDATION

December 2, 2003

**Benefit Administration
Cash Disbursement**

Prepared by
Vice President for Business and Finance Office

INTERNAL AUDIT RECOMMENDATION STATUS

AUDIT PERFORMED: **BENEFIT ADMINISTRATION**

DATE COMPLETED: **JULY 22, 2003**

1. RECOMMENDATION:

We recommend that the University investigate and correct the problem with the calculation for part time, semimonthly employees. In addition, we recommend that the University perform periodic testing of vacation accrual calculations in the Banner system in order to ensure the employees are receiving the correct amount of vacation in accordance with University guidelines.

MANAGEMENT'S RESPONSE:

We agree. We tested all employees in the part-time, semimonthly payroll. No additional exceptions were found. We corrected the individual who was found to be incorrect in the sample. In collaboration with the Benefits Office, the Payroll Department corrected the part time accrual rates. We tested them and they are now correct, which will eliminate any future errors. We will perform monthly checks on random employees from each employee class to ensure that employees are receiving the correct amount of vacation.

IMPLEMENTATION STATUS:

Vacation and sick pay accrual calculations are not yet being randomly checked on a regular basis. The Benefits Office does check the calculations for those employees who inquire regarding potential problems that they see in their vacation and sick pay accruals.

The recommendations of the Internal Auditors, and supported by Management, have not yet been implemented. Implementation is expected to be complete by November 30, 2003.

VERIFICATION DATE: November 18, 2003

2. RECOMMENDATION:

We recommend that the University adjust the family continuation rider deduction amounts for persons in 16 pay periods to the appropriate amount, including any "catch-up" adjustments to ensure the total cost for the annual premium is collected for these individuals.

MANAGEMENT'S RESPONSE:

We agree. During the University's conversion from Hrizon to Banner, the SCT consultant did not properly set up the deductions for those who have 16 pays. As a result, we have created another plan for those who have 16 pays to catch up their deductions for the year. In addition, we have notified these Faculty and 100% Lecturers that their deductions will be adjusted to make sure their annual amount is correct for the remainder of the year.

IMPLEMENTATION STATUS:

Letters to affected personnel were sent by the Benefits Office on July 30, 2004. The letter explained the deduction error and informed the affected person of the new deduction required so that their total annual deduction for 2004 will pay for 100% of the annual cost of the healthcare rider benefit they receive. The revised deduction amount to insure 100% payment of the benefit cost has been confirmed in the Banner system.

The recommendations of the Internal Auditors, and supported by Management, have been implemented.

VERIFICATION DATE: November 18, 2003

3. RECOMMENDATION:

We recommend at the end of every month, Benefits reconcile a list of terminated employees for the month, with the Delta Dental Report indicating people who have terminated coverage during the month.

MANAGEMENT'S RESPONSE:

We agree. We checked all terminated employees in fiscal 2003 to verify that they were terminated correctly. No additional exceptions were found. We cancelled coverage for the individual immediately who was not terminated correctly and made the cancellation retroactive to his date of termination. To ensure that there were no inappropriate dental expenses by the employee, all claims reports were checked. No other individuals were found to have any dental claims after his/her termination date. The Benefits office will reconcile the Delta Dental bill with terminations on a monthly basis.

IMPLEMENTATION STATUS:

A summary reconciliation schedule to insure that all PAF forms for terminated employees match terminations on the Delta Dental bill does not yet exist. An audit of the PAF forms for terminated employees for the months of September and October showed that they all matched with the terminations reported on the Delta Dental bill.

The recommendations of the Internal Auditors, and supported by Management, have not yet been implemented. Implementation is expected to be complete by November 30, 2003.

VERIFICATION DATE: November 18, 2003

4. RECOMMENDATION:

We recommend management review all CS employees that were hired in the one-year period prior to the conversion of Hrizon to Banner, and ensure these people are receiving the appropriate benefits and are properly included in Banner.

MANAGEMENT'S RESPONSE:

We agree. This review has been completed and corrections made to all CS employees hired in 2002 with effective dates in 2003.

IMPLEMENTATION STATUS:

A roster of all CS employees hired during 2002 calendar year was provided by the Benefits Offices. It was confirmed that all personnel on this list were set-up in Banner to receive the appropriate Group Retirement Annuity (GRA) benefit.

The recommendations of the Internal Auditors, and supported by Management, have been implemented.

VERIFICATION DATE: November 18, 2003

INTERNAL AUDIT RECOMMENDATION STATUS

AUDIT PERFORMED: CASH DISBURSEMENTS

DATE COMPLETED: AUGUST 20, 2003

1. RECOMMENDATION:

We recommend that bank reconciliations be prepared in a timely manner.

MANAGEMENT'S RESPONSE:

We agree. During the fiscal 2002 year end process on the University's old general ledger system, we were implementing Banner, with no enhancements to existing staffing. While we were working on bank reconciliations throughout the year, completion of the bank reconciliations were delayed because of complications caused by having two systems for part of the year. All bank accounts have been fully reconciled as of July 1, 2003, with no unusual adjustments necessary. We expect to be able to maintain the normal 30-day completion standard in the future.

IMPLEMENTATION STATUS:

All bank reconciliations for the month of September 2003 were completed within 30 days except for the following two:

1. Comerica Account 23 – Operating
2. Comerica Account 22 – Concentration Account

These reconciliations were delayed due to workload increases caused by the implementation of the new Higher One Card, implementation of the EMU-as-lender program, development of new indirect cost allocations and the annual NCAA and WEMU audits. Account 23 – Operating has now been fully reconciled through October 2003. Account 22 – Concentration is being worked on diligently, but since the spring “go-live” of the Banner student module, and because of the tremendous volume of transactions, the reconciliation procedures are still being developed and tested. It is expected that this reconciliation will be completed and up to date within the next few months.

The recommendations of the Internal Auditors, supported by Management, have been implemented for all but two of EMU's bank accounts.

VERIFICATION DATE: November 10, 2003

2. RECOMMENDATION:

We recommend that wire transfers be posted to the general ledger in a timely manner. We recommend keeping a wire transfers log in order to better track payments and due dates.

MANAGEMENT RESPONSE:

We agree. We were aware of these items in that they were being carried on the bank reconciliation as reconciling items but had not yet been posted to the general ledger. Our cash control accountant will create a log of all wires and make sure all items are posted to Banner within 10 working days. The log will be reviewed monthly by the Accounting Manager.

IMPLEMENTATION STATUS:

A log has been created to show the following information for all wire receipts and disbursements:

1. Transaction date
2. Other transaction party
3. Amount
4. Account booked to
5. Date recorded in Banner

Review of the log as of November 3, 2003 showed that most items are being posted to Banner within 10 working days.

The recommendations of the Internal Auditors, and supported by Management, have been implemented, but need improvement.

VERIFICATION DATE: November 10, 2003

Audit recommendations verified by:

Steve Holda

Assistant to the Vice President for Business & Finance

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

<u>Timing</u>		<u>Budget</u>	<u>Item</u>
<u>Work Pfd</u>	<u>Report</u>	<u>Hours</u>	
Various	Various	100	Planning, Risk Analysis & Administrative Planning/Scheduling Audits Board Meetings, Other Meetings, etc. Risk Assessment for following years
Completed	Jan-03	40	Conflict of Interest Statements Board of Regents, President & Administrative Professionals 10 & above
Completed	Jan-03	200	Cash Receipts
Completed	Mar-03	60	Ticket Sales (including special events) Quirk Auditorium Advance Sales At Game Sales
Completed	Mar-03	80	Regulatory/Compliance
Completed	Jun-03	100	Purchasing - General
Completed	Jun-03	80	Purchasing - Food Service
Completed	Jun-03	50	Purchasing - Library
Completed	Sep-03	150	HR - Benefits Administration
Completed	Dec-03	100	Risk Management
Completed	Sep-03	200	Cash Disbursements
Pending	Pending	80	Parking Revenues/Cash Controls
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, 2004

<u>Timing</u>		<u>Budget</u>	<u>Item</u>
<u>Work Pfm'd</u>	<u>Report</u>	<u>Hours</u>	
Various	Various	100	Planning, Risk Analysis & Administrative Planning/Scheduling Audits Board Meetings, Other Meetings, etc. Risk Assessment for following years
Completed	Dec-03	60	Investments
Nov-03	Jan-04	40	Conflict of Interest Statements Board of Regents, President & Administrative Professionals 10 & above
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
Feb-04	Mar-04	200	Payroll
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	<u>100</u>	Contingencies
		<u><u>1,620</u></u>	

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 3
DATE:
December 2, 2003

RECOMMENDATION

REPORT: GRANTS/CONTRACTS

ACTION REQUESTED

It is recommended that 72 grants and contracts totaling \$3,537,923 for the period 09/01/03 through 10/31/03 be accepted.

SUMMARY

One-hundred percent sponsor-funded grants and contracts in the amount of \$2,054,011 were awarded to the University during the period 09/01/03 through 10/31/03. Grants and contracts awarded to the University that required EMU cost-sharing and/or in-kind contributions totaled \$1,483,912.

Summary of Grants and Contracts (pp. 2-6)
Grants & Contracts Progress Report (p. 7)
September 2003 Proposal Activity (pp. 8-14)
October 2003 Proposal Activity (pp. 15-20)

FISCAL IMPLICATIONS

This action approves allocating University matching funds in the amount of \$15,000 as cash contributions for projects awarded during the period 09/01/03 through 10/31/03, for a fiscal year-to-date total of \$110,555 against a base budget of \$361,652.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

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Eastern Michigan University
Summary of Grants and Contracts

12/2/2003

(Reported for FY 2004)

100% Sponsored

Title Grantor/Contractor	Director	Administrator	Amount
MSP-Motivation Assessment Program (MSP-MAP): Tools for the Evaluation of Non-Cognitive Outcomes of Math and Science University of Michigan	Stuart Karabenick	Stuart Karabenick	\$533,602
Infusing NSDL in Middle Schools: Obstacles and Strategies National Science Foundation	Ellen Hoffman Joanne Caniglia Patricia Williams-Boyd	Ellen Hoffman	\$449,832
Radio Community Service Agreement - Fiscal Year 2004 Corporation for Public Broadcasting	Arthur Timko	Arthur Timko	\$194,866
Donation of software upgrade, Accumark v8, 20 seats Gerber Technology, Inc.	Julie Becker	Julie Becker	\$92,880
MSX International MSX International Inc.	Pamela Hill	Ronald Kerrigan	\$82,400
Gonioapparent Color Acceptability in Automotive Finishes--Years 2 and 3 DuPont Automotive Products	John Texter	Ted Provder	\$60,000
Michigan Level of Functioning Project, Year 8 Michigan Department of Community Health	Kay Hodges	Ronald Woods	\$57,200
UAW-Ford NPC Carlite UAW-Ford National Programs Center	Melanie Ferren	Melanie Ferren	\$48,466
Collaborative Project: The Rosetta Project -- All Language Archive with The Long Now Foundation National Science Foundation	Helen Aristar-Dry	Helen Aristar-Dry	\$47,905
Sun Microsystems Equipment Donation Sun Microsystems, Inc.	Helen Aristar-Dry	Helen Aristar-Dry	\$35,535
Donation of draw-texturizer equipment by Shell Chemical Company Shell Westhollow Technology Center	Subhas Ghosh Julie Becker	Subhas Ghosh	\$35,000
American Axle & Manufacturing American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$33,650
Return to Ucuchi: 15 Years Later University of California, Los Angeles	Edward Garrett	Edward Garrett	\$27,457
Subcontract to UM for NSF Project, TKT (Year 3) University of Michigan	Jon Margerum-Leys	Jon Margerum-Leys	\$20,761
DaimlerChrysler-Indiana Transmission Plant Daimler/Chrysler Corporation	Pamela Hill	Ronald Kerrigan	\$20,550
2003-04 Educational Grant: Science, Engineering and Business Award DuPont Automotive Products	John Texter	John Texter	\$20,000
Yazaki North America Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$19,800

GRANTS AND CONTRACTS: AWARD REPORT FOR 12/2/2003

Title	Grantor/Contractor	Director	Administrator	Amount
Minority Undergraduate Research Supplement - H. influenzae modulins in COPD airway inflammation National Institutes of Health		Daniel Clemans	Daniel Clemans	\$17,709
International Truck & Engine Corporation International Truck & Engine Corp.		Barbara Hopkins	Barbara Hopkins	\$16,920
American Axle & Manufacturing American Axle & Manufacturing		Barbara Hopkins	Barbara Hopkins	\$15,050
Ford Windsor Engine Plant MSX International Inc.		Pamela Hill	Ron Kerrigan	\$12,300
Mills Township, Digital Parcel Basemap (Pilot Project) Mills Township, Michigan		Yichun Xie	Yichun Xie	\$12,000
International Truck & Engine Corporation International Truck & Engine Corp.		Barbara Hopkins	Barbara Hopkins	\$11,700
Eaton Corporation Eaton Corporation		Barbara Hopkins	Barbara Hopkins	\$10,100
National Joint Committee on Health and Safety-UAW-Ford/Visteon National Programs Center UAW-Ford National Joint Committee Health & Safety		Pamela Hill	Ronald Kerrigan	\$10,050
Siemens Westinghouse Siemens Westinghouse		Barbara Hopkins	Barbara Hopkins	\$9,350
Visteon Corporation Visteon Corporation		Pamela Hill	Ron Kerrigan	\$9,000
Visteon Corporation-Indianapolis Visteon Corporation		Pamela Hill	Ron Kerrigan	\$9,000
Visteon Corporation Visteon Corporation		Barbara Hopkins	Barbara Hopkins	\$8,850
First Line Supervisor Training for City of Detroit City of Detroit		Gerald Lawver Jeffrey Lewis	Gerald Lawver	\$8,400
American Axle & Manufacturing American Axle & Manufacturing		Barbara Hopkins	Barbara Hopkins	\$8,300
Incident Command Training-Pfizer Pfizer, Inc.		Gerald Lawver William Dangler	Gerald Lawver	\$7,500
Windsor Mold Group Windsor Mold Group		Barbara Hopkins	Barbara Hopkins	\$6,700
MuRata Electronics MuRata Electronics		Barbara Hopkins	Barbara Hopkins	\$6,600
Visteon Corporation Visteon Corporation		Barbara Hopkins	Barbara Hopkins	\$5,900
Kayaba Manufacturing North America Kayaba Manufacturing North America		Barbara Hopkins	Barbara Hopkins	\$5,450
Research Sample Coordination United Soybean Board		Jamil Baghdachi	Ted Provder	\$5,433
Yazaki North America Yazaki North America		Barbara Hopkins	Barbara Hopkins	\$5,100

Title Grantor/Contractor	Director	Administrator	Amount
NSK Corporation NSK	Barbara Hopkins	Barbara Hopkins	\$5,100
Midway Products Group Midway Products Group, Inc.	Barbara Hopkins	Barbara Hopkins	\$5,100
Midway Products Group, Inc. Midway Products Group, Inc.	Barbara Hopkins	Barbara Hopkins	\$5,100
Visteon Corporation-Rawsonville Plant Visteon Corporation	Pamela Hill	Ron Kerrigan	\$5,000
Prime Wheel Corporation Prime Wheel Corporation	Barbara Hopkins	Barbara Hopkins	\$4,700
American Axle & Manufacturing American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$4,600
DaimlerChrysler Daimler/Chrysler Corporation	Pamela Hill	Ron Kerrigan	\$4,500
Dana Hose and Tubing Products Dana Hose and Tubing Products	Barbara Hopkins	Barbara Hopkins	\$4,500
Visteon Corporation-Saline Plant Visteon Corporation	Pamela Hill	Ron Kerrigan	\$4,100
Lear Corporation Lear Corporation	Barbara Hopkins	Barbara Hopkins	\$3,850
ThyssenKrupp-Waupaca ThyssenKrupp-Waupaca	Barbara Hopkins	Barbara Hopkins	\$3,850
Bosch Braking Systems Bosch Braking Systems	Barbara Hopkins	Barbara Hopkins	\$3,200
DaimlerChrysler Daimler/Chrysler Corporation	Pamela Hill	Ron Kerrigan	\$2,750
Visteon Corporation-Sterling Plant Visteon Corporation	Pamela Hill	Ron Kerrigan	\$2,250
DaimlerChrysler Daimler/Chrysler Corporation	Pamela Hill	Ron Kerrigan	\$2,250
DaimlerChrysler-Belvidere Assembly Plant Daimler/Chrysler Corporation	Pamela Hill	Ronald Kerrigan	\$2,250
UBE Automotive North America UBE Automotive North America	Barbara Hopkins	Barbara Hopkins	\$2,100
The Andersons The Andersons, Inc.	Barbara Hopkins	Barbara Hopkins	\$1,850
Village of Franklin, Preservation Project Supplement Village of Franklin, Michigan	Ted J. Ligibel	Ted J. Ligibel	\$1,500
National Safety Council - South Florida Chapter National Safety Council of South Florida	Pamela Hill	Pamela Sidney	\$1,500
National Safety Council-South Florida Chapter National Safety Council of South Florida	Pamela Hill	Ron Kerrigan	\$1,225
Japan Business Society of Detroit -- Supplement Japan Business Society of Detroit Foundation	Hitomi Oketani	Hitomi Oketani	\$1,020
Small contract for Michigan Industrial Trim Michigan Industrial Trim, Taylor MI	Julie Becker	Julie Becker	\$400

Title	Director	Administrator	Amount
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61 Grants and Contracts for a total of:			\$2,054,011
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5.

Eastern Michigan University
Summary of Grants and Contracts

12/2/2003

(Reported for FY 2004)

Requiring EMU Matching Funds

Title Funding Agency	Director	Administrator	EMU In-kind	EMU Cash	Sponsor	Total
Center for Community Building and Civic Engagement	Elvia Krajewski-Jaime	Ronald Woods	\$445,701		\$993,500	\$1,439,201
U.S. Department of Justice	Charles M. Monsma					
Select Student Support Services (4S) Program--Year 1	Peggy Wiencek					
Michigan Department of Career Development	Lynette Findley	Lynette Findley	\$198,071		\$121,223	\$319,294
The Michigan School Readiness Program - 2003-2004	Christine Aris	Christine Aris	\$39,600		\$79,200	\$118,800
Michigan Department of Education						
Dena'ina Online Training and Access	Helen Aristar-Dry	Helen Aristar-Dry	\$0	\$5,000	\$94,797	\$99,797
National Science Foundation	Veronica Grondona					
Minority Achievement, Retention, and Success (MARS) (2003-2006)	Carolyn Finch	Carolyn Finch	\$26,416	\$5,000	\$48,413	\$79,829
Michigan Department of Career Development						
Alzheimer's Research and Education Program, 2003-2004	Anne Robinson	Anne Robinson	\$20,905		\$31,552	\$52,457
Michigan Department of Community Health						
Alzheimer's Education and Research Program 2003-2004	Shelly Weaverdyck	Shelly Weaverdyck	\$19,225		\$31,551	\$50,776
Michigan Department of Community Health						
Technology Teacher Education Curriculum	Phillip Cardon	Phillip Cardon	\$9,052		\$27,138	\$36,190
Ohio State University						
MSW Child and Family Specialty Supervision	Marilyn Wedenoja	Marilyn Wedenoja	\$16,781		\$16,538	\$33,319
Michigan Family Independence Agency (MDSS)						
The Entourage of Saudi Arabia: Understanding the Worldviews of the Saudi Public - SUPPLEMENT	Mansoor Moaddel	Mansoor Moaddel	\$6,226		\$20,000	\$26,226
National Science Foundation						
Ypsilanti Area Youth Innovation Board	Kathleen Stacey	Ann Blakeslee	\$0	\$5,000	\$20,000	\$25,000
Ann Arbor Area Community Foundation	Peggy Harless					
11 Grants/Contracts for a total of:			\$781,977	\$15,000	\$1,483,912	\$2,280,889

**GRANTS AND CONTRACTS
FY 2004 PROGRESS REPORT**

December 2, 2003

	FY2004 Activity through 10/31	
	No. to Date	Dollar Value to Date
TABLE I: PROPOSALS		
Proposals Sorted by Activity		
Research & Development Service	46	\$6,133,513
Corporate/Community Training	31	\$7,514,123
Instructional Support & Other	74	\$2,320,659
Total Proposals	9	\$658,182
	160	\$16,626,477
Proposals Sorted by Sponsor Type		
Federal	35	\$11,768,561
State	12	\$542,309
Foundations	12	\$1,570,113
Business & Industry	78	\$2,118,946
Local Govt. & Other Non-Profits	23	\$626,548
Total Proposals	160	\$16,626,477

	FY2003 Activity through 10/31	
	No. to Date	Dollar Value to Date
54	\$5,087,080	
40	\$1,878,766	
53	\$2,865,626	
13	\$1,863,965	
160	\$11,695,437	
44	\$7,402,273	
14	\$650,136	
5	\$772,375	
68	\$2,256,866	
29	\$613,787	
160	\$11,695,437	

	FY2002 Activity through 10/31	
	No. to Date	Dollar Value to Date
42	\$3,864,459	
43	\$3,749,006	
60	\$1,271,059	
13	\$541,152	
158	\$9,425,676	
34	\$4,661,546	
21	\$1,079,258	
17	\$1,229,762	
58	\$1,228,776	
28	\$1,226,334	
158	\$9,425,676	

	FY2004 vs. FY2003 Actual to Date Var.	
	No. to Date	Dollar Value to Date
(8)	\$1,046,433	
(9)	\$5,635,357	
21	(\$544,967)	
(4)	(\$1,205,783)	
0	\$4,931,040	
(9)	\$4,366,288	
(2)	(\$107,827)	
7	\$797,738	
10	(\$137,920)	
(6)	\$12,761	
0	\$4,931,040	

	FY2004 Activity through 10/31	
	No. to Date	Dollar Value to Date
TABLE II: AWARDS		
Awards Sorted by Activity		
Research & Development Service	30	\$2,172,791
Corporate/Community Training	29	\$2,193,249
Instructional Support & Other	62	\$848,122
Total Awards	4	\$218,293
	125	\$5,432,455
Awards Sorted by Sponsor Type		
Federal	26	\$3,500,190
State	10	\$528,677
Foundations	4	\$47,902
Business & Industry	69	\$1,040,318
Local Govt. & Other Non-Profits	16	\$315,368
Total Awards	125	\$5,432,455

	FY2003 Activity through 10/31	
	No. to Date	Dollar Value to Date
22	\$1,236,062	
34	\$938,624	
53	\$1,399,369	
9	\$756,394	
118	\$4,330,449	
20	\$1,700,400	
13	\$527,631	
2	\$49,495	
64	\$1,687,163	
19	\$365,760	
118	\$4,330,449	

	FY2002 Activity through 10/31	
	No. to Date	Dollar Value to Date
30	\$2,505,182	
29	\$1,433,270	
44	\$1,516,372	
7	\$249,474	
110	\$5,704,298	
23	\$1,727,065	
6	\$600,264	
5	\$557,732	
60	\$2,185,117	
16	\$634,120	
110	\$5,704,298	

	FY2004 vs. FY2003 Actual to Date Var.	
	No. to Date	Dollar Value to Date
8	\$936,729	
(5)	\$1,254,625	
9	(\$551,247)	
(5)	(\$538,101)	
7	\$1,102,006	
6	\$1,799,790	
(3)	\$1,046	
2	(\$1,593)	
5	(\$646,845)	
(3)	(\$50,392)	
7	\$1,102,006	

	FY2004	
	No.	Dollar Value
TABLE III: PENDING PROPOSALS		
Pending as of October 31	71	\$14,782,498

	FY2003	
	No.	Dollar Value
	81	\$9,596,689

	FY2002	
	No.	Dollar Value
	102	\$14,416,139

	FY2004 vs. FY2003 Var.	
	No.	Dollar Value
	(10)	\$5,185,809

	FY2004 Projection	
	No.	Dollars
TABLE IV: PERFORMANCE VS. PLAN		
Proposals	487	43,986,000
Awards	383	15,203,000

	FY2004 Proj.-to-Date	
	No.	Dollars
	162	14,662,000
	128	5,067,667

	FY2004 Actual-to-Date	
	No.	Dollars
	160	16,626,477
	125	5,432,455

	Actual-Proj. Variance	
	No.	Dollars
	(2)	1,964,477
	(3)	364,788

	FY2004	
	No.	Dollars
TABLE V: GRANT/CONTRACT EXPENDITURES		
Expenditures as of October 31		\$3,258,617

	FY2003	
	No.	Dollars
		\$3,140,410

	FY2002	
	No.	Dollars
		\$3,963,562

	FY2004 vs. FY2003 Var.	
	No.	Dollars
		\$118,207

6.

7.

EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 11/18/2003

Grant/Contract Activity for September 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040309	American Axle & Manufacturing	Center for Quality	Awarded 9/18/2003	\$33,650	\$33,650
20040311	American Axle & Manufacturing	Center for Quality	Awarded 9/18/2003	\$15,050	\$15,050
20040334	American Axle & Manufacturing	Center for Quality	Awarded 9/30/2003	\$8,300	\$8,300
20031209	Ann Arbor Area Community Foundation	Communication & Theatre Arts Campus Life	Awarded 9/11/2003	\$20,000	\$20,000
20040336	Bosch Braking Systems	Center for Quality	Awarded 9/30/2003	\$3,200	\$3,200
20040145	City of Detroit	Interdisciplinary Technology	Awarded 9/11/2003	\$8,400	\$8,400
20040342	Daimler/Chrysler Corporation	Center for Organizational Risk Reduction	Awarded 9/30/2003	\$2,250	\$2,250
20040343	Daimler/Chrysler Corporation	Center for Organizational Risk Reduction	Awarded 9/30/2003	\$4,500	\$4,500
20040344	Daimler/Chrysler Corporation	Center for Organizational Risk Reduction	Awarded 9/30/2003	\$2,750	\$2,750
20040351	Daimler/Chrysler Corporation	Center for Organizational Risk Reduction	Awarded 9/30/2003	\$2,250	\$2,250
20040330	DuPont Automotive Products	Coatings Research Institute	Awarded 9/30/2003	\$60,000	\$60,000
20040338	Eaton Corporation	Center for Quality	Awarded 9/30/2003	\$10,100	\$10,100
20040308	Kayaba Manufacturing North America	Center for Quality	Awarded 9/18/2003	\$5,450	\$5,450
20040121	Michigan Department of Community Health	Gerontology	Awarded 9/30/2003	\$31,551	\$31,551
20040136	Michigan Department of Community Health	Gerontology	Awarded 9/30/2003	\$31,552	\$31,552
20040337	Midway Products Group, Inc.	Center for Quality	Awarded 9/30/2003	\$5,100	\$5,100
20040224	Mills Township, Michigan	Institute for Geospatial Research & Education (IGRE)	Awarded 9/11/2003	\$12,000	\$12,000
20040349	MSX International Inc.	Center for Organizational Risk Reduction	Awarded 9/30/2003	\$12,300	\$12,300

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR SEPTEMBER 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040339	MuRata Electronics	Center for Quality	Awarded 9/30/2003	\$6,600	\$6,600
20031249	National Institutes of Health	Biology	Awarded 9/22/2003	\$17,709	\$17,709
20040345	National Safety Council of South Florida	Center for Organizational Risk Reduction	Awarded 9/30/2003	\$1,225	\$1,225
20040350	National Safety Council of South Florida	Center for Organizational Risk Reduction	Awarded 9/30/2003	\$1,500	\$1,500
20030805	National Science Foundation	English Language & Literature	Awarded 9/19/2003	\$94,797	\$94,797
20031014	National Science Foundation	English Language & Literature	Awarded 9/19/2003	\$47,905	\$47,905
20031031	National Science Foundation	Teacher Education	Awarded 9/22/2003	\$449,832	\$449,832
20040335	NSK	Center for Quality	Awarded 9/30/2003	\$5,100	\$5,100
20040305	Ohio State University	Business & Technology Education	Awarded 9/30/2003	\$27,138	\$27,138
20040313	Siemens Westinghouse	Center for Quality	Awarded 9/18/2003	\$9,350	\$9,350
20040324	Sun Microsystems, Inc.	English Language & Literature	Awarded 9/30/2003	\$35,535	\$35,535
20040222	United Soybean Board	Coatings Research Institute	Awarded 9/22/2003	\$5,433	\$5,433
20040228	University of Michigan	Teacher Education	Awarded 9/30/2003	\$20,761	\$20,761
20040312	Visteon Corporation	Center for Quality	Awarded 9/18/2003	\$8,850	\$8,850
20040331	Visteon Corporation	Center for Quality	Awarded 9/30/2003	\$5,900	\$5,900
20040340	Visteon Corporation	Center for Organizational Risk Reduction	Awarded 9/30/2003	\$5,000	\$5,000
20040341	Visteon Corporation	Center for Organizational Risk Reduction	Awarded 9/30/2003	\$2,250	\$2,250
20040346	Visteon Corporation	Center for Organizational Risk Reduction	Awarded 9/30/2003	\$9,000	\$9,000
20040347	Visteon Corporation	Center for Organizational Risk Reduction	Awarded 9/30/2003	\$4,100	\$4,100
20040348	Visteon Corporation	Center for Organizational Risk Reduction	Awarded 9/30/2003	\$9,000	\$9,000

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR SEPTEMBER 2003

9.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040333	Windsor Mold Group	Center for Quality	Awarded 9/30/2003	\$6,700	\$6,700
20040310	Yazaki North America	Center for Quality	Awarded 9/18/2003	\$19,800	\$19,800
20040332	Yazaki North America	Center for Quality	Awarded 9/30/2003	\$5,100	\$5,100
20031121	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Denied 9/18/2003	\$48,600	\$0
20031122	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Denied 9/18/2003	\$57,600	\$0
20031124	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Denied 9/18/2003	\$54,950	\$0
20031133	Michigan Department of Education	History & Philosophy Teacher Education	Denied 9/18/2003	\$199,341	\$0
20030526	National Science Foundation	Physics & Astronomy	Denied 9/24/2003	\$164,045	\$0
20030721	National Science Foundation	Biology	Denied 9/18/2003	\$410,255	\$0
20030821	National Science Foundation	Textiles Research & Training Institute Coatings Research Institute	Denied 9/18/2003	\$271,106	\$0
20030841	National Science Foundation	Mathematics	Denied 9/18/2003	\$10,000	\$0
20031114	National Science Foundation	Teacher Education Mathematics	Denied 9/18/2003	\$499,860	\$0
20031242	Pfizer, Inc.	Communication & Theatre Arts	Denied 9/18/2003	\$10,456	\$0
20031244	Pfizer, Inc.	American Humanics	Denied 9/18/2003	\$6,000	\$0
20040202	Public Health Informatics Institute	Associate Vice President for Academic Affairs ISCFC	Denied 9/18/2003	\$24,290	\$0
20031104	Syracuse University	Teacher Education	Denied 9/18/2003	\$567,249	\$0
20021134	U.S. Geological Survey	Institute for Geospatial Research & Education (IGRE)	Denied 9/24/2003	\$8,928	\$0
20031210	United Soybean Board	Coatings Research Institute	Denied 9/18/2003	\$109,332	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR SEPTEMBER 2003

10.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20031204	University of Michigan	Teacher Education Mathematics	Denied 9/24/2003	\$281,794	\$0
20030738	American Chemical Society	Coatings Research Institute	Pending	\$50,000	\$0
20031201	American Society of Colleges & Universities	Undergraduate Studies American Humanics	Pending	\$5,500	\$0
20030807	Choice Hotels International Foundation	Campus Life	Pending	\$10,500	\$0
20040112	Construction Industry Institute	Industrial Technology	Pending	\$50,000	\$0
20031235	Corporation for Public Broadcasting	WEMU Radio	Pending	\$75,000	\$0
20040225	Council of Graduate Schools, Washington DC	Graduate School	Pending	\$10,000	\$0
20021053	Environmental Protection Agency	CEITA	Pending	\$3,000	\$0
20021111	Environmental Protection Agency	Institute for Geospatial Research & Education (IGRE)	Pending	\$89,917	\$0
20040303	Fdtn for Advancemt of Meso-American Studies, Inc	Sociology, Anthropology and Criminology	Pending	\$7,763	\$0
20030425	Ford Motor Co.	Office of the Dean of Technology	Pending	\$11,500	\$0
20031243	Great Lakes Fisheries Commission	Biology	Pending	\$61,336	\$0
20031250	Hamilton College, NY	Physics & Astronomy	Pending	\$8,580	\$0
20011144	Harry A. & Margaret D. Towsley Foundation	Alzheimer's Education Program	Pending	\$165,784	\$0
20040117	Innovative Technical Systems Corp., Northville, MI	Biology	Pending	\$32,998	\$0
20040226	Merit Network, Inc.	Institute for Geospatial Research & Education (IGRE)	Pending	\$4,900	\$0
20040227	Merit Network, Inc.	Institute for Geospatial Research & Education (IGRE)	Pending	\$6,500	\$0
20031208	Michigan Department of Career Development	Holman Learning Center	Pending	\$449,952	\$0
20040304	Michigan Department of Career Development	Business & Technology Education	Pending	\$50,000	\$0
20040315	Michigan Department of Career Development	Business & Technology Education	Pending	\$7,000	\$0
20030420	Michigan Department of Community Health	Psychology	Pending	\$48,205	\$0
20021232	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending 7/31/2003	\$46,000	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR SEPTEMBER 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20031013	Michigan Department of Education	Children's Institute	Pending	\$79,200	\$0
20031130	Michigan Department of Education	Teacher Education	Pending	\$199,998	\$0
20040105	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$98,319	\$0
20040106	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$98,556	\$0
20040107	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$45,940	\$0
20040108	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$36,698	\$0
20040114	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$28,114	\$0
20040116	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$29,879	\$0
20030709	Michigan Dept of Environmental Quality	Institute for Geospatial Research & Education (IGRE) Chemistry	Pending	\$151,018	\$0
20030710	Michigan Dept of Environmental Quality	Institute for Geospatial Research & Education (IGRE) Chemistry	Pending	\$336,204	\$0
20031245	Michigan Family Independence Agency (MDSS)	Social Work	Pending	\$16,538	\$0
20031008	Michigan Technological University	Business & Technology Education	Pending	\$1,238,535	\$0
20040115	National Endowment for the Humanities	Learning Resources & Technologies	Pending	\$152,562	\$0
20031137	National Institutes of Health	Psychology	Pending	\$143,000	\$0
20030838	National Science Foundation	Computer Science	Pending	\$182,514	\$0
20031202	National Science Foundation	Sociology, Anthropology and Criminology	Pending	\$20,000	\$0
20031232	National Science Foundation	Interdisciplinary Technology	Pending	\$75,000	\$0
20040104	National Science Foundation	Biology	Pending	\$299,995	\$0
20040109	National Science Foundation	Biology	Pending	\$441,182	\$0
20040111	National Science Foundation	Biology	Pending	\$254,532	\$0
20040118	National Science Foundation	Geography & Geology	Pending	\$48,125	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR SEPTEMBER 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040119	National Science Foundation	Psychology	Pending	\$107,507	\$0
20040124	National Science Foundation	HPERD	Pending	\$890,820	\$0
20040218	National Science Foundation	Sociology, Anthropology and Criminology	Pending	\$243,121	\$0
20040307	National Science Foundation	Chemistry	Pending	\$191,909	\$0
20030825	Office of Research Integrity	Office of Research Development Physics & Astronomy	Pending	\$25,000	\$0
20031108	Oncology Nursing Society	Nursing Education	Pending	\$9,946	\$0
20040314	Pfizer, Inc.	Interdisciplinary Technology	Pending	\$7,500	\$0
20040144	Proctor and Gamble	Coatings Research Institute Biology	Pending	\$50,000	\$0
20031035	Sam Houston University	Interdisciplinary Technology	Pending	\$69,442	\$0
20031240	U.S. Agency for International Development	Computer Information Systems	Pending	\$4,960,632	\$0
20031034	U.S. Army TACOM	Coatings Research Institute	Pending	\$824,634	\$0
20031026	U.S. Department of Commerce	Geography & Geology Institute for Geospatial Research & Education (IGRE)	Pending	\$605,218	\$0
20040127	U. S. Department of Health and Human Services	Social Work	Pending	\$573,031	\$0
20040113	U.S. Department of Justice	Social Work	Pending	\$993,500	\$0
20040220	University of California, Los Angeles	English Language & Literature	Pending	\$27,457	\$0
20031113	University of Michigan	Counseling Services	Pending	\$179,880	\$0
20040122	University of Michigan	Psychology	Pending	\$533,603	\$0
20040219	University of Michigan	Sociology, Anthropology and Criminology	Pending	\$81,975	\$0
20040139	Washtenaw County Government	Business & Technology Education EMU Foundation	Pending	\$59,266	\$0
20040140	Washtenaw County Government	Campus Life	Pending	\$61,983	\$0
20040135	West Virginia University	Biology	Pending	\$149,585	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR SEPTEMBER 2003

13.
Amount
Awarded

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
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Quantity of Awards: 41
Sum of Awards: \$1,066,988

Quantity of Pending: 63
Quantity of Denied: 16

14.

EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 12/02/2003

Grant/Contract Activity for October 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040427	American Axle & Manufacturing Corporation	Center for Quality	Awarded 10/31/2003	\$4,600	\$4,600
20040321	Corporation for Public Broadcasting	WEMU Radio	Awarded 10/10/2003	\$194,866	\$194,866
20040435	Daimler/Chrysler Corporation	Center for Organizational Risk Reduction	Awarded 10/31/2003	\$20,550	\$20,550
20040432	Dana Hose and Tubing Products	Center for Quality	Awarded 10/31/2003	\$4,500	\$4,500
20040407	DuPont Automotive Products	Coatings Research Institute	Awarded 10/31/2003	\$20,000	\$20,000
20040433	Gerber Technology, Inc.	Textiles Research & Training Institute	Awarded 10/31/2003	\$92,880	\$92,880
20040429	International Truck & Engine Corp.	Center for Quality	Awarded 10/31/2003	\$16,920	\$16,920
20040430	International Truck & Engine Corp.	Center for Quality	Awarded 10/31/2003	\$11,700	\$11,700
20040408	Japan Business Society of Detroit Foundation	Foreign Languages & Bilingual Studies	Awarded 10/27/2003	\$1,020	\$1,020
20040426	Lear Corporation	Center for Quality	Awarded 10/31/2003	\$3,850	\$3,850
20031208	Michigan Department of Career Development	Holman Learning Center	Awarded 10/31/2003	\$121,223	\$121,223
20031234	Michigan Department of Career Development	Teacher Education	Awarded 10/10/2003	\$48,413	\$48,413
20040306	Michigan Department of Community Health	Psychology	Awarded 10/27/2003	\$57,200	\$57,200
20031013	Michigan Department of Education	Children's Institute	Awarded 10/31/2003	\$79,200	\$79,200
20031245	Michigan Family Independence Agency (MDSS)	Social Work	Awarded 10/27/2003	\$16,538	\$16,538
20040320	Michigan Industrial Trim, Taylor MI	Textiles Research & Training Institute	Awarded 10/10/2003	\$400	\$400
20040414	Midway Products Group, Inc.	Center for Quality	Awarded 10/31/2003	\$5,100	\$5,100
20040434	MSX International Inc.	Center for Organizational Risk Reduction	Awarded 10/31/2003	\$82,400	\$82,400

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR OCTOBER 2003

15
Amount
Awarded

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20031202	National Science Foundation	Sociology, Anthropology and Criminology	Awarded 10/31/2003	\$20,000	\$20,000
20040314	Pfizer, Inc.	Interdisciplinary Technology	Awarded 10/15/2003	\$7,500	\$7,500
20040415	Prime Wheel Corporation	Center for Quality	Awarded 10/31/2003	\$4,700	\$4,700
20040322	Shell Westhollow Technology Center	Textiles Research & Training Institute	Awarded 10/10/2003	\$35,000	\$35,000
20040428	The Andersons, Inc.	Center for Quality	Awarded 10/31/2003	\$1,850	\$1,850
20040431	ThyssenKrupp-Waupaca	Center for Quality	Awarded 10/31/2003	\$3,850	\$3,850
20040113	U.S. Department of Justice	Social Work	Awarded 10/22/2003	\$993,500	\$993,500
20040436	UAW-Ford National Joint Committee Health & Safety	Center for Organizational Risk Reduction	Awarded 10/31/2003	\$10,050	\$10,050
20040223	UAW-Ford National Programs Center	Workforce Education	Awarded 10/10/2003	\$48,466	\$48,466
20040413	UBE Automotive North America	Center for Quality	Awarded 10/31/2003	\$2,100	\$2,100
20040220	University of California, Los Angeles	English Language & Literature	Awarded 10/27/2003	\$27,457	\$27,457
20040122	University of Michigan	Psychology	Awarded 10/31/2003	\$533,602	\$533,602
20040317	Village of Franklin, Michigan	Geography & Geology	Awarded 10/31/2003	\$1,500	\$1,500
20040402	Irwin Andrew Porter Foundation	Office of the Dean of Health & Human Services	Denied 10/22/2003	\$7,500	\$0
20031026	U.S. Department of Commerce	Geography & Geology Institute for Geospatial Research & Education (IGRE)	Denied 10/13/2003	\$605,218	\$0
20031211	Wayne County Community Mental Health	Psychology	Denied 10/21/2003	\$19,986	\$0
20040329	American Bird Conservancy	Biology	Pending	\$4,680	\$0
20030738	American Chemical Society	Coatings Research Institute	Pending	\$50,000	\$0
20031201	American Society of Colleges & Universities	Undergraduate Studies American Humanics	Pending	\$5,500	\$0
20040328	Canadian Embassy	Geography & Geology	Pending	\$9,990	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR OCTOBER 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030807	Choice Hotels International Foundation	Campus Life	Pending	\$10,500	\$0
20040410	City of Houston	Center for Regional and National Security	Pending	\$5,100	\$0
20040112	Construction Industry Institute	Industrial Technology	Pending	\$50,000	\$0
20031235	Corporation for Public Broadcasting	WEMU Radio	Pending	\$75,000	\$0
20040225	Council of Graduate Schools, Washington DC	Graduate School	Pending	\$10,000	\$0
20021053	Environmental Protection Agency	CEITA	Pending	\$3,000	\$0
20021111	Environmental Protection Agency	Institute for Geospatial Research & Education (IGRE)	Pending	\$89,917	\$0
20040303	Fdtn for Advancemnt of Meso-American Studies, Inc	Sociology, Anthropology and Criminology	Pending	\$7,763	\$0
20040405	Ford Foundation	African American Center for Applied Research & Services Sociology, Anthropology and Criminology	Pending	\$6,000	\$0
20040406	Ford Foundation	English Language & Literature	Pending	\$6,000	\$0
20030425	Ford Motor Co.	Office of the Dean of Technology	Pending	\$11,500	\$0
20031243	Great Lakes Fisheries Commission	Biology	Pending	\$61,336	\$0
20031250	Hamilton College, NY	Physics & Astronomy	Pending	\$8,580	\$0
20011144	Harry A. & Margaret D. Towsley Foundation	Alzheimer's Education Program	Pending	\$165,784	\$0
20040318	Henry Ford Community College	Mathematics	Pending	\$157,393	\$0
20040117	Innovative Technical Systems Corp., Northville, MI	Biology	Pending	\$32,998	\$0
20040404	Japan Business Society of Detroit Foundation	Foreign Languages & Bilingual Studies	Pending	\$3,340	\$0
20040319	Lesbian Health Fund	Psychology	Pending	\$9,515	\$0
20040226	Merit Network, Inc.	Institute for Geospatial Research & Education (IGRE)	Pending	\$4,900	\$0
20040227	Merit Network, Inc.	Institute for Geospatial Research & Education (IGRE)	Pending	\$6,500	\$0
20040301	Michigan Department of Career Development	Business & Technology Education	Pending	\$65,800	\$0
20040304	Michigan Department of Career Development	Business & Technology Education	Pending	\$50,000	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR OCTOBER 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040315	Michigan Department of Career Development	Business & Technology Education	Pending	\$7,000	\$0
20030420	Michigan Department of Community Health	Psychology	Pending	\$48,205	\$0
20021232	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending	\$46,000	\$0
20031130	Michigan Department of Education	Teacher Education	Pending	\$199,998	\$0
20040105	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$98,319	\$0
20040106	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$98,556	\$0
20040107	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$45,940	\$0
20040108	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$36,698	\$0
20040114	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$28,114	\$0
20040116	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$29,879	\$0
20030709	Michigan Dept of Environmental Quality	Institute for Geospatial Research & Education (IGRE) Chemistry	Pending	\$151,018	\$0
20030710	Michigan Dept of Environmental Quality	Institute for Geospatial Research & Education (IGRE) Chemistry	Pending	\$336,204	\$0
20031008	Michigan Technological University	Business & Technology Education	Pending	\$1,238,535	\$0
20040115	National Endowment for the Humanities	Learning Resources & Technologies	Pending	\$152,562	\$0
20040412	National Institute of Justice	Sociology, Anthropology and Criminology	Pending	\$34,771	\$0
20031137	National Institutes of Health	Psychology	Pending	\$143,000	\$0
20030838	National Science Foundation	Computer Science	Pending	\$182,514	\$0
20031232	National Science Foundation	Interdisciplinary Technology	Pending	\$75,000	\$0
20040104	National Science Foundation	Biology	Pending	\$299,995	\$0
20040109	National Science Foundation	Biology	Pending	\$441,182	\$0
20040111	National Science Foundation	Biology	Pending	\$254,532	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR OCTOBER 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040118	National Science Foundation	Geography & Geology	Pending	\$48,125	\$0
20040119	National Science Foundation	Psychology	Pending	\$107,507	\$0
20040124	National Science Foundation	HPERD	Pending	\$890,820	\$0
20040218	National Science Foundation	Sociology, Anthropology and Criminology	Pending	\$243,121	\$0
20040307	National Science Foundation	Chemistry	Pending	\$191,909	\$0
20030825	Office of Research Integrity	Office of Research Development Physics & Astronomy	Pending	\$25,000	\$0
20031108	Oncology Nursing Society	Nursing Education	Pending	\$9,946	\$0
20040418	Polyzen, Inc.	Center for Product Research and Development	Pending	\$5,034	\$0
20040144	Proctor and Gamble	Coatings Research Institute Biology	Pending	\$50,000	\$0
20031035	Sam Houston University	Interdisciplinary Technology	Pending	\$69,442	\$0
20031034	U.S. Army TACOM	Coatings Research Institute	Pending	\$824,634	\$0
20040127	U. S. Department of Health and Human Services	Social Work	Pending	\$573,031	\$0
20040401	U.S. Department of State	Sociology, Anthropology and Criminology	Pending	\$135,791	\$0
20040323	U.S. Geological Survey	Institute for Geospatial Research & Education (IGRE)	Pending	\$29,973	\$0
20040416	UAW-American Axle Manufacturing	Workforce Education	Pending	\$81,407	\$0
20040417	UAW-American Axle Manufacturing	Workforce Education	Pending	\$176,953	\$0
20040302	UAW-Ford National Programs Center	Workforce Education	Pending	\$748,334	\$0
20040327	University Corporation for Atmospheric Research (Denver)	Teacher Education	Pending	\$101,295	\$0
20031113	University of Michigan	Counseling Services	Pending	\$179,880	\$0
20040219	University of Michigan	Sociology, Anthropology and Criminology	Pending	\$81,975	\$0
20040139	Washtenaw County Government	Business & Technology Education EMU Foundation	Pending	\$59,266	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR OCTOBER 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040140	Washtenaw County Government	Campus Life	Pending	\$61,983	\$0
20040135	West Virginia University	Biology	Pending	\$149,585	\$0

Quantity of Awards: 31
 Sum of Awards: \$2,470,935

Quantity of Pending: 70
 Quantity of Denied: 3

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 4
DATE: December 2, 2003

RECOMMENDATION

REPORT: CONSTRUCTION PROJECTS PROGRESS

ACTION REQUESTED

It is requested that the Board of Regents receive and place on file the Construction Projects Progress Report for the period ending October 31, 2003.

STAFF SUMMARY

The new student union building project (Student Center), which includes the demolition of Pine Grove, is currently on hold. At this time, the project has been taken off of the Joint Capital Outlay Subcommittee agenda. Upon approval, the University and Design-Build team will be poised to sign all contracts, which will be placed on file with the Facilities Department, and the University will enter into the full contract amounts for the projects listed. Currently, the cost of the entire project is limited to an amount not to exceed \$1,000,000 for services, material and labor associated with the project.

The McKenny Union re-assignment project has also been placed on hold. The University is currently reviewing issues related to the continual deterioration occurring in the facility and reviewing options to alleviate these concerns until the project is approved and started.

The Campus Master (Concept) Plan is continuing with University and community involvement. Submission of the final plan is due January 2004.

The campus classroom and instrumentation upgrade projects are continuing with furniture selections and bidding procedures in progress. The University has committed to three separate projects with varying funding sources (\$800,000 from FY 2003 fund balance carryover and \$800,000 from the FY 2004 Strategic Initiative budget). The anticipated completion for these projects is September 2004.

The South Pease parking lot project is scheduled to begin in the spring of 2004. Anticipated completion is scheduled for August 2004.

FISCAL IMPLICATIONS

Every effort is made by the Physical Plant to keep expenditures and contracted obligations within the budgets of the approved projects.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

CONSTRUCTION PROJECTS PROGRESS REPORT

October 31, 2003

PROJECTS IN PROGRESS (GREATER THAN OR EQUAL TO \$50,000)	ORIGINAL BUDGET	REVISED PROJECT BUDGET*	ACTUAL EXPENDITURES TO DATE	FORECAST OF FINAL COST	REVISED BUDGET LESS FORECAST
<p><u>BEST FIRE ALARM REPLACEMENT</u> Fund No.: U24600 Scheduled Completion: September 2003 Status: Installation of new fire alarm equipment/devices is completed and functional. Final accounting in progress.</p>	\$ 197,737.00	\$ 197,737.00	\$ 103,816.49	\$ 146,486.81	\$ 51,250.19
<p><u>BROWN-MUNSON APARTMENTS RENOVATION</u> Fund No.: A03300 Scheduled Completion: Project is ongoing Status: Ongoing upgrade and modernization of apartments. Implementation upon vacancies throughout the year.</p>	\$ 872,841.00	\$ 872,841.00	\$ 252,238.00	\$ 872,841.00	\$ -
<p><u>BUELL MODERNIZATION</u> Fund No.: U22900 Scheduled Completion: September 2005 Status: Window replacement has been completed with the renovation of all of the student rooms in progress.</p>	\$ 682,923.00	\$ 894,111.00	\$ 691,935.00	\$ 894,111.00	\$ -
<p><u>BUELL SUBSTATION/SWITCH PANELS</u> Fund No. U22800 Scheduled Completion: May 2003 Status: Replaced the 300KV and 500KV transformers and obsolete panel switches and switch gear is completed and in-use.</p>	\$ 50,000.00	\$ 98,271.71	\$ 98,271.71	\$ 98,271.71	\$ -
<p><u>CAMPUS CLASSROOM UPGRADE 2003</u> Fund No.: U25600 Scheduled Completion: September, 2004 Status: Prioritization of project list is in progress with the bid process beginning for furniture, blinds and whiteboards purchase and installation.</p>	\$ 700,000.00	\$ 700,000.00	\$ 1,444.08	\$ 700,000.00	\$ -
<p><u>CAMPUS CLASSROOM UPGRADE 2004</u> Fund No.: TBD Scheduled Completion: September, 2004 Status: Prioritization of project list is in progress. Additional funds have been allocated for furniture and classroom upgrades.</p>	\$ 700,000.00	\$ 700,000.00	\$ -	\$ 700,000.00	\$ -

CONSTRUCTION PROJECTS PROGRESS REPORT

October 31, 2003

PROJECTS IN PROGRESS (GREATER THAN OR EQUAL TO \$50,000)	ORIGINAL BUDGET	REVISED PROJECT BUDGET*	ACTUAL EXPENDITURES TO DATE	FORECAST OF FINAL COST	REVISED BUDGET LESS FORECAST
<p><u>CAMPUS CLASSROOM INSTRUMENTATION UPGRADES 2004</u> Fund No: TBD Scheduled Completion: September, 2004 Status: Prioritization of project list is in progress.</p>	<p>\$ 200,000.00</p>	<p>\$ 200,000.00</p>	<p>\$ -</p>	<p>\$ 200,000.00</p>	<p>\$ -</p>
<p><u>CAMPUS MASTER (CONCEPT) PLAN</u> Fund No: U26350 Scheduled Completion: January 2004 Status: Charrettes & group discussions in progress. The campus community has been providing input to Pollack Design Associates.</p>	<p>\$ 87,000.00</p>	<p>\$ 87,000.00</p>	<p>\$ 44,176.15</p>	<p>\$ 87,000.00</p>	<p>\$ -</p>
<p><u>CORNELL COURTS APARTMENT RENOVATION</u> Fund No: A03450 Scheduled Completion: Project is ongoing Status: Upgrade and modernization of apartments. Implementation upon vacancies through the year.</p>	<p>\$ 236,063.00</p>	<p>\$ 236,063.00</p>	<p>\$ 112,260.00</p>	<p>\$ 236,063.00</p>	<p>\$ -</p>
<p><u>DINING COMMONS II ELEVATOR MODERNIZATION</u> Fund No: U24350 Scheduled Completion: September 2003 Status: The repairs and installations are completed and the system is functional.</p>	<p>\$ 125,000.00</p>	<p>\$ 125,000.00</p>	<p>\$ 102,486.55</p>	<p>\$ 102,486.55</p>	<p>\$ 22,513.45</p>
<p><u>DINING COMMONS III FIRE ALARM REPLACEMENT</u> Fund No.: U24650 Scheduled Completion: September 2003 Status: All repairs and installation of new devices/controls are complete and functional. Final accounting in progress.</p>	<p>\$ 100,000.00</p>	<p>\$ 100,000.00</p>	<p>\$ 68,973.28</p>	<p>\$ 82,000.00</p>	<p>\$ 18,000.00</p>
<p><u>JONES/GODDARD ELECTRICAL UPGRADES</u> Fund No: U14600 Scheduled Completion: May 2004 Status: Engineering design has been started.</p>	<p>\$ 160,000.00</p>	<p>\$ 160,000.00</p>	<p>\$ -</p>	<p>\$ 160,000.00</p>	<p>\$ -</p>
<p><u>MARK JEFFERSON ELEVATOR CONTROL REPAIR</u> Fund No: U09400 Scheduled Completion: Project is ongoing Status: Project has begun with circuit control repairs in progress.</p>	<p>\$ 60,000.00</p>	<p>\$ 60,000.00</p>	<p>\$ 20,626.59</p>	<p>\$ 60,000.00</p>	<p>\$ -</p>

CONSTRUCTION PROJECTS PROGRESS REPORT

October 31, 2003

PROJECTS IN PROGRESS (GREATER THAN OR EQUAL TO \$50,000)	ORIGINAL BUDGET	REVISED PROJECT BUDGET*	ACTUAL EXPENDITURES TO DATE	FORECAST OF FINAL COST	REVISED BUDGET LESS FORECAST
<p><u>MARK JEFFERSON LIGHTING UPGRADE/ENERGY CONSERVATION MEASURES</u> Fund No: U27500 Scheduled Completion: September 2004 Status: The repair and replacement of lighting fixtures will be bid. Replacement of T-12 to T-8 fixtures will be completed.</p>	\$ 245,000.00	\$ 245,000.00	\$ -	\$ 245,000.00	\$ -
<p><u>MCKENNY REASSIGNMENT</u> Fund No: U26750 Scheduled Completion: TBD Status: The project has been placed on-hold until State approval and authorization.</p>	\$ 8,400,000.00	\$ 8,400,000.00	\$ -	\$ 8,400,000.00	\$ -
<p><u>NEW STUDENT UNION</u> Fund No: U26800 Scheduled Completion: TBD Status: The project has been placed on-hold until State approval and authorization.</p>	\$36,600,000.00	\$36,600,000.00	\$ 99,051.74	\$36,600,000.00	\$ -
<p><u>PARKING AND PAVING 2003</u> Fund No: U19050 Scheduled Completion: September 2004 Status: The softball field project along with all parking lots started last year have been completed. The South Pease parking lot project will commence in the spring, 2004, with an anticipated completion of August, 2004.</p>	\$ 6,644,000.00	\$ 5,444,000.00	\$ 4,427,624.00	\$ 5,444,000.00	\$ -
<p><u>MJ ELEVATORS (3)</u> Fund No: U27800 Scheduled Completion: September 2004 Status: Modernization of the elevator electrical and mechanical systems.</p>	\$ 270,000.00	\$ 270,000.00	\$ -	\$ 270,000.00	\$ -
<p><u>QUIRK ELEVATOR/ADA IMPROVEMENTS</u> Fund No: U27750 Scheduled Completion: September 2004 Status: The study of constructing an ADA accessible entrance and providing a new conveyance to all three levels.</p>	\$ 220,000.00	\$ 220,000.00	\$ -	\$ 220,000.00	\$ -
<p><u>MJ HVAC COIL REPLACEMENT</u> Fund No: U26900 Scheduled Completion: July 2004 Status: Remove and replace existing heating and cooling coils in the AHU's.</p>	\$ 430,000.00	\$ 430,000.00	\$ -	\$ 430,000.00	\$ -

CONSTRUCTION PROJECTS PROGRESS REPORT

October 31, 2003

PROJECTS IN PROGRESS (GREATER THAN OR EQUAL TO \$50,000)	ORIGINAL BUDGET	REVISED PROJECT BUDGET*	ACTUAL EXPENDITURES TO DATE	FORECAST OF FINAL COST	REVISED BUDGET LESS FORECAST
<p><u>MJ COOLING TOWER REPLACEMENT</u> Fund No: U26950 Scheduled Completion: June 2004 Status: Replacement of existing cooling tower.</p>	<p>\$ 280,000.00</p>	<p>\$ 280,000.00</p>	<p>\$ -</p>	<p>\$ 280,000.00</p>	<p>\$ -</p>
<p><u>QUIRK FIRE ALARM SYSTEM REPLACEMENT</u> Fund No: U22500 Scheduled Completion: June 2003 Status: New pulls/strobes and communication devices have been installed. The project is complete and operational. Final accounting in progress.</p>	<p>\$ 99,000.00</p>	<p>\$ 99,000.00</p>	<p>\$ 70,274.20</p>	<p>\$ 99,000.00</p>	<p>\$ -</p>
<p><u>SECURITY CAMERA INSTALLATION</u> Fund No: U22350 Scheduled Completion: March 2003 Status: Installation of new security cameras and equipment in North Campus Lot 1 and adjacent buildings has begun. Underground conduit and poles have been placed. System is operational. Final accounting in progress.</p>	<p>\$ 50,000.00</p>	<p>\$ 50,000.00</p>	<p>\$ 26,000.00</p>	<p>\$ 50,000.00</p>	<p>\$ -</p>
<p><u>SILL RENOVATION RMS. 107 & 111</u> Fund No: U26300 Scheduled Completion: October 2003 Status: The construction phase has been completed with the installation of furniture and the installation of telecommunications and data also finished. Final accounting in progress.</p>	<p>\$ 60,000.00</p>	<p>\$ 60,000.00</p>	<p>\$ 8,674.24</p>	<p>\$ 50,000.00</p>	<p>\$ 10,000.00</p>
<p><u>UNIVERSITY HOUSE</u> Fund No: U07150 Scheduled Completion: June 2003 Status: Project has been completed and is in-use. Final accounting in progress.</p>	<p>\$ 3,500,000.00</p>	<p>\$ 3,500,000.00</p>	<p>\$ 3,549,280.47</p>	<p>\$ 3,584,345.62</p>	<p>\$ (84,345.62)</p>
<p><u>UTILITY DUCT BANK INSTALLATION/DTE</u> Fund No: G005 126300 Scheduled Completion: April 2003 Status: Project has been completed and functional. Final accounting in progress.</p>	<p>\$ 539,000.00</p>	<p>\$ 539,000.00</p>	<p>\$ 480,000.00</p>	<p>\$ 539,000.00</p>	<p>\$ -</p>

4.

CONSTRUCTION PROJECTS PROGRESS REPORT

October 31, 2003

PROJECTS IN PROGRESS (GREATER THAN OR EQUAL TO \$50,000)	ORIGINAL BUDGET	REVISED PROJECT BUDGET*	ACTUAL EXPENDITURES TO DATE	FORECAST OF FINAL COST	REVISED BUDGET LESS FORECAST
<p>WESTVIEW APARTMENTS RENOVATION Fund No: A03400 Scheduled Completion: Project is ongoing Status: Ongoing upgrade and modernization of apartments. Implementation upon vacancies throughout the year.</p>	\$ 119,000.00	\$ 119,000.00	\$ 110,155.00	\$ 119,000.00	\$ -
<p>13.2 POWER LINES EXPANSION Fund No: Account U04900 closed, expenses transferred to U04550/\$160,000. Scheduled Completion: June 2003 Status: Project has been completed and is in-use.</p>	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ -
<p>TECHNOLOGY INFRASTRUCTURE ENHANCEMENT Fund No: TBD Scheduled Completion: March 2004 Status: Bids are due November 20, 2003 with project work expected to begin by December 1, 2003.</p>	\$ 464,500.00	\$ 464,500.00	\$ -	\$ 464,500.00	\$ -
TOTAL PROJECTS IN PROGRESS	\$62,252,064.00	\$61,311,523.71	\$10,427,287.50	\$61,294,105.69	\$ 17,418.02

* Revised Project Budget equals the Original Budget and all approved changes to the budget.

Note: Projects shown as "Completed" are those where "actual expenditures to date" equals the "forecast", with no additional expenditures or work anticipated on the project.

5.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 5
DATE: December 2, 2003

RECOMMENDATION

REPORT: ACCOUNTS RECEIVABLE

ACTION REQUESTED

It is recommended that the Student Accounts Receivable Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of October 31, 2003, be received and placed on file.

STAFF SUMMARY

The Student Accounts Receivable Ratio Analysis reflects that the October 31, 2003 net receivable balance is \$14,901,000 or 20.79 percent of revenue as compared to \$12,540,000 or 19.32 percent of revenue as of October 31, 2002, which is a 1.47 percent increase. The report shows an increase of 0.14 percent as compared to the five-year average of 20.65 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

2002-03, 2003-04

(thousands of dollars)

	2002-03			2003-04			5 Year Average Percent	5 Year Average Percent
	Revenue	Net Receivable	Percent	Revenue	Net Receivable	Percent		
July	\$ 53,949	\$ 49,708	92.14%	\$ 59,893	\$ 65,059	108.63%	68.70%	
August	60,783	29,549	48.61%	67,734	32,961	48.66%	50.20%	
September	63,937	19,313	30.21%	71,290	24,673	34.61%	34.34%	
October	64,898	12,540	19.32%	71,669	14,901	20.79%	20.65%	
November	97,391	45,709	46.93%					
December	116,363	13,239	11.38%					
January	123,673	15,498	12.53%					
February	124,215	10,943	8.81%					
March	124,676	8,654	6.94%					
April	135,518	14,664	10.82%					
May	136,195	10,875	7.98%					
June	136,428	8,193	6.01%					

Eastern Michigan University
Student Accounts Receivable Reports
For Month Ended October 31, 2003

Aging Report

	Current	60-120 Days	121-180 Days	181-360 Days	Total
Gross Receivable	\$4,147,644	\$9,363,041	\$838,643	\$1,984,082	\$16,333,410
Allowance	143,199	214,798	357,997	715,993	1,431,987
Net Receivable	\$4,004,446	\$9,148,243	\$480,646	\$1,268,088	\$14,901,423
10/31/02 Balance	\$2,960,177	\$8,033,061	\$416,343	\$1,130,772	\$12,540,353

Revenue Summary

	Fiscal Year To Date	Prior Year To Date	Variance
<u>General and Designated Fund Revenue</u>			
Tuition & Required Fees	\$57,691,669	\$51,262,734	12.54%
Other Student Fees	1,398,433	1,473,235	-5.08%
Total	59,090,102	52,735,969	12.05%
<u>Other Funds Revenue</u>			
Room & Board	10,953,887	10,843,986	1.01%
Miscellaneous	1,624,758	1,317,909	23.28%
Total	12,578,644	12,161,894	3.43%
Total Revenue	\$71,668,746	\$64,897,864	10.43%

Eastern Michigan University
Student Accounts Receivable
Collection Agency Inventory
For Month Ended October 31, 2003

Agency	Cumulative Inventory @ October 2003	Cumulative Inventory @ October 2002
AssetCare	-	-
Credit Bureau of Ypsilanti	1,407,842	1,892,618
Enterprise Recovery	3,488,092	2,978,083
General Revenue Corporation	2,623,792	1,739,253
H. W. Ketchum Collection	(1,318)	1,287,522
Immediate Credit Recovery	-	3,684
National Enterprise Systems	2,256,693	1,393,360
World Credit, Inc.	684	684
TOTALS	\$9,775,785	\$9,295,205
Five Year Revenue	\$581,190,376	\$530,127,696
Five Year % of Revenue	1.68%	1.75%

Eastern Michigan University
Collection Agency Comparison

Net Assignments

Agency	Y-T-D October 2003	Y-T-D October 2002
AssetCare	-	-
Credit Bureau of Ypsilanti	5,885	343
Enterprise Recovery	172,778	749,094
General Revenue Corporation	222,129	481,988
H. W. Ketchum Collection	29	(20,311)
Immediate Credit Recovery	-	(6,798)
National Enterprise Systems	(28,493)	1,052,203
World Credit, Inc.	-	722
TOTALS	\$372,327	\$2,257,240

Recoveries

Agency	Y-T-D October 2003	Y-T-D October 2002
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	27,959	53,721
Enterprise Recovery	89,112	161,503
General Revenue Corporation	100,827	117,383
H. W. Ketchum Collection	1,346	12,781
Immediate Credit Recovery	-	1,319
National Enterprise Systems	92,320	81,806
World Credit, Inc.	-	38
TOTALS	\$311,564	\$428,551

Eastern Michigan University
Collection Agency Comparison

Collection Expense

Agency	Y-T-D October 2003	Y-T-D October 2002
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	17,431	18,618
Enterprise Recovery	28,299	36,364
General Revenue Corporation	27,799	31,066
H. W. Ketchum Collection	673	3,429
Immediate Credit Recovery	-	290
National Enterprise Systems	42,253	21,875
World Credit, Inc.	-	19
TOTALS	\$116,454	\$111,661

Eastern Michigan University
Collection Agency Inventory Rollforward
2003-04

Agency	Beginning Inventory September 2003	+October 2003 Assignments	-October 2003 Recoveries	=Ending Inventory October 2003
AssetCare	\$ -	\$ -	\$ -	\$ -
Credit Bureau of Ypsilanti	1,412,325	-	4,484	1,407,842
Enterprise Recovery	3,399,606	105,439	16,953	3,488,092
General Revenue Corporation	2,482,920	164,097	23,225	2,623,790
H. W. Ketchum Collection	(1,058)	(7,712)	260	(9,030)
Immediate Credit Recovery	-	-	-	-
National Enterprise Systems	2,264,405	-	-	2,264,406
World Credit, Inc.	684	-	-	684
TOTALS	\$9,558,882	\$261,825	\$44,922	\$9,775,785

2002-03 (Prior Year)

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

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 6
DATE: December 2, 2003

RECOMMENDATION

REPORT: Information and Communications Technology Initiatives

ACTION REQUESTED

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

STAFF SUMMARY

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

All initiatives are currently meeting schedule targets and budgets.

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

ICT STRATEGIC INITIATIVES PROGRESS REPORT

September 1, 2003 through November 15, 2003

ENTERPRISE NETWORKING INFRASTRUCTURE

- Halle Network Upgrade Project completed for all existing equipment. Wireless will be installed throughout Halle within next four weeks.
- Fiber Optic upgrades planned and engineered. Vendors have been qualified. Project is underway.

FACULTY, STAFF AND STUDENT LAB PC REFRESHMENT

- 272 Intel and 34 Apple systems replaced.

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

- **Student**
 - Tentatively scheduled Process Improvement Assessment for December 9-11, 2003.
- **Financial Aid**
 - Beginning with FA03 term, full financial aid cycle performed on Banner.
 - Tentatively scheduled Process Improvement Assessment for three days between January 26 and February 5, 2004.
- **Finance**
 - November 11-13 – SCT conducted Process Improvement Assessment.
 - Scheduled Budget Development, Spreadsheet Budgeting, and Position Control Rollover training – February 23-27, 2004.
- **Advancement**
 - Contract arranged/signed and services started for conversion of gift and pledge data.
- **Human Resources**
 - October 26-28 – SCT conducted HR/Payroll Calendar Year-end training
 - Scheduled Process Improvement Assessment – February 3-5, 2004

End User Training (Conducted by EMU Trainers)

- Banner courseware reviewed and updated for new version.
- New my.emich brochure designed for Winter 2004 distribution.

WebCT / Campus Pipeline / Banner Integration

- WebCT Vista Pilot underway with 6 faculty, 830 students, 10 courses, and 32 sections.

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

- 12 eFellows applications received for Winter, 2004.

EASTERN MICHIGAN UNIVERSITY
ICT INITIATIVE
OCTOBER 2003 STATUS

	Actual		FY 2004		FY 2005 - FY 2006 Projected		Total		Total		Total	
	FY 2002	FY 2003	Revised Plan	Forecast	Forecast O(U) Plan	FY 2005	FY 2006 Projected FY 2006	2002 - 2006 Plan	2002 - 2006 Projection	2002 - 2006 Projection	O(U) Plan	Total
Sources Of Funding												
FY 2000 Supplemental/Other Carryover	\$2,547,092	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$2,547,092	\$2,547,092	\$47,092	\$47,092
LRT Carry-over	659,032	0	0	0	0	0	0	550,000	659,032	659,032	109,032	109,032
Gift Revenue	0	0	0	0	0	0	0	190,000	0	0	(190,000)	0
Loan (Internal Or External)	0	1,633,535	1,741,374	351,397	(1,389,977)	(765,387)	(1,219,545)	0	0	0	0	0
Technology Fee (\$10 Per Credit Hour)	5,290,413	5,449,104	5,093,970	5,448,662	354,692	5,448,662	5,448,662	25,215,151	27,085,503	27,085,503	1,870,352	1,870,352
Total Sources Of Funding	\$8,496,537	\$7,082,639	\$6,835,344	\$5,800,059	\$(1,035,285)	\$4,683,275	\$4,229,117	\$28,455,151	\$30,291,627	\$30,291,627	\$1,836,476	\$1,836,476

	Actual		FY 2004		FY 2005 - FY 2006 Projected		Total		Total		Total	
	FY 2002	FY 2003	Revised Plan	Forecast	Forecast O(U) Plan	FY 2005	FY 2006 Projected FY 2006	2002 - 2006 Plan	2002 - 2006 Projection	2002 - 2006 Projection	O(U) Plan	Total
Uses Of Funding												
Infrastructure	\$1,233,320	\$1,797,141	\$1,964,539	\$1,919,074	\$(45,465)	\$1,665,000	\$0	\$6,660,000	\$6,614,535	\$6,614,535	\$(45,465)	\$(45,465)
Computer Refreshment	770,975	954,722	1,274,303	1,274,303	0	1,000,000	1,000,000	5,000,000	5,000,000	5,000,000	0	0
Portal/Applications	3,876,877	3,228,370	1,715,831	1,245,696	(470,135)	619,696	13,075	8,678,540	8,983,714	8,983,714	305,174	305,174
Tech/Support Staff	0	129,687	0	166,400	166,400	173,056	179,978	0	649,121	649,121	649,121	649,121
Professional Development/Training	0	155,850	483,150	213,000	(270,150)	213,000	213,000	1,065,000	794,850	794,850	(270,150)	(270,150)
Extended Student Lab Hours	31,811	50,948	153,241	81,775	(71,466)	85,100	88,500	409,600	338,134	338,134	(71,466)	(71,466)
Sub-Total Non-LRT Uses	\$5,912,983	\$6,316,718	\$5,591,064	\$4,900,248	\$(690,816)	\$3,755,852	\$1,494,553	\$21,813,140	\$22,380,354	\$22,380,354	\$567,214	\$567,214
Learning Resource Tech. Operations	801,203	727,835	935,298	845,534	(89,764)	879,356	864,530	4,258,222	4,118,458	4,118,458	(139,764)	(139,764)
Learning Resource Technologies Debt	734,215	1,073,970	0	0	0	0	0	1,788,330	1,808,185	1,808,185	19,855	19,855
Interest	0	12,252	308,982	54,277	(254,705)	48,067	18,293	595,459	132,889	132,889	(462,570)	(462,570)
Total Uses Of Funding	\$7,448,401	\$8,130,775	\$6,835,344	\$5,800,059	\$(1,035,285)	\$4,683,275	\$2,377,376	\$28,455,151	\$28,439,886	\$28,439,886	\$(15,265)	\$(15,265)

	Actual		FY 2004		FY 2005 - FY 2006 Projected		Total		Total		Total	
	FY 2002	FY 2003	Revised Plan	Forecast	Forecast O(U) Plan	FY 2005	FY 2006 Projected FY 2006	2002 - 2006 Plan	2002 - 2006 Projection	2002 - 2006 Projection	O(U) Plan	Total
Net Sources/Uses												
Net Sources/(Uses) In Fiscal Year	\$1,048,136	\$(1,048,136)	\$0	\$0	\$0	\$0	\$1,851,741	\$0	\$0	\$0	\$1,851,741	\$1,851,741
ICT Initiative Carryforward Reserve	0	1,048,136	0	0	0	0	0	0	0	0	0	0
Reserve Adj. For Net Sources/(Uses)	\$1,048,136	\$0	\$0	\$0	\$0	\$0	\$1,851,741	\$0	\$0	\$0	\$1,851,741	\$1,851,741

	Actual		FY 2004		FY 2005 - FY 2006 Projected		Total		Total		Total	
	FY 2002	FY 2003	Revised Plan	Forecast	Forecast O(U) Plan	FY 2005	FY 2006 Projected FY 2006	2002 - 2006 Plan	2002 - 2006 Projection	2002 - 2006 Projection	O(U) Plan	Total
Technology Loan												
Approved Technology Loan	\$2,350,000	\$2,475,000	\$(750,000)	n/a	n/a	\$(930,000)	\$(3,145,000)	\$0	\$0	\$0	\$(3,145,000)	\$(3,145,000)
Actual/Forecast Technology Loan	0	1,633,535	n/a	351,397	351,397	(765,387)	(1,219,545)	\$0	\$0	\$0	\$(1,219,545)	\$(1,219,545)

3.

SECTION: 7

DATE:

December 2, 2003

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 two (2) new Administrative/Professional appointments at the ranks, salaries, and effective dates shown on the attached listings.

FISCAL IMPLICATIONS

The salaries will be absorbed in the 2003-2004 personnel budget.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

ADMINISTRATIVE PROFESSIONAL HIRING REPORT

<u>Last Name</u>	<u>First Name</u>	<u>Race/Gender</u>	<u>Rank</u>	<u>Salary</u>	<u>Department</u>
Roure	Jodie	H/F	AP09	\$45,000	Academic Human Resources
Quilter	Shawn	W/M	AP11	\$75,000	College of Education

NEW ADMINISTRATIVE PROFESSIONAL HIRES

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Jodie Roure</u>	H	F

Affirmative Action/EEO Specialist in Academic Human Resources effective October 10, 2003 at an annual base salary of \$45, 000.

Education

Ph.D. (ABD) University at Buffalo, SUNY
J.D. Western New England College School of Law, 1997
B.A. Rutgers University-Douglass College, 1994

Experience

2000-2003 John Jay College of Criminal Justice
1999-2000 Administrative Office of the Courts, New Jersey Judiciary
1998 International Institute of Buffalo, Inc.
1997-1998 SUNY at Buffalo
1996-1997 Western Massachusetts Legal Services
1995-1997 Western New England College of Law
1995 Office of the Massachusetts Attorney General
1992-1994 Rutgers University

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Shawn Quilter</u>	W	M

Assistant Dean in the College of Education effective November 1, 2003 at an annual salary of \$75,000.

Education

Ph.D. University of South Carolina, 1998
M.A. University of South Carolina, 1995
M.A. Eastern Michigan University, 1993
B.A. University of Michigan, 1990

Experience

1996-Present Eastern Michigan University
1994-1996 Independent Services for Instruction, Testing and Evaluation
1993-1996 University of South Carolina
1993 Michigan Economic Education Council
1992 National Computer Systems
1991 American College Testing Program

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 8

DATE: 12/2/03

RECOMMENDATION

STAFF APPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve 29 staff appointments for the reporting period of September 3, 2003 through November 13, 2003.

STAFF SUMMARY

Of the 29 appointments, 20 (69 percent) are females, 9 (31 percent) are males. Demographics of the total group indicate 21 Caucasians (72 percent), 5 African Americans (17 percent), 2 Hispanics (7 percent) and 1 Asian (4 percent).

FISCAL IMPLICATIONS

The salaries are part of the University's 2003-2004 budget as approved by the Board of Regents.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

EASTERN MICHIGAN UNIVERSITY
STAFF APPOINTMENTS

DATE: 11/13/03 BOARD REPORT

ALPHABETICAL LISTING WITHIN CLASSIFICATION LEVEL WITHIN EMPLOYEE GROUP

LAST NAME	FIRST NAME	DEPARTMENT	E CLASS	GRADE	JOB TITLE	HIRE DATE	ANN. SALARY	%	RACE	SEX	REASON
Price	Andrea	I A Womens Gymn	AC	11	Asst Coach Sftb,CcTrk,Vol,Bsb	9/15/2003	\$ 25,000.00	100	WH	F	HIRE - NEW STAFF/FACULTY
Crowder	Susan	Adm Off-Campus Outrth	AP	07	Mgr Regional Admissions	9/24/2003	\$ 28,000.00	75	WH	F	HIRE - NEW STAFF/FACULTY
Ross	Marian	Adm Off-Campus Outrth	AP	07	Mgr Regional Admissions	9/24/2003	\$ 28,000.00	75	BL	F	HIRE - NEW STAFF/FACULTY
Wanko	David	Adm Off-Campus Outrth	AP	07	Mgr Regional Admissions	10/1/2003	\$ 29,000.00	75	WH	M	HIRE - NEW STAFF/FACULTY
Roure	Jodie	Dir Acad Human Res	AP	09	Acad Aff Emp//Affirm Act Spec	10/6/2003	\$ 45,000.00	100	HI	F	HIRE - NEW STAFF/FACULTY
Wise	Timothy	I A Administration	AP	10	Asst Dir Ath Fac Oper	11/1/2003	\$ 48,000.00	100	BL	M	HIRE - NEW STAFF/FACULTY
Bubb	Kevin	ICT-Administrative Executive	AP	12	Dir Enterprise Appl Integratio	11/3/2003	\$ 80,000.00	100	WH	M	HIRE - NEW STAFF/FACULTY
Daniels	William	Dir Acad Human Res	CC	06	Admin Secretary	11/1/2003	\$ 30,000.00	100	BL	M	HIRE - NEW STAFF/FACULTY
Preston	Marge	V P University Rel	CC	07	Executive Secretary	11/3/2003	\$ 35,000.00	100	WH	F	HIRE - NEW STAFF/FACULTY
Davis	Christina	Assoc Health Profes	CS	04	Secretary II	10/13/2003	\$ 23,113.00	100	WH	F	HIRE - NEW STAFF/FACULTY
Jackson	LaTina	Sociology	CS	04	Secretary II	11/3/2003	\$ 11,556.50	50	BL	F	HIRE - NEW STAFF/FACULTY
Shuey	Angela	Center For Quality	CS	04	Secretary II	11/3/2003	\$ 23,113.00	100	WH	F	HIRE - NEW STAFF/FACULTY
Tongusi	Brenda	Payroll	CS	04	Data Entry Clerk	11/11/2003	\$ 23,113.00	100	WH	F	HIRE - NEW STAFF/FACULTY
VanDerworp	Anne	Fine Arts	CS	04	Secretary II	11/3/2003	\$ 23,113.00	100	WH	F	HIRE - NEW STAFF/FACULTY

LAST NAME		FIRST NAME		DEPARTMENT		E CLASS GRADE		JOB TITLE		HIRE DATE	ANN. SALARY	%	RACE	SEX	REASON
Waldroop	Karen	Social Work		CS	04	Secretary II			10/29/2003	\$ 23,113.00	100	WH	F	HIRE - NEW STAFF/FACULTY	
Bonney	Brandi	Employee Benefits		CS	06	Sr Benefits Clerk			9/10/2003	\$ 28,482.00	100	WH	F	HIRE - NEW STAFF/FACULTY	
Tate-Thompson	Trudy	The Learning Center		CS	06	Office Supervisor			11/4/2003	\$ 28,482.00	100	WH	F	HIRE - NEW STAFF/FACULTY	
Comisiak	Gregory	Custodial Services		FM	06	Custodian			11/2/2003	\$ 21,881.60	100	WH	M	HIRE - NEW STAFF/FACULTY	
Hernandez	Wendy	Plant Support Ser		FM	06	Custodian			10/26/2003	\$ 22,713.69	100	HI	F	HIRE - NEW STAFF/FACULTY	
Phillips	Claude	Custodial Services		FM	06	Custodian			10/12/2003	\$ 22,318.40	100	WH	M	HIRE - NEW STAFF/FACULTY	
Fletcher	Jeffery	Dining Services		FM	12	Dining Services Unit Leader I			10/6/2003	\$ 24,294.40	70	WH	M	HIRE - NEW STAFF/FACULTY	
Day-Foley	Jill	Univ Marketing		PT	06	Marketing & Commun Assoc I			11/3/2003	\$ 31,500.00	100	BL	F	HIRE - NEW STAFF/FACULTY	
Schonfeld	Gretchen	Adm On-Campus Outrch		PT	07	Admissions Officer			10/13/2003	\$ 32,000.00	100	WH	F	HIRE - NEW STAFF/FACULTY	
Seidelman	Eric	I A Promotions		PT	07	Coord Ath Promo			10/1/2003	\$ 32,000.00	100	WH	M	HIRE - NEW STAFF/FACULTY	
Takaiwa	Masayasu	IA Training Room		PT	07	Assistant Athletic Trainer			11/1/2003	\$ 32,000.00	100	AS	M	HIRE - NEW STAFF/FACULTY	
Tanner	Andrea	Academic Programming		PT	08	Acad Info/Accreditation Coordi			10/13/2003	\$ 39,000.00	100	WH	F	HIRE - NEW STAFF/FACULTY	
Spool	Shulamith	ICT-ATCS		PT	08*	Enterprise Support Tech I			11/10/2003	\$ 38,500.00	100	WH	F	HIRE - NEW STAFF/FACULTY	
Abbey	Joan	Social Work		PT	09	Research Project Manager			10/1/2003	\$ 24,887.50	50	WH	F	HIRE - NEW STAFF/FACULTY	
Richardson	Carol	Health Services Administration		PT	09	Nurse Practitioner			9/8/2003	\$ 33,578.00	75	WH	F	HIRE - NEW STAFF/FACULTY	

2.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 9

DATE: 12/2/03

RECOMMENDATION

SEPARATIONS/RETIREMENTS

ACTIONS REQUESTED

It is recommended that the Board of Regents approve 27 separations and retirements for the reporting period September 6, 2003 through November 13, 2003.

STAFF SUMMARY

Of the 27 separations and retirements there are 13 (48 percent) females and 14 (52 percent) males. Demographics of the total group indicate 16 Caucasians (59 percent), 8 African Americans (30 percent), 2 Hispanics (7 percent) and 1 Asian (4 percent).

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
SEPARATIONS PREPARATIONS

DATE: 11/13/03

BOARD REPORT
ALPHABETICAL LISTING WITHIN CLASSIFICATION LEVEL WITHIN EMPLOYEE GROUP

NAME	DEPARTMENT	E CLASS	GROUP	JOB TITLE	HIRE DATE	SEPARATION					
						DATE	ANN. SALARY	% RACE	SEX	REASON	
Baum, Tracy	Dir Acad Human Res	CC	06	Admin Secretary	7/23/2001	9/19/2003	\$33,100.00	100	WH	F	TERM PERSONAL
Bodis, Dawn	Ce Reg Ctr Flint	CS	05	Customer Service Rep II	5/20/2002	10/2/2003	\$26,118.00	100	WH	F	TERM INVOLUNTARY
Brooks, Mary C	Director of Risk Man	AP	12	Dir Risk Mgt/WC	1/23/1978	10/18/2003	\$95,032.00	100	BL	F	TERM DEATH
Caldwell, Ron	Custodial Services	FM	06	Custodian	1/12/1993	9/22/2003	\$30,139.20	100	BL	M	TERM INVOLUNTARY
Carlson, Gary	ICT-Tech Assessment	AP	12	Dir IT Tech Assess & Ping	8/24/1992	9/26/2003	\$74,825.00	100	WH	M	TERM RETIRED
Francisco, Hiawatha	I.A. Administration	AP	10	Asst Dir Ath & Facilities Oper	9/9/2002	10/31/2003	\$48,000.00	100	BL	M	TERM PERSONAL
Gamboa, Ricardo	Counseling	FM	06	Custodian	12/10/2001	11/11/2003	\$24,273.60	100	HI	M	TERM INVOLUNTARY
Hockey, Randy	Student Technology Services	AP	11	Dir Divisional Tech Serv	4/8/1985	10/22/2003	\$68,076.00	100	WH	M	TERM INVOLUNTARY
Holt, Erica	SBDC	PT	08	BUSINESS CONSULTANT	5/1/2001	10/31/2003	\$29,790.00	60	BL	F	TERM PERSONAL
Jaworski, Edward	Plumbing	FM	23	Centrifugal & Steam Absorp Spe	10/21/1991	9/26/2003	\$54,080.00	100	WH	M	TERM PERSONAL
Lee, Keun-Hae	Icard	PT	06	Site Coordinator	5/5/2003	10/10/2003	\$22,104.00	80	AS	F	TERM PERSONAL
Lothian, Laura A	Adm On-Campus Outreh	PT	07	Admissions Officer	9/8/2003	9/12/2003	\$32,000.00	100	WH	F	TERM INVOLUNTARY
Mason III, Robert E	Grnds Walks Roadways	FM	12	Groundsperson	10/13/2003	10/24/2003	\$10,018.20	50	WH	M	TERM INVOLUNTARY
Milton, Mia M	Education Dean	PT	07	Admissions Officer	4/1/2002	9/25/2003	\$33,990.00	100	BL	F	TERM PERSONAL
Neph, Eugene	Non-Credit Programs	PT	08	Workplace Education Specialist	11/8/1999	10/7/2003	\$40,705.00	100	WH	M	TERM INVOLUNTARY
Nicosia, Susan	Icard	PT	08	Groundwater Education Coord	4/5/1991	9/30/2003	\$33,314.00	75	WH	F	LAYOFF WITH RECALL
Peterson, Ann M	I A Womens Softball	AC	11	Asst Coach(Sftb,CcTrk,Vol,Bsb	7/1/2003	10/28/2003	\$28,876.00	100	WH	F	TERM END APPOINTMENT
Pribik, John	Hdc Support Services-Housing	FM	06	Custodian	6/24/2001	9/19/2003	\$26,291.20	100	WH	M	TERM INVOLUNTARY
Remus, Andre	Hdc Support Services-Housing	CS	04	Customer Service Rep	6/7/1999	9/10/2003	\$25,805.00	100	BL	M	TERM LAYOFF WITH RECALL RIGHTS
Rey, Carmen M	Sociology	CS	04	Secretary II	8/27/1999	9/12/2003	\$11,556.85	50	HI	F	TERM PERSONAL

NAME	DEPARTMENT	E CLASS	GROUP	JOB TITLE	HIRE DATE	SEPARATION					
						DATE	ANN. SALARY	% RACE	SEX	REASON	
Sisson, Heidi S	Financial Aid Office	AP	09	Asst Dir Acad and Athl Scholar	11/16/2000	9/12/2003	\$50,500.00	100	WH	F	TERM AT WILL SEPARATION
Sullivan, Woody	Apartments	FM	06	Custodian	8/15/1984	9/14/2003	\$29,556.80	100	WH	M	TERM DEATH
Swinney, Mary	Heer	PT	06	Admin Assistant II	7/23/2001	10/17/2003	\$27,424.00	100	WH	F	TERM AT WILL SEPARATION
Wellard, David	Custodial Services	FM	06	Custodian	8/6/2000	9/22/2003	\$28,288.00	100	WH	M	TERM INVOLUNTARY
Wilkes, James	Custodial Services	FM	06	Custodian	11/4/1991	9/19/2003	\$30,139.20	100	BL	M	TERM INVOLUNTARY
Williams, Lisa A	Fine Arts	CS	04	Secretary II	12/16/2002	9/27/2003	\$23,113.00	100	WH	F	TERM PERSONAL
Woolridge, Robert	Dining Services	FM	06	Cook	11/20/2000	11/4/2003	\$30,139.20	100	BL	M	TERM INVOLUNTARY

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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 six (6) former faculty members (one posthumously) 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
December 2, 2003**

Benjamin Hourani

Professor, Department of Political Science from 1968-2002
(34.5 years)

Doctoral Michigan State University
Masters American University of Beirut
Baccalaureate American University of Beirut

John R. Hubbard (Posthumously)

Professor, Department of Foreign Language and Bilingual Studies from 1970-2003
(33 years)

Doctoral Michigan State University
Masters Michigan State University
Baccalaureate Hope College

Eugene Jaworski

Professor, Department of Geography and Geology from 1971 - 2003
(32 years)

Doctoral Louisiana State University
Baccalaureate University of Wisconsin

James Roff

Professor, Department of Psychology from 1976 -2003
(26.5 years)

Doctoral University of Minnesota
Baccalaureate University of Minnesota

Zakhour Youssef

Professor, Department of Psychology from 1965 - 2003
(38 years)

Doctoral Wayne State University
Masters Wayne State University
Baccalaureate Wayne State University

Robert M. Ward

Professor, Department of Geography and Geology from 1969 - 2003
(34 years)

Doctoral University of Michigan
Masters Indiana University
Baccalaureate Earlham College



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION

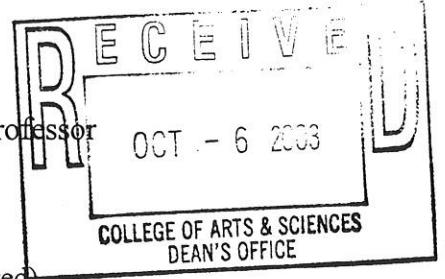
The Department of Political Science recommends the awarding of Emeritus Faculty Status for the following retiring/retired faculty member:

Name of Faculty Member: Benjamin Hourani

Current Status/Rank at EMU: retired December 2002 at the rank of Full Professor

Date of Hire at EMU: 6/28/1968 Retirement Date: 12/31/02

Number of Years at EMU: 34.5 years (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: Birthday: (day/month/year) 4/17/34

Degree(s)/Institutions/Year: Baccalaureate: American University of Beirut

Masters: American University of Beirut

Doctoral: Michigan State University

Please Attach a Brief Statement of Support and a current Academic Vita 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.

Full Faculty of the Political Science Department January 21, 2003

Recommended by (please print) Date

Department Head Date Dean Date

Provost Date Date Submitted to Board of Regents

Please forward this completed form to: Nicki Banush Academic Affairs, 106 Welch Hall



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION

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

Name of Faculty Member: Benjamin Hourani

Current Status/Rank at EMU: Professor

Date of Hire at EMU: 1968 Retirement Date: 12/31/02

Number of Years at EMU: 34 (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: American University of Beirut

Masters: American University of Beirut

Doctoral: Michigan State University

Please Attach a Brief Statement of Support to this Form see attached letter

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

February 10, 2003

To the Board of Regents, Eastern Michigan University:

I am pleased and honored to recommend Benjamin Hourani be granted the status of emeritus professor of political science. I have known Dr. Hourani for nearly ten years as a respected colleague and friend and had the pleasure of evaluating his work in my role as department head of the political science department at Eastern Michigan University. He is an exemplary teacher, researcher and mentor- a truly ethical and humane scholar in every sense imaginable. I routinely hear from students that his courses inspired them and many suggest that his were the most thought provoking courses of their academic careers. He challenges us all in order to help us learn and grow in our understanding of citizenship in a global society. My comments below highlight a few especially noteworthy activities from his long and successful career with us at EMU. We miss him tremendously although we hope to maintain an ongoing relationship with him through the granting of emeritus rank.

Dr. Hourani successfully led EMU's Collegium for Advanced Studies, organizing the Collegium's research-based conferences and community activities and editing its journal, *Mosaics*. He also coordinated a highly successful semester long seminar series focusing on interdisciplinary issues of technology and the politics of the present and future. These efforts highlight his dedication to bringing disparate views and approaches to analysis into dialogue with each other with the goal of addressing important problems confronting society. Professor Hourani also created and taught the department's first MPA course examining Ethics and Politics. His leadership in this area was extremely important in bringing us all to an understanding of these questions and their centrality to government and leadership at all levels.

I would also like to commend Professor Hourani's commitment to a truly interdisciplinary approach to questions of ethics in the policy making process. His thinking and analysis attempt to bring a number of disciplinary approaches and views to bear on questions under study. It is only through efforts of this type that we are likely to gain insights that may fundamentally improve our understanding of the conditions and relationships in this area. I believe the discussions and questions he focuses on would be informative and thought provoking to faculty, students, administrators, and citizens in general across the spectrum. The issues could not be more timely or relevant to current events or scholarly examinations. This level of relevance and connection is difficult to achieve and should be fostered through our university's programs. The potential of these discussions is truly exciting. The value of this endeavor is wide reaching in scope. Our university community has been and will continue to be enhanced as will those communities beyond our own university. I urge you to recognize his enduring contributions through the granting to him the rank of emeritus professor in political science.

Please do not hesitate to contact me should you need any further information related to this recommendation.

Sincerely,

Rhonda S. Kinney
Department Head, Political Science
Eastern Michigan University

Dr. Benjamin Hourani's long and significant contribution to the Department of Political Science and to the Master of Public Administration Program in particular has been exemplary. As a teacher of organizational theory, Ben focused on the impact of organizations on individuals and society, with a particular concern for the creation of humane democratic institutions. This focus permeated his courses and his interactions with students and colleagues alike. The following comments from an MPA alumni, upon learning of Dr. Hourani's retirement captures the essence of gentle Ben:

"One holiday while in the MPA program, my daughter Eva was visiting me from Alaska. At the time, she was around eleven years old. We went to the MPA offices one evening and Dr. Hourani was the only one around. Dr. Hourani's kindness and manner made a great impression on Eva. She also liked his beard. When we left that night, she commented 'he is so cute and nice'. Till this day, she still remembers him and on occasion asks about him. I also remember him and think well of him as a person and teacher. Thank you Dr. Hourani." (Kerry Kotowski)

It is with joy at having had Ben Hourani as a friend and colleague and sadness over his retirement, that we are pleased to honor him with the status of "professor emeritus."

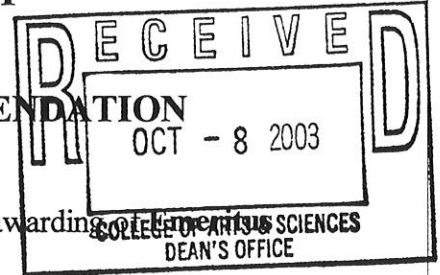
Raymond A. Rosenfeld,
Director, MPA Program



EASTERN MICHIGAN UNIVERSITY

Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION



The Department of Foreign Language and Bilingual Studies recommends the awarding of Emeritus Faculty Status for the following retiring/retired faculty member:

Name of Faculty Member: John R. Hubbard

Current Status/Rank at EMU: Full Professor

Date of Hire at EMU: 1970 Retirement Date:

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

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

Home Address:

Home Telephone: E-Mail Address:

Name of Spouse: Birthday:

Degree(s)/Institutions/Year: Baccalaureate: Hope College, 1961

Masters: Michigan State University 1967

Doctoral: Michigan State University 1971

Please Attach a Brief Statement of Support and a current Academic Vita 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 Elisabeth J. Morgan (please print) 10/08/03 Date

Department Head [Signature] Date Dean Date

Provost Date Date Submitted to Board of Regents

Please forward this completed form to: Nicki Banush Academic Affairs, 106 Welch Hall

Eastern Michigan University
Department of Foreign Languages and Bilingual Studies
Inter-Office Memorandum

TO: Linda Pritchard, Dean
College of Arts and Sciences

FROM: Elisabeth Morgan
Interim Head

DATE: October 1, 2003

SUBJECT: Nomination of John Hubbard for emeritus status

I would like to nominate posthumously Professor John Russell Hubbard for emeritus status, in accordance with the AAUP contract, Article XX, 990. Dr. Hubbard was an employee of Eastern Michigan University for 33 years. He served as faculty in the German section of the Department of Foreign Languages and Bilingual Studies, and served twice as Department Head and once as Acting Head. He returned to faculty in July 2002, and was looking forward to retiring.

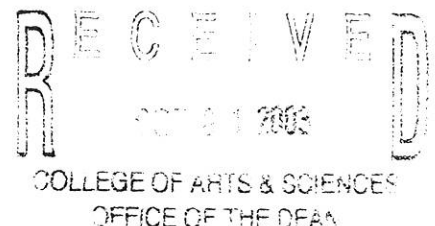
As you know, Dr. Hubbard passed away on Monday, September 22, 2003, leaving the entire EMU and Ann Arbor communities shocked and greatly saddened. He contributed so much to students, international programming, faculty, and colleagues. He was a fine mentor, a great role model, and a wonderful friend. He loved this University.

I hope you accept my nomination of John Hubbard for emeritus status.

cc: Robert J. Van Der Velde, Assistant Vice President
Academic Affairs

Faculty and Staff, Foreign Languages and Bilingual Studies

219 Alexander, 487.0130, Fax: 487.3411
E-mail: elisabeth.morgan@emich.edu



JOHN R. HUBBARD
3204 Dexter Road
Ann Arbor MI 48103
(734) 662-1583

RESUME: 1997-September, 2002

EDUCATION

Ph.D., German Language & Literature
Michigan State University, East Lansing, Michigan, 1971

MA, German
Michigan State University, East Lansing, Michigan, 1967

BA. German
Hope College, Holland, Michigan, 1961

Michigan Secondary Certification (permanent) in German and
English (7-12)

EMPLOYMENT HISTORY

June, 2002 - Present Professor of German, Eastern Michigan University

Sept., 1997- June, 2002: Department Head, and Professor, Department of Foreign
Languages and Bilingual Studies

PROFESSIONAL DEVELOPMENT ACTIVITIES

Participant, Seminar on German Reunification, Goethe Institute, Wiesneck,
Germany, summer, 1998.

NDEA Institute for Secondary School Teachers of German: Stanford University
in Bad Boll, West Germany, summer, 1963.

NDEA Institute for Secondary School Teachers of German; Notre Dame
University, summer, 1962.

TEACHING EXPERIENCE

German Language and Literature and Business German: I have taught the full
range of German courses offered by the department, from beginning level to
graduate.

Secondary: I have taught all grades and age groups (7-12 grades). The courses included English, German, History and Civics. I coached football.

(Sept., 1962 - June, 1965 German and English teacher at Whitehall High School, Whitehall, Michigan)

(Sept., 1961 - June, 1962 English, Civics teacher at Mt. Morris Jr. High School, Mt. Morris, Michigan)

GRANT ACTIVITIES

Oct., 1997 I submitted a preliminary proposal to the Fund for the Improvement of Postsecondary Education for a three-year project to develop state-of-the-art, high-tech educational materials for foreign language teaching.

PRESENTATIONS AND WORKSHOPS (Last five years)

Ronald Cere and John R. Hubbard

"Language and Culture in the Classroom and in the World of Work," Michigan Foreign Language Association Meeting, Lansing, MI, October 2001

Ronald Cere and John R. Hubbard

"Culture + Language = Communication," workshop conducted at the Central States Conference on Foreign Languages, Indianapolis, IN, April, 2001

Ronald Cere and John R. Hubbard

"Communicating across Cultures in Business and the Professions," session conducted at the Michigan Foreign Language Association Meeting Lansing, MI, October 2000.

Ronald Cere and John R. Hubbard. "Cross-Cultural Communication Training for World Business." Michigan Foreign Language association Fall Conference, October 29, 1999

Ronald Cere and John R. Hubbard. "Cross-Cultural Communication Training for World Business." Presentation at the Annual Conference of the American Council on the Teaching of Foreign Languages in Chicago on November 22, 1998.

William Cline, J. Sanford Dugan, and John R. Hubbard. "From Classroom to Computer Screen: Changing to Online Delivery." Presentation at the Annual Conference of the American Council on the Teaching of Foreign Languages in Chicago on November 21, 1998.

William Cline, J. Sanford Dugan, and John R. Hubbard. "Publishers' Web Sites for Foreign Language Teachers." Presentation at the Michigan Foreign Language Association Conference in Lansing, MI on October 15, 1998.

Ronald Cere and John R. Hubbard. Cross-Cultural Communication for World Business and the Professions. Workshop presentation at EMU Conference on Languages for Business and the Professions. April, 1997.

PROFESSIONAL MEMBERSHIPS

American Association of Teachers of German; Michigan Foreign Language Association; American Council on the Teaching of Foreign Languages; American Association of University Professors

HONORS AND AWARDS

Faculty Recognition Award from the Division of University Marketing and Student Affairs.

Member: Delta Phi Alpha, German Honorary Fraternity.

9-24-02



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

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

Name of Faculty Member: Eugene Jaworski

Current Status/Rank at EMU: Professor

Date of Hire at EMU: 8-26-71 Retirement Date: 09-01-03

Number of Years at EMU: 32 yrs (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: _____ Birthday: _____

Degree(s)/Institutions/Year: Baccalaureate: B.S. 1966 University of Wisconsin (Geography)

Masters: _____

Doctoral: Ph.D. 1971 Louisiana State University (Geography)

Please Attach a Brief Statement of Support and a current Academic Vita 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.

Department Head _____ Date _____ Dean _____ Date _____

Provost _____ Date _____ Date Submitted to Board of Regents _____

Please forward this completed form to: **Nicki Banush**
Academic Affairs, 106 Welch Hall

Statement of Support for Dr. Gene Jaworski

Professor Gene Jaworski has taught highly specialized courses in the Department of Geography and Geology for many years including Environmental Analysis, Remote Sensing and Aerial Photo Interpretation. He has played a critical role in our Planning and Earth Science Programs and supervised numerous graduate research and thesis projects and mentored many graduate students.

Work Experience Cont'd:

- Coordinator, Land Use Analysis Program, 1975-1982
- Director, Institute for Community and Regional Development (ICARD), 1979-1983
- Sabbatical Leave, Sept 1983-Aug 1984. Provided marketing and training services for automated surveying and CAD co.; installed networked IBM PC/AT System for textile manufacturer.
- Interagency Personnel Exchange(IPA), Summer 1985. Contract with US Army Corps of Engineers, Detroit District. Taught 10-week workshop on introductory remote sensing, and assisted with instruction of a 1-week workshop in spatial data management.
- Technical Director, Groundwater Education Grant, 3-year Grant. Awarded 1 September 1990.

Workshops and Seminars:

Wetlands: Presented several workshops and seminars to Michigan Dept. of Natural Resources (DNR), US Army Corps of Engineers, and US Environmental Protection Agency on function and value of freshwater wetlands during the 1975-1980 interim.

Remote Sensing and Spatial Data Management: Offered workshops on Landsat remote sensing and geographic information systems (GIS) for Environmental Research Institute of Michigan (ERIM), US Army Corps of Engineers, Envirosphere Incorporated, Central Michigan University, and others during the 1978-1984 period.

-During Summer 1985 taught a 10-week introduction to remote sensing and a 1-week spatial data management (along with John G. Lyon of Ohio State) workshop to Detroit District Corps of Engineers.

Hazardous Waste: Presented seminars and talks on hazardous waste management and Michigan's Hazardous Waste Act (PA 64) to numerous groups including Southeast Michigan Council of Governments (SEMCOG), Eastern Michigan University, Oakland Co. Board of Commissioners, and others during 1980-1984 interim.

Computer-Aided Design and Drafting: As a training consultant for CADserv Inc. of New Hudson, MI, provided hands-on training for several groups including Hubbell-Roth and Clark Engineering in 1984.

Wetlands and Land Development: 1-day Seminar, 15 August 1986, at Eastern Michigan University for land developers and engineers, concerning mapping, use, and mitigation of wetlands.

Professional Societies:

American Museum of Natural History
American Society of Photogrammetry and Remote Sensing
Association of American Geographers
Michigan Academy of Science, Arts and Letters

Appointments and Offices:

- President, Ypsilanti Area Futures, Inc. August 1985 - 1989.
- Southeast Michigan Council of Governments, Council on Environmental Strategies (CES), 1981 to 1989.
- Bi-National Public Advisory Committee (BPAC). Member. Appointed by International Joint Commission. Work with Detroit River RAP team, 1987 to 1990.

Teaching Responsibilities:

Environmental impact assessment, environmental management, aerial photograph interpretation, remote sensing, geographic information systems, biogeography, and various special topic courses.

Publications and Papers:

Khamis, A. A, I. A. El-Kassas, and E. Jaworski. 1990. "Computer-Assisted Classification of Landsat-TM Imagery Data for Geological Investigation of Northeast Qatar Peninsula, the Arabian Gulf". Paper presented at the Twenty-Third International Symposium on Remote Sensing of Environment. Held April 18-25, 1990, in Bangkok, Thailand. 12 pp.

Akbar, A. Ali M., I. A. El-Kassas, and E. Jaworski. 1990. "Comparison between Supervised and Unsupervised Classifications of Landsat-TM Imagery Data for Dukhan Ava, Western Qatar Peninsula, Arabian Gulf". Volume 4 - Image Processing/Remote Sensing, Technical Papers 1990 ACSM ASPRS Annual Convention. American Society for Photogrammetry & Remote Sensing, Bethesda, MD. pp. 13-22.

Manny, B.A., T.A. Edsall, and E. Jaworski. 1988. "The Detroit River, Michigan: An Ecological Profile." Biological Report 85 (7.17). Fish & Wildlife Service Ann Arbor, MI. Great Lakes National Program Office. 86 pp.

Jaworski, E. and N.M. Manhart. 1988. "Role of Local Governments Regarding Wetland Protection in Michigan". Proceedings of 15th Annual Conference on Wetlands Restoration and Creation. Plant City, FL. Hillsborough Community College, Institute of Florida Studies. pp. 136-142.

Schloesser, D.W., B.A. Manny, C.L. Brown, and E. Jaworski. 1987. "Use of Low Altitude Aerial Photography to Identify Submersed Aquatic Macro-phytes". in: Color Aerial Photography in the Plant Sciences and Related Fields. 10th Biennial Workshop of American Society of Photogrammetry and Remote Sensing, Ann Arbor, MI. pp 19-28.

Herdendorf, C.E., C.N. Raphael, and E. Jaworski. 1986. The Ecology of Lake St. Clair Wetlands: A Community Profile. Prepared for National Wetlands Research Center, Fish & Wildlife Service, USDA, Washington D.C., Bio. Rep. 85(7.7). 187 pp.

Jaworski, E and N.M. Manhart. 1986. "Wetlands and Land Development in Michigan, Involving the Site Plan and Permit Review Process". Paper presented at Ninth Savannah River Laboratory Symposium entitled Freshwater Wetlands and Wildlife, Prospectives on Natural, Managed and Degraded Ecosystems. Held 24-27 March, 1986, at Charleston, SC. 8 pp.

Jaworski, E. 1985. "Remote Sensing and Spatial Data Management Training at the Detroit District, US Army Corps of Engineers". Presentation at the USACE 5th Remote Sensing Symposium, 28-30 October 1985, Ann Arbor, MI. 10 pp

Jaworski, E. and R.M. Ward. 1985. "Construction of Nuclear Power Plants and Cost Recovery Policies in the US". Env. Professional Vol.7(1): 17-25.

Jaworski, E. 1983. "Use of Geographic Information Systems in Hazardous Landfill Siting." Paper presented at Fall Technical Meeting, Amer. Soc. of Photogrammetry, E. Grt. Lks. Reg., 9 Dec 1983, New Hudson, MI. 10pp.

Jaworski, E, Larry E. Reed et al. 1982. "A Land Use Survey of Northwest Somalia as Interpreted from Landsat Imagery." 1st Thematic Conference: Remote Sensing of Arid and Semi-arid Lands. Cairo, Egypt, Jan 18-24, 1982. 10pp

Jaworski, E, R.H. Rogers and B. MacRae. 1982. Application of Geographic Information Systems in Land Use Planning." Paper presented at 20th Annual Conference of the Urban & Regional Information Systems Association (URISA), August 22-25, 1982, Minneapolis, MN. 7pp

MacRae, R, R.H. Rogers and E. Jaworski. 1982. "Land Use Capability Assessment using Geographic Information Systems." Paper presented at 5th International Symposium on Computer-Assisted Cartography and International Society of Photogrammetry, August 22-28, 1982, Crystal City, VA. 10pp

Jaworski, E. and Environmental Research Institute of Michigan. 1981. User's Manual, Geographic Information System. NASA Contract. ERIM, Ann Arbor, MI. 37pp

Rogers, R.H. et al. and E. Jaworski. 1981. "The Remote Analysis Station (RAS) as an Instructional System." CORSE-81, The 1981 Conference on Remote Sensing Education. May 22, 1981. Purdue University, Lafayette, IN. 5pp

Rogers, R.H. et all and E. Jaworski. 1980. "Landsat Technology Transfer to the Private and Public Sectors through Community Colleges and other Locally Available Institutions." Proceedings, Fall Technical Meeting of ACSM-ASP. Niagara Falls, NY. 9pp

Jaworski, E et al. 1977. General Functions and Values of Freshwater Wetlands in the Glaciated Midwest. For Wetlands Science and Technology Workshop. Eastern-Michigan University, Ypsilanti, MI. 69 pp.

Jaworski, E. et al. Wetlands Inventory Preparatory Study o. Michigan. Department of Geography-Geology, Eastern Michigan University, Ypsilanti, MI. 80 pp.

Raphael, C.N., E. Jaworski, et al. 1974. Future Dredging Quantities in the Great Lakes. EPA-660/3-74-029, Ecological Research Series. U.S. Env. Protection Agency, Corvallis, OR. 219 pp.

Jaworski, E., et al., "Impact of Great Lakes Water Level Fluctuations." In: Fish and Wildlife Resources of the Great Lakes Coastal Wetlands within the United States. Vol. One, Overview. CLEAR Technical Report No. 170:1. Edited by C.E. Herdendorf and S.M. Hartley. U.S. Fish and Wildlife Service, Minneapolis, MN. pp. 106-300.

Jaworski, E. 1971. The Blue Crab Fishery, Barataria Bay, Louisiana. PhD Dissertation, Louisiana State University, Baton Rouge, LA. 189 pp.

RESEARCH/SCHOLARLY/CREATIVE ACTIVITIES

A. Research Activities:

Two papers to be presented at a Poster Session on Tuesday, 30 April 1991. I am performing the computer-assisted classification on the Department's ERDAS Image Processing-GIS System.

- "DISCRIMINATION OF SEDIMENTARY ENVIRONMENTS IN DOHAT FAISHAKH AREA, NORTHWESTERN QATAR PENINSULA USING LANDSAT IMAGERY AND AERIAL PHOTOGRAPHY"
- "COMPOSITE LANDSCAPE OF KHOR ALUDAID AREA SOUTHEASTERN QATAR PENINSULA, THE ARABIAN GULF: A REMOTE SENSING REGIONAL PERSPECTIVE"

B. Scholarly Activities - SER-GEM Center:

In addition to the above, the following projects are being developed under my direction as Technical Director of the SER-GEM Center. (Southeast Regional-Groundwater Education in Michigan Center).

- Site Remediation of the Ypsilanti Commons:
Level 1 and Level 2 environmental audit (for hazardous waste) of the vacant 10-acre parcel in City of Ypsilanti.

- Gallagher Creek, Oakland Township, Oakland County:
Research of the groundwater conditions of this coldwater (trout) stream. Preparation of best management practices to protect the stream from residential development impacts.

- Geologic Profile of Sharon Township, Washtenaw County:
Preparation of a report, including 7 maps and two cross sections, regarding the groundwater characteristics of this township which relies on private wells for drinking water.

- Review of Groundwater Contamination, Waterford Hills Landfill:
Review of the hydrogeologic and monitoring well data as regards the preparation of a summarial report on the hazard posed by this leaking municipal (Type II) landfill near Pontiac, MI.

C. Creative Activities:

- Assistance to City of Southfield in relation to the drafting of a woodland/tree ordinance for the municipality.

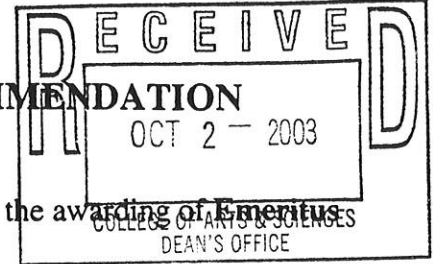
- Mapping of the wetlands within the 20,000 acre Meridian Township, located east of Okemos, Michigan. Also, assistance on preparing a local wetlands ordinance.
- Attended Computer-Aided Engineering Workshop, held 28 March 1990, at Radisson Hotel, in Lansing, MI. Took LuAnne Boyer (Horvath) along. Focused on Intergraph's GIS.
- Installed Version of 7.4 of ERDAS Image Processing and GIS System, on IBM PC/AT Workstation, in Room 116, Strong Hall. Larry McKillip assisted.
- Visited Richard N. Pessaro, Geology Department, Western Michigan University, for information on AQUI PRO, a aquifer vulnerability model, which John Foley wishes to use in his thesis.
- Reviewing theses by Gregory Barrows and David Foster.



EASTERN MICHIGAN UNIVERSITY

Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION



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

Name of Faculty Member: James Roff

Current Status/Rank at EMU: Full Professor (retired)

Date of Hire at EMU: 8/30/1976 Retirement Date: 1/6/2003

Number of Years at EMU: 26.5 (Minimum of 15 years of service required)

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

Home Address: _____

Home Telephone _____ E-Mail Address: _____

Name of Spouse: _____

Degree(s)/Institutions/Year: Baccalaureate: BA University of Minnesota 1962

Masters: _____

Doctoral: Ph.D. University of Minnesota, 1973

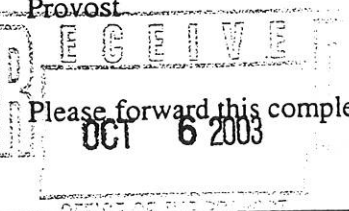
Please Attach a Brief Statement of Support to this Form

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.

John Knapp
Recommended by (please print) _____ Date _____

Date

Provost _____ Date _____ Date Submitted to Board of Regents _____



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

025521

September 30, 2003

To: Dean Linda Pritchard
Provost Paul Schollaert

From: John Knapp

Re: Emeritus Faculty Status for Professor James Roff

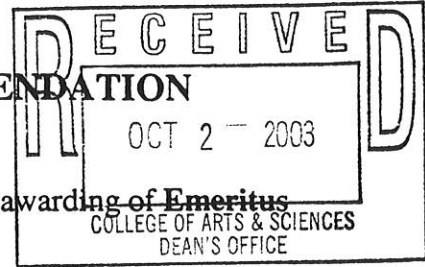
Jim Roff retired from his position as a Full Professor in the Psychology Department after 26.5 years. He was noted to be an excellent lecturer and was a major contributor to our undergraduate and graduate programs. Having come from the University of Minnesota, he was our resident expert in the use of the MMPI which still today is one of the major measures used to diagnose psychopathology. He taught undergraduate courses in personality and abnormal psychology, and he also taught graduate courses in personality and psychopathology. His field of expertise was the area of schizophrenia and, over the years, he published many articles in widely respected journals that looked at factors predictive of this abnormal behavior pattern. He also was a critical member of our department's personnel committee (I believe he served on it every year he was a member of the department). He played a pivotal role in the development of our department's DED and DID. He also served as our department's representative to the CCRSL for most of the years that he was a faculty member.

In May at a department meeting the faculty unanimously supported the recommendation that Professor Roff be "promoted" to Emeritus Faculty Status. We hope you concur with this recommendation.



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION



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

Name of Faculty Member: Zakhour Youssef

Current Status/Rank at EMU: Full Professor (retired)

Date of Hire at EMU: 9/1/1965 Retirement Date: 5/1/2003

Number of Years at EMU: 38 (Minimum of 15 years of service required)

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

Home Address:

Home Telephone: E-Mail Address:

Name of Spouse:

Degree(s)/Institutions/Year: Baccalaureate: BA Wayne State University, 1961

Masters: MA Wayne State University, 1963

Doctoral: Ph.D. wayne State University, 1964

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.

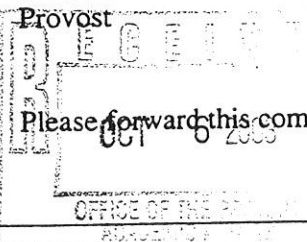
John Knapp Recommended by (please print) Date

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

025520



September 30, 2003

To: Dean Linda Pritchard
Provost Paul Schollaert

From: John Knapp

Re: Emeritus Faculty Status for Professor Zakhour Youssef

Zakhour Youssef retired from his position as a Full Professor in the Psychology Department after 38 years. Zak loved his work as a faculty member. Over the years he taught thousands of students in his Psychology of Sex class. He was extremely skillful in dealing with undergraduates as they considered some rather controversial and delicate issues. Students loved taking his courses and interacting with him. Because of his extensive clinical training and experience as a therapist, he could make courses come alive with case history material. The same was true for his graduate courses such as clinical psychology. He was a highly skilled therapist who provided exceptional training and was a wonderful model for our graduate students pursuing clinical training. He also was a wonderful mentor for our newer clinical faculty and volunteered his time to provide the supervision necessary to help them achieve full licensure.

Zak began his career with a strong research emphasis, shifted to a focus more on clinical work and applications, and ended his career doing collaborative research with members within and outside the psychology department. He maintained a strong service record while in the department by participating in such things as Faculty Council and Graduate Council. He remains a true ambassador and advocate for our department and university since he is a highly visible person in the Ypsilanti-Ann Arbor community. His love for Eastern is evidenced by his commitment to establish and fund a scholarship in his wife's name.

In May at a department meeting our faculty unanimously supported the recommendation that Professor Youssef be "promoted" to Emeritus Faculty Status. We hope you concur with this recommendation.



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

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COLLEGE OF ARTS & SCIENCES
OFFICE OF THE DEAN

EMERITUS FACULTY STATUS RECOMMENDATION

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

Name of Faculty Member: Robert M. Ward

Current Status/Rank at EMU: Professor

Date of Hire at EMU: 9-12-69 Retirement Date: 9-03-03

Number of Years at EMU: 34 (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: _____ Birthday: _____

Degree(s)/Institutions/Year: Baccalaureate: A.B. 1958 Earlham College (Geology and Soil Science)

Masters: M.A.T. 1963 Indiana University (Geography)

Doctoral: Ph.D. 1971 University of Michigan (Geography)

Please Attach a Brief Statement of Support and a current Academic Vita 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: Nicki Banush
Academic Affairs, 106 Welch Hall

Statement of Support for Dr. Robert Ward

Professor Robert (“Rocky”) Ward as served the Department of Geography and Geology with distinction and dedication for 34 years. He was instrumental in establishing our highly successful Urban and Regional Planning Program (URP) for which he served as graduate advisory for many years. He has mentored countless student6s ands served on many community committees and Planning Boards. Even though retired, he continues to serve on Thesis Committees, as a research advisor, and to teach part time in the graduate URP Program.

VITA

ROBERT M. WARD
Department of Geography & Geology
Eastern Michigan University
Ypsilanti, MI 48197
Telephone 734-487-8488

CURRENT POSITION

Full Professor, 1981 – 2003 Eastern Michigan University (retired)

EDUCATION

Ph.D. 1971 University of Michigan (Geography)
M.A.T. 1963 Indiana University (Geography)
A.B. 1958 Earlham College (Geology and Soil Science)

EXPERIENCE

2003 Private consulting in urban & regional planning
last project: Economic Development Plan for Temperance,
MI with ENP & Associates

2001 Acting Department Head - Department of Geography & Geology
2001 Project Administrator: RMST (Titanic) Project

1989-97 Coordinator: China Exchange Program, World College, EMU

1988 Foreign Teaching Professor, Shanghai Normal University and
Northwestern Agricultural University, People's Republic of China

1969-2003 Faculty, Eastern Michigan University
Associate Professor, 1975
Assistant Professor, 1969

1969-89 Freelance Cartographer

1968-69 Recreation Planner, Bureau of Outdoor Recreation

1966-68 Instructor, Wayne State University

1966 Cartographer, Bureau of Outdoor Recreation

1963-65 Instructor, Illinois State University

1958-59 Soil Scientist, Soil Conservation Service

PUBLICATIONS

- Ward, Robert M., "Historic Preservation: A Vital Component of Community Planning," Michigan Planner, Vol. 7, No. 5. January, 2003.
- Ward, Robert M., "A Search for the Meaning of 'Demonstrated Need' and 'Surrounding Area' in Exclusionary Zoning Language," Planning and Zoning News, Vol. 19, No. 5, March, 2001.
- Ward, Robert M. and Chica McCabe, "Plat Maps as a History and Geography Teaching Tool. The History Teacher, Vol. 33, No. 2, February, 2000.
- Jia, Hongyan and Robert M. Ward, "Shanghai's Frontier: Pudong New Development Area," The Geographical Bulletin, Vol. 40, No. 1, May, 1998.
- Xie, Yichun, Robert Ward, and X. Wang, "Agriculture and Socialist Policies in the Minority Areas of China," ed. Abha Lakshmi Singh, Land Resource Management, Delhi, India, B. R. Publishing Corporation, 1997.
- Ward, Robert M. and Wen Liang, "Shanghai Water Supply and Wastewater Disposal," Geographical Review, Vol. 85, No. 2, April, 1995.
- Ward, Robert M. and Lisa Ives, "Evolution of State Land Planning in Michigan," Michigan Academician, Vol. 26, Nos. 1/2, Winter, 1994.
- Ward, Robert M., "Ann Arbor" and "Saginaw," World Book Encyclopedia, 1994.
- Ward, Robert M. and Jinan Li, "Solid Waste Management, Shanghai, People's Republic of China," Geographical Review, Vol. 83, No. 1, Jan. 1993.
- Book Review, Ward, Robert M., The Low Temperature Hazard to the Quebec Orchard Industry (Roxanne Charette and Ralph Krueger), The Professional Geographer, Vol. 45, No. 1, Jan. 1993.
- Ward, Robert M., "Farmland Protection Policy Act in the United States: Another Case of Benign Neglect," Land Use Policy, Vol. 8, No. 1, 1991.
- Storwick, Susan Tosick; Robert M. Ward, and Linda Young, "The Centennial Farm Program in Michigan," The Geographical Bulletin, Vol. 33, No. 1, 1991.
- Ward, Robert M., "The 49th Parallel," The Book of Days, Ann Arbor, MI, Pierian Press, 1988
- Ward, Robert M., "Assessing a Farmland Preservation Policy in the United States," The International Journal of Environmental Studies, Vol. 30, 1987.

Jaworski, Eugene and Robert M. Ward, "Construction of Nuclear Power Plants and Cost Recovery Policies in the United States," The Environmental Professional, Vol. 7, No.1, 1985.

Ward, Robert M., "Economic Impact of Preserving Farmland and Open Space in Michigan," Michigan Planner, Vol. 3, No. 3, 1983.

Ferrett, Robert L. and Robert M. Ward, "Agricultural Land Use Planning and Groundwater Quality," Growth and Change: (A Journal of Regional Development), Vol. 14, No. 1, January, 1983.

Ward, Robert M. and Roger E. Storm, "A Land Use Mapping Technique for City and Regional Planners," Journal of Environmental Management, Vol. 17, 1983.

Godfrey, Mary Ann and Robert M. Ward, "Failure of Michigan's Subdivision Control Act to Preserve Agricultural Land," Geographical Perspectives, No. 48, Fall 1981.

Kish, George and Robert M. Ward, "A Survival Package for Geography and Other Endangered Disciplines," The Monograph: (Ontario Association for Geographic and Environmental Education), Vol. 33, No.1, 1982. Reprinted from the Association of American Geographers Newsletter, Vol. 16, No.10, December 1981.

Book Review, Ward, Robert M., Land in America (Ed. Richard N. L. Andrews) published in The Professional Geographer, Vol. 33, No. 2, 1981.

Harrower, Robin and Robert M. Ward, "Farm or Highway: Inter-Agency Conflicts Over Land Use Policy," Michigan Academician (Winter, 1980).

Ward, Robert M., "Resolution of Conflicting Land Use Policy in the U.S.D.A.: FmHA Initiatives in Michigan," Journal of Soil and Water Conservation, Vol. 34, No. 5, 1979.

Ward, Robert M., "Snowfighting City Finds Its Own Catch-22," American City and County, Vol 93, No. 12, 1978.

Lloyd, Robert and Robert M. Ward, "A Thesis Alternative for Applied Geographers," Journal of Geography, Vol. 77, No. 2, 1978.

Ward, Robert M. and Rhonda Katz Barnat, "Assessment of Farmland Preservation in Michigan: P.A. 116," Michigan Academician, Vol. X, No. 3, 1978.

Ward, Robert M. and William Spronz, "A Geographical Analysis of Drinking Drivers," Journal of Studies on Alcohol, Vol. 37, No. 7, 1976.

Ward, Robert M. and Carole K. Wortley, "Evaluation of the Epsilon Generalization When Applied to Rural-Urban Boundaries," The Professional Geographer, Vol. XXVII, No. 2, 1975.

Ward, Robert M., "Adjustment to Freeze Hazards by Florida Citrus Growers," in Gilbert F. White (ed.) Natural Hazards: Local, National, and Global, London, Oxford University Press, 1974.

Ward, Robert M. and Elwood J.C. Kureth, "Reaction to Shoreline Change at Port Burwell, Ontario," Geographical Survey, Vol. 3, No. 3, 1974.

Ward, Robert M. and Richard C. Berg, "Soil Compaction and Recreational Use," The Professional Geographer, Vol. XXV, No. 4, 1973.

Ward, Robert M., Cold and Wind Hazard Perception by Orange and Tomato Growers in Central and South Florida, Michigan Geographical Publications, No. 9, University of Michigan, 1973.

Jackson, Richard H. and Robert M. Ward, "Natural Events: Hazards or Resources," Rocky Mountain-Great Plains Geographical Journal, Vol. 2, 1973.

REPORTS

ENP & Associates (Erin Perdu, Michele Russo & Robert M. Ward)
Economic Development Plan: Temperance, MI 2003

Ward, Robert M., Sharon Township Land Use Policy Plan, 1998.

Ward, Robert M. and Norman Tyler, East Michigan Avenue Corridor Economic Development Study - Ypsilanti Township, Michigan, 1992.

Ward, Robert M., et al., Land Use Policy Plan, Sharon Township, Michigan, 1992.

Ward, Robert M., Pat Kangas, & David Schneider, Solid Waste Management Plan - Ypsilanti Township, Michigan, 1989.

Wu, Nesa, and Robert M. Ward, Plant Safety Plan - G. M. Hydramatic Plant, Ypsilanti, Michigan, 1989.

Ward, Robert M. and James Vaughn, "Cartographic Design of 95 maps," Goff, Richard D., et al., A Survey of Western Civilization, Vol. 1 & 2, St. Paul, MN, West Publishing Co., 1987.

Magee, Steve, Robert Swarthout and Robert M. Ward, Land Development Code (Administration, Subdivision Regulations, and Zoning Ordinance), Coconut Creek, Florida, 1986.

Ward, Robert M., Guide to Land Development, Coconut Creek, Florida, 1986.

Ward, Robert M., Recreation Site Plan for Robert A. Lillie Park in Pittsfield Township, Washtenaw County, MI., 1984

Ward, Robert M., Rural Residential: Washtenaw County, Washtenaw County Metropolitan Planning Commission, (Michigan) 1981.

DiMento, Joseph F., Carl V. Schmalt and Robert M. Ward, Rural Policies in Washtenaw County, Washtenaw County Metropolitan Planning Commission, (Michigan) 1980.

McDonald, James R. et al., (R. Ward), Wetland Inventory Preparation Study of Michigan, Division of Land Resources, Dept. of Natural Resources, Lansing, MI, 1976.

Ward, Robert M., Chelsea (Michigan) Recreation Plan, 1975

PRESENTATIONS

- 2003 "Integrating Historic Preservation Plans in Comprehensive Plans," (with Arnold, Ligibel, and Saputo) Michigan Society of Planners Annual Meeting, Traverse City Resort, MI
- 2001 "Urban Sprawl in Metropolitan Detroit: Thirty Years of Change," (with Jennifer Budjos) American Association of Geographers Annual Meeting, New York City
- 1999 "Teaching Historical Geography Using Plat Maps," (with Heather Eisenhardt) National Council for Geographic Education Annual Meeting, Boston
- 1997 "Applications of Geographic Information Systems to Urban & Regional Planning," Chinese Academy of Science, Beijing, PRC
- 1997 "Revitalization of Central Cities in the United States," Peking University, Department of Urban and Environmental Science, Beijing, PRC
- 1997 "Land Value Taxation and Urban Revitalization," (with Kelley Altese) Association of Collegiate Schools of Planning, National Conference, Ft. Lauderdale, FL and 1997 at the Michigan Academy of Science, Arts and Letters.
- 1995 "Municipal Water Supply in Shanghai, People's Republic of China," National Council for Geographic Education Annual Meeting, San Antonio
- 1995 "Applications of GIS to Urban Planning," Wuhan Technical University
- 1995 "Urban Environmental Planning," Shanghai Environmental Protection Agency
- 1994 "Analyses of Local Solid Waste Landfills in Shanghai," (with Jinan Li), Michigan Academy of Science, Arts and Letters.
- 1993 "State Land Planning in Michigan," Michigan Academy of Science, Arts and Letters.
- 1991 "Solid Waste Management: Shanghai, People's Republic of China," National Council for Geographic Education Annual Meeting, Minneapolis, Minnesota.
- 1990 "Long Range Land Use and Transportation Planning," Michigan 3-C Transportation Planning Conference Annual Meeting, Ann Arbor, MI.
- 1989 "History of Cartography," Ferris State University - Extension in Royal Oak, MI.

- 1986 "Assessing Farmland Preservation in Michigan," National Council for Geographic Education Annual Meeting, Chicago
- 1986 "Limited Circulation Geography Journals," panelist, Association of American Geographers Annual Meeting, Minneapolis, Minnesota.
- 1984 "Aggressive Policies to Ensure the Continuation of the Geographic Discipline," Michigan Academy of Science, Arts and Letters.
- 1984 "Korean Atlases of the 17th and 18th Centuries" Michigan Map Society, The University of Michigan, Ann Arbor, MI.
- 1984 "Time/Cost Relief in Nuclear Power Plant Construction: Public Policy Lessons From Fermi 2 in Michigan," (with Eugene Jaworski), Association of American Geographers Annual Meeting, Washington, D.C.
- 1983 "Locating the Rural-Urban Fringe," National Council for Geographic Education Annual Meeting, Ocho Rios, Jamaica.
- 1982 "The Landscape Architect as Steward of the Rural Landscape," American Society of Landscape Architects Annual Regional Meeting, Cleveland.
- 1981 "Application of Technology in the Community," National Technical Association Annual Meeting, Detroit.
- 1981 "A Survival Package for Geography and Other Endangered Disciplines," National Council for Geographic Education Annual Meeting, Pittsburgh.
- 1981 "Rural Land Use Planning," University of Michigan, Ann Arbor, MI.
- 1979 "A Land Use Conflict in Michigan State Government," (with Robin Harrower), Michigan Academy of Science, Arts, and Letters.
- 1977 "Farmland Preservation Through Tax Benefits: The Michigan Experience," Association of American Geographers Annual Meeting, Salt Lake City.
- 1977 "Tax Relief, Farm Owners, and Land Use in Michigan," (with Rhonda Barnat), Michigan Academy of Science, Arts, and Letters.
- 1975 "Sound Level and Campground Noise," Michigan Academy of Science, Arts, and Letters.
- 1974 "Problems of Defining a Natural Hazard," Michigan Academy of Science, Arts, and Letters.
- 1973 "Soil Compaction and Recreational Use," (with Richard Berg), Michigan Academy of Science, Arts, and Letters.

- 1973 "Reaction to Shoreline Change, Port Burwell, Ontario," (with Elwood Kureth), Canadian Association of Geographers Annual Meeting, Thunder Bay, Ontario.
- 1973 "Solving Problems Through Problem Solving," (with Alice Rechlin), East Lakes Division of Association of American Geographers, Pittsburgh.
- 1972 "Models of Weather Hazard Perception and Decision Making in Florida Agriculture," International Geographical Congress, Symposium on Man and Environment, Calgary, Alberta.
- 1969 "Trends in Costa Rican Pasture Management," Michigan Academy of Science, Arts, and Letters.

CONSULTANT/GRANTS

- 2003 ENP and Associates – Economic Development Plan – Temperance, MI
- 2001 Co-PI & Project Administrator - EMU/RMS Titanic Contract
- 1997-98 Coordinator: Business & Industry - National Science Foundation Grant -
A Worksite Alliance: Community Based GIS Education
- 1992 World Book Encyclopedia
- 1991 Ypsilanti Township, Washtenaw County, MI
- 1990 Shanghai Association of Science and Technology - City of Shanghai -
People's Republic of China
- 1989 General Motors Hydramatic - Willow Run, MI
- 1988 Ypsilanti Township, Washtenaw County, MI
- 1988 Shanghai Normal University, People's Republic of China
- 1988 West Publishing Company, St. Paul, MN
- 1986 City of Coconut Creek, Florida
- 1985 "Tactual Maps for Blind Persons," Eastern Michigan University,
Graduate School Research Support Funds.
- 1983 CAD serv, Inc., Milford, MI
- 1982 "Rural Preservation: Videotaping the Experiences of Three
S.E.Michigan Townships," (with Marshall McLennan), Michigan
Council for the Humanities.
- 1981 "Geographic Information Systems," subcontract from Environmental
Research
Institute of Michigan.
- 1980 "Rural Policies in Washtenaw County," Farmers Home Administration
Subcontract from Washtenaw County Metropolitan Planning
Commission, (Michigan).
- 1980 "Public Presentations on Agricultural Land Preservation" The S&H
Foundation
- 1979-80 Washtenaw County Metropolitan Planning Commission
- 1978 "Warning for Coastal Flooding in Monroe County, Michigan," approved
for funding by NSF (Quick Response Investigations) through Institute of
Behavioral Science, University of Colorado.

- 1976 "Atlas of Michigan," Michigan Bicentennial Commission through Eastern Michigan University.
- 1974 Human Ecology Research Services, Inc., Colorado
- 1973 "Noise, Space, and Use of Recreational Areas," NSF institutional grant to Eastern Michigan University.
- 1972 "Coastal Erosion on the Lake Erie Shore of Ontario," NSF institutional grant to Eastern Michigan University.
- 1969 "Perception and Adjustment to Natural Hazards by Florida Agriculturalists," NSF through Gilbert F. White.

OFFICES HELD and PROFESSIONAL SERVICE

- 2001 Board of Directors Ypsilanti Area Convention and Visitors' Bureau
- 1998 Washtenaw County Soil Erosion & Sedimentation Control Board of Appeals (Vice-Chair)
- 1995 Washtenaw County Metropolitan Planning Commission (Vice-Chair 2002)
- 1996-97 Washtenaw County Agricultural Lands/Open Space Task Force
- 1995-98 Michigan Society of Planning Officials: Education Committee
- 1988-98 Sharon Township Planning Commission, Washtenaw Co., MI.
Chairman: 1991-1994.
- 1993 Nomination (Successful) of Mr. Don Cannon for E.M.U. Alumni Achievement Award
- 1992-93 Research & Sabbatical Leave Committee: E.M.U.
- 1992-93 Department Head Search Committee
- 1992-96 Moderator. Teaching Japanese Language for Cultural and Business Purposes, Languages & Communication for World Business and the Professions Conference
- 1992 Nomination (Successful) of Mr. Steve Magee for E.M.U. Outstanding Young Alumni Award
- 1990-98 Faculty Advisor, China Student Association: Eastern Michigan University
- 1987-89 Graduate Deans' Award for Research Excellence Committee
- 1979-87 Editor, The Geographical Bulletin. Scholarly journal of Gamma Theta Upsilon, the international geography honor society
- 1985 Conference director on "Incentive Taxation," Silverdome in Pontiac, Michigan
- 1984-85 Local Arrangements Committee - Association of American Geographers, 1985 annual meeting in Detroit, Michigan
- 1984-92 Board of Directors: Citizens Council on Land Use Research and Education
- 1983-84 Chaired sessions of Michigan Academy of Science, Arts and Letters annual meetings

- 1980-87 Board of Directors, Gamma Theta Upsilon (ex officio)
- 1980-90 Co-Director of Cartography and Remote Sensing program, Eastern Michigan University
- 1976-91 Co-Director of Land Use Planning program, Eastern Michigan University
- 1976-03 Advisor, Graduate Students in Geography
- 1972-73 Chelsea Area Regional Planning Committee

HONORS

- 1996 National Alumni Teaching Excellence Award
- 1979-87 Editor: The Geographical Bulletin, journal of Gamma Theta Upsilon, the national honor geographical society.
- 1985-86 Sabbatical Award.
- 1985 Graduate School Research Award
- 1983 Chaired geography session of Michigan Academy of Science, Arts, and Letters annual meeting.
- 1982 Acknowledged by Environmental Research Institute of Michigan for work on Goddard Space Flight Center grant Code 269 entitled, "Landsat Technology Transfer to the Private and Public Sectors Through Community Colleges and Other Locally Available Institutions."
- 1980-81 Merit award for Teaching, Research, and Community Service, Eastern Michigan University.

SECTION: //
DATE: December 2, 2003

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

EMERITUS STAFF STATUS

ACTION REQUESTED

It is recommended that the Board of Regents grant Emeritus Staff Status to (2) former staff members: Rosella Bannister, retired director of the National Institute of Consumer Education (NICE), a unit of the College of Education and Gwendolyn M. Reichbach, retired executive director of NICE.

STAFF SUMMARY

According to University policy, retiring 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 on the recommendation of the President and approval of the Board of Regents.

Ms. Rosella Bannister served with great distinction for 25 years as the Director of the National Institute for Consumer Education (NICE) until her retirement in early 1998. Dr. Gwendolyn M. Reichbach served with great distinction for 30 years as both a faculty member (1974-1996) and administrator (1998-2003). Their contributions to the institution were significant and warrant further recognition by the Board of Regents.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
President

Date



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

College
The Department of Education recommends the awarding of Emeritus Staff Status for the following retiring/retired staff member:

Name of Staff Member: Rosella Bannister

Current Status at EMU: Retired (AP10 and above)

Date of Hire at EMU: 1973 Retirement Date: 1998

Number of Years at EMU: 25 (Minimum of 15 years of service required)

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: E-Mail Address:

Name of Spouse:

Degree(s)/Institutions/Year: Baccalaureate: N/A

Masters: N/A

Doctoral: N/A

Please Attach a Brief Statement of Support to this Form

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

Jerry H. Robbins, Dean of Education
Recommended by (please print) Date

Department Head and/or Supervisor Date Dean and/or Vice President Date

PROVOST Date Date Submitted to Board of Regents

Please forward this completed form to: Nicki Banush
Academic Affairs, 106 Welch Hall

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: <i>12</i>
DATE: December 2, 2003

RECOMMENDATION

MONTHLY REPORT
STUDENT AFFAIRS COMMITTEE

ACTION REQUESTED

It is recommended that the Student Affairs Committee Agenda for December 2, 2003 and the Minutes of September 16, 2003 be received and placed on file.

STAFF SUMMARY

At its September 16, 2003 meeting the Student Affairs Committee received the Annual Fall Start-Up Report, an update on the new Student Center and preliminary reports on these Student Leader Group Priorities: Enhanced Student Involvement, Cost & Availability of Space/Catering for Student Groups and Enhanced Faculty Relationships.

The December 2, 2003 agenda will include reports on Accessibility and Inclusion, Outcomes from the National Collegiate Health Risk Assessment, and the Cost and Availability of Space/Catering for Student Groups as well as updates on the Student Center and the University Concept Plan.

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

November 12, 2003
Date

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Student Affairs Committee

Tuesday, December 2, 2003
8:00 a.m.

Agenda

Room 201
Welch Hall

- | | |
|---|--------------------------|
| 1. Approval of September 16, 2003 Meeting Minutes | Regent Griffin |
| 2. Position Paper: Cost & Availability of Space/Catering for Student Groups | Emily Rank, Frank Zanger |
| 3. Student Center Update | Glenna Frank Miller |
| 4. University Concept Plan | Jim Vick |
| 5. Accessibility and Inclusion Update | Donald Anderson |
| 6. Outcomes of National Collegiate Health Risk Assessment | Elizabeth Davis-Cahimba |
| 7. Announcements | |
| 8. Other | |

EASTERN MICHIGAN UNIVERSITY
Board of Regents
STUDENT AFFAIRS COMMITTEE
Minutes of September 16, 2003

MEMBERS PRESENT

Regents: Rosalind Griffin

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

Students: Sarah Armstrong, Gerrard Allen, Alena Frey, Sean Gray, Shanna Kaminski, MaryAnne Kopecky, Ajay Koneru, Emily Rank, Whitney Tyler, Frank Zanger

GUESTS

Administration: Vickie Bagherzadeh, Nicole Banks, Rosalyn Barclay, Matt Calfin, Dave Carroll, Jayne Carroll, Andre Clanton, Tamara Craig, Derrick Davis, Paula Dykstra, Becky Figura, Justin Gerboc, Ellen Gold, Cindy Hall, Peggy Harless, Jesús Hernández, Marcus Jackson, Ann Klaes, Jeff Koras, Doug Kose, Jim Locke, John McAuliffe, Kevin Merrill, Gerry Panelo, Stephanie Percy, Gretchen Sanchez, Abe Sargent, Lewis Savage, Jeremiah Shinn, Michael Stark, Steve Watson, Kathryn Wilhoff, Sandra Williams, Jason Wycoff, Pamela Young

Students: Chari Balgenorth, Javon Brooks, April Kooiman, Heather Livingston, Musonda Mwila, Prabha Natarajan, Renae Reese, Carlos Stewart, Bobby Stinnette, Soh Suzuki

Press: Nathan Bomey (Echo)

Vice President Vick convened the meeting at 8:10 a.m. since Regent Griffin was delayed by traffic. The minutes of the June 17, 2003 meeting were approved as presented.

Introduction of New Members

The Student Affairs Committee welcomed its newest member, Students of Color Representative Gerrard Allen.

Annual Fall Start-Up Report

Jesús Hernández, Assistant Director of McKenny Union and Campus Life and Marcus Jackson, Assistant Director of Housing presented the annual fall start-up report. 1500 new residence hall students moved in on Saturday with the help of 600 volunteers from community and student organizations. More than 500 commuter students and their families attended Commuter Orientation, 150 students participated in Community Plunge, more than 1200 participants took part in YpsiFest, and 4700 students attended Meijer Madness. Vice President Vick noted that despite technical difficulties, this year's fall opening was one of the best.

Student Leader Group Priorities Report

Student Leader Group members presented progress reports on four of their priority areas:

- Enhanced student involvement – Alena Frey and MaryAnne Kopecky reported that the Office of Institutional Assessment is helping them develop a research survey to look at why involvement opportunities are overlooked and/or underutilized and how to better meet the needs of students. They hope to distribute the survey in October.
- The cost and availability of space and catering for student groups – Emily Rank and Frank Zanger reported they met with the director and assistant director of Dining Services as well as the Convocation Center director and a full report will be made to the Student Affairs Committee in December.
- Enhanced campus safety – Sarah Armstrong reported that she and Whitney Tyler, with assistance from Karen

Simpkins, are developing a campus "Safety Walk" to canvass specific areas of campus; problems such as sidewalk damage or burned out lights will be relayed to the Physical Plant. A second focus will be the safety of students in the surrounding neighborhoods and the Student Leader Group will work with the joint City/EMU Students in the Community Task Force on areas of mutual concern.

- Enhanced faculty relationships – Shanna Kaminski reported that she and Ajay Koneru, with assistance from Glenna Frank Miller, are focusing on increasing the number of faculty serving as student organization advisors in their first step toward enhancing faculty relationships.

Position papers on these initiatives will be developed and presented to the Student Affairs Committee throughout the year.

New Student Center Update

Glenna Frank Miller reviewed the milestones of the project. Alena Frey reported that in May an advisory committee that included her and Sean Gray visited the new University of Arizona Student Union Memorial Center. She also noted that more than 300 people viewed the four design proposals at the Physical Plant and provided comments to the project team. Sean Gray provided a "tour" of the building using the architectural model and drawings, including the third floor "Center for Student Involvement," a combined space for Campus Life and Student Government.

Announcements

Melissa Ginotti, Associate Director of McKenny Union and Campus Life and Gerrard Allen, Campus Life Performing Arts Coordinator, presented a special preview of this year's outstanding lineup of events.

The meeting adjourned at 9:00 a.m.

Respectfully submitted,

Teri L. Papp

SECTION: 13

DATE:

December 2, 2003

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

MONTHLY REPORT
EDUCATIONAL POLICIES COMMITTEE

ACTION REQUESTED

It is requested that the Educational Policies Committee Agenda for December 2, 2003, and the Minutes of the September 16, 2003, meeting be received and placed on file.

SUMMARY

The primary items for the December 2, 2003, Educational Policies Committee meeting included: (1) Academic Affairs Administrative/Professional Appointments, (2) Staff Appointments, (3) Separations/Retirements, (4) Emeritus Faculty Status, (5) Emeritus Staff Status, (6) Appointment of Charter Schools Board Members, (7) 2002-2003 Charter Schools Annual Report, (8) Affirmative Action Report, (9) POLICIES: Recommended for Approval.

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

December 2, 2003
9:00 – 10:00 a.m.
205 Welch Hall

AGENDA

Consent Agenda

- Section 7 Academic Affairs Administrative/Professional Appointments
(Robert Van Der Velde/Paul Schollaert)
- Section 8 Staff Appointments *(Susan Patalan)*
- Section 9 Separations/Retirements *(Susan Patalan)*
- Section 10 Emeritus Faculty Status *(Robert Van Der Velde/Paul Schollaert)*
- Section 11 Emeritus Staff Status *(Robert Van Der Velde/Paul Schollaert)*

Regular Agenda

- Section 13 Monthly Report and Minutes *(Regent Valvo)*
- Section 14 Appointment of Charter Schools Board Members *(Joe Pollack)*
- Section 15 2002-2003 Charter Schools Annual Report *(Joe Pollack)*
- Section 16 Affirmative Action Report *(Whitney Harris)*
- Section 17 POLICIES: Recommended for Approval *(Various Cabinet Members)*

EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

EDUCATIONAL POLICIES COMMITTEE MINUTES

September 16, 2003
205 Welch Hall

Attendees: (seated at tables) Regent Valvo (Chair), Regent Brandon, Regent Griffin, Provost Schollaert, Robert Van Der Velde, and Susan Patalan

Guests: (per sign in roster) R. Abent, J. Becker, D. Bennion, D. Delaski-Smith, J. Dugger, L. Findley, A. Flanagan, E. Gold, R. Hanna, W. Harris, J. Knapp, K. McKanders, J. Pollack, J. Reid, M. Reifel, R. Salisbury, M. Tack, T. Venner, R. Winning, R. Woods, P. Young

Regent Valvo convened the meeting at 9:15 a.m. in 205 Welch Hall and the following topics were discussed.

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

Robert Van Der Velde, recommended that the Board of Regents approve one (1) new Administrative/Professional appointment and one (1) transfer Administrative/Professional appointment at the ranks, salaries, and effective dates.

Faculty Appointments (Section 8)

Robert Van Der Velde recommended that the Board of Regents approve two (2) new tenure-track faculty appointments for the 2003-2004 academic year at the ranks, salaries, and effective dates. Of the two (2) new tenure-track faculty appointments, two (2) are female (100%). Two (2) of these individuals are minorities (100%).

Faculty Reappointments (Section 9)

Robert Van Der Velde recommended that the Board of Regents accept the report from the Division of Academic Affairs pertaining to the reappointment of three (3) additional previously omitted probationary faculty members for the 2003-2004 academic year. The three (3) probationary faculty members have been reappointed for the 2003-2004 academic year.

Staff Appointments (Section 10)

Susan Patalan recommended that the Board of Regents approve 26 staff appointments for the reporting period May 27, 2003 through September 2, 2003. Of the 26 staff appointments there are 17 females (65 percent) and nine males (35 percent). Demographics of the total group indicate 18 Caucasians (69 percent), six African-Americans (23 percent), one Hispanic (4 percent) and one American Indian (4 percent).

Separations/Retirements (Section 11)

Susan Patalan recommended that the Board of Regents approve 44 separations and retirements for the reporting period May 8, 2003 through September 5, 2003. Of the 44 separations and retirements there are 21 (48 percent) females and 23 (52 percent) males. Demographics of the total group indicate 31 Caucasians (71 percent), nine African-American (20 percent), one Hispanic (5 percent), one Asian (2 percent) and one American Indian (2 percent).

Susan Patalan noted the separation of former Vice President Patrick Doyle, who was with the University for a very long time, is a great loss to us all and we wish him well. Regent Valvo agreed that he is a great

loss to the University. She then asked how the number of separations and retirements for this period compare with the University's average? Susan Patalan said that they are up significantly in separations due to resignations and retirements specifically. There were 12 faculty members who took advantage of the early retirement in this phase. Regent Valvo asked if we continue to conduct exit interviews? Susan answered yes.

Emeritus Faculty Status (Section 12)

Provost Schollaert recommended that the Board of Regents grant Emeritus Faculty Status to three (7) former faculty members.

- **Albert Belkus** (Department of Marketing, 1969-2003) (34 years)
- **Clayton Eshleman** (Department of English Language and Literature, 1986-2003) (17 years)
- **Frederick Hunter** (Department of Art, 1967-2002) (35 years)
- **Twyla Mueller Racz** (Collection Development Librarian, University Library, 1968-2003) (35 years)
- **Marie Richmond-Abbott** (Department of Sociology, Anthropology & Criminology, 1974-2004) (30 years).
- **Jon Wooley** (Department of Physics & Astronomy, 1967-2003) (36 years)
- **Jay Yager** (Department of Art, 1968-2002) (34 years)

Provost Schollaert also gave a brief description of their achievements. Regent Valvo stated that she would be happy to recommend Emeritus Status be approved and Regent Brandon conferred.

Monthly Report and Minutes Educational Policies Committee (Section 15)

Regent Valvo requested a motion to approve the Minutes of the June 17, 2003 Educational Policies Committee meeting and recommended approval of the Agenda for September 16, 2003.

Board Policies Recommended for Approval (Section 16)

Ken McKanders, General Counsel, recommended that the Board of Regents approve the creation of eleven new policies, the deletion of two policies, and the revision of two others. The eleven new policies and the two policies recommended for revision, along with two policies recommended for deletion will eliminate redundancy, clarify focus, update content, and ensure that all policies are formatted similarly. The rationale for each action was discussed.

Regent Valvo accepted the report and thanked everyone for their presentations.

The meeting was adjourned at 10:05am.

Respectfully submitted,

Nicki Banush, Executive Secretary
Academic Affairs

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 17

DATE:
December 2,
2003

RECOMMENDATION

APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS

ACTION REQUESTED

It is recommended that the Board of Regents appoint Dawn Ellen Vorenkamp to a three-year term on the Board of Directors of the Academy for Business and Technology; Janet Adelman to a three-year term on the Board of Directors of the Ann Arbor Learning Community; Rachel Wallace to a three-year term on the Board of Directors of Edison Oakland Academy; Anya Carr to a three-year term on the Board of Directors of Great Lakes Academy; and Andrea Wilson Bronson and Keisha Allen to three-year terms on the Board of Directors of Hope Academy.

STAFF SUMMARY

According to the Resolutions which establish these public school academies (charter schools), vacancies on the Boards of Directors shall be filled by the Eastern Michigan University Board of Regents.

Academy for Business and Technology

Dawn Ellen Vorenkamp is a doctoral student in educational leadership/curriculum at Eastern Michigan University where she is also a guest lecturer in the Teacher Education Department. From 1999-2002, she worked in the Charter Schools Office as a project coordinator. Vorenkamp earned a Bachelor of Science degree in secondary education from Baylor University and a Master of Education in curriculum theory and development from Lesley College in Massachusetts. She is a member of the Michigan Association of Public School Academies and the Association of Educators in Private Practice.

Ann Arbor Learning Community

Janet Adelman worked as a bookkeeper from 1999 to 2001. She is currently attending Eastern Michigan University to complete degree requirements for a Bachelor of Business Administration in accounting. Adelman has served on the Board of Directors of Ann Arbor Learning Community for the past three years as treasurer and president. She also serves on the Academy's PTO.

Edison Oakland Academy

Rachel Wallace is a contractual manager at the General Motors Corporation where she has been employed since 1998. She worked for EDS Corporation in Troy from 1995 to 1998. Wallace earned her Bachelor of Arts degree in communications from Central State University, Ohio, and a Master of Business Administration from the University of Phoenix, Detroit.

Great Lakes Academy

Anya Carr works as a program associate for the Michigan State University Extension Service-Oakland County. She received a Bachelor of Science degree in general studies at Oakland University. Carr has served on the Board of Directors of Great Lakes Academy since June 2000. She has received numerous

awards, including the Oakland County MSU Extension Recognition Award and the Wayne County MSU Extension 4-H Leader Award.

Hope Academy

Andrea Wilson Bronson is president of The Educational Marketplace, providing consulting services to corporate and educational institutions. She served as an assistant superintendent for the Detroit Public Schools from 1997-2000. Bronson holds Bachelor of Science and Master of Education degrees from Wayne State University, and holds K-12 certification in the areas of mentally and emotionally impaired and learning disabled. She is currently a member of the United Way Community Services Leadership Council.

Keisha Allen is self-employed as chief executive officer of Charismatic U, Inc., a consulting group that serves the needs of youth. She has written and implemented programs for youth ministry at the Straight Gate Church in Detroit. Allen earned a Bachelor of Arts degree in communication from Wayne State University.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer _____

Date _____

Dawn LouEllen Vorenkamp

EDUCATION:

- Present** Eastern Michigan University, Ypsilanti, MI
Doctoral Program, Ed.D., Educational Leadership/Curriculum
Anticipated completion, 2003
- 1999** Eastern Michigan University, Ypsilanti, MI
Specialist of Arts, Educational Leadership
- 1989** Lesley College, Cambridge, MA
Master of Education, Curriculum Theory and Development
- 1983-1986** Baylor University, Waco, TX
B.S. in Secondary Education. Double major: History and English

EMPLOYMENT:

- Present** **MKJ Educational Consulting--Self-Employed**
Curriculum/Instruction/Scheduling/Assessment Consultant
Major Client--University Public School
- 1999-2002** **Project Coordinator, Charter Schools Office, Eastern Michigan University**
- Aided in the authorization and oversight of 8 charter schools
 - Completed in-depth audits of schools curriculum and instructional programs, provided EMU Board of Regents with in-depth review of schools operations and assessment standings, participated in monthly school board meetings to provide guidance related to statutory requirements, organized and implemented several professional development opportunities for school personnel, and created quarterly newsletters to improve communication among charter schools, their clients, and community.
- Present** **Guest Lecturer, Eastern Michigan University**
- Teaching courses in the Teacher Education Department

- 1993** **King Elementary School, Ann Arbor Public Schools**
- Enrichment Teacher-Responsible for developing, implementing, and securing varied enrichment activities involving small students groups and the entire school. Managed the enrichment budget and published the monthly enrichment newsletter.
- 1992** **Substitute Teacher- Ann Arbor, Chelsea, Dexter, Saline, and Ypsilanti.**
- 1987 - 1992** **Canyon Hills Middle School, El Paso Independent School District, El Paso, TX**
- Selected to teach the sixth and eighth grade Humanities program. This program incorporates Reading, English and Social Studies into an integrated curriculum. Students enrolled in this course have been identified as gifted and talented. Nominated as Canyon Hills Middle School Teacher of the Year. (1991-1992)
 - Developed the curriculum for and implemented a low-level Reading Improvement Program (RIM) for sixth graders who scored two or more years below current grade level. The curriculum was developed according to the Humanities approach. (1989-1991)
 - Taught regular and low-level eighth grade Reading, English and Social Studies. (1987-1989)
- 1988 - 1992** **El Paso Community College, El Paso, TX**
- Taught various levels of English speech and reading to non-English speaking adult students.

AFFILIATIONS:

Association of Supervision and Curriculum Development
Association of Educator's in Private Practice
Michigan Association of Public School Academies
St. Mary's Catholic Church

REFERENCES:

Available upon request

Janet (Kniaz) Adelmann

Objective

A challenging accounting position where I can apply my education and experience.

Experience

- 8/00 to 5/01 General Bookkeeper at Angel Food Catering (Ypsilanti, MI)
- Perform duties similar to position at Nicola's Books.
 - Handled the day-to-day computerized entries on Quickbooks
 - Handled incoming mail and paid bills and statements
- 3/00 to 8/00 Temporary accountant positions at Accountemps (Ann Arbor, MI)
- Performed duties of Accountant in corporate business setting
- 3/95 to 5/99 Accounts Payable Bookkeeper at Nicola's Books (Ann Arbor, MI)
- Prepared accounting reports monthly and annually
 - Reconciled four different bank accounts monthly and annually
 - Reconciled wages payable monthly and annually
 - Paid quarterly business and income taxes
 - Created computerized graphs that followed trends on sales and expenses
 - Assisted in reconciling various inventories at the store
 - Assisted in the annual audit of the bank accounts

Education

- 9/97 to Present Finishing Bachelor of Business Administration in Accounting
Eastern Michigan University (Ypsilanti, MI). GPA 2.87/4.0

Special Interest

- 9/00 to Present I am currently volunteering on the school board of Ann Arbor Learning Community assisting in the financial matters.

Rachel N. Wallace

Permanent Address:

EDUCATION

UNIVERSITY OF PHOENIX, Detroit, MI
M.B.A. with a concentration in Global Management, currently enrolled in evening program
CENTRAL STATE UNIVERSITY, Wilberforce, OH
B.A. in Communications with an emphasis in Radio and Television, June 1994

EXPERIENCE

GENERAL MOTORS CORPORATION, WORLD HEADQUARTERS

11/01 - Present

Dealer Contractual Manager, Western Region – Detroit, MI

- Primary contact for GM dealers, Zone Managers, DNID Area Managers and other DCG
- Provide expertise analysis and make recommendations regarding dealer contractual issues and dealer change proposals such as; facility image requirements, relocation requests, ownership changes, and interpretation of State Statute Dealer Laws and the GM Dealer Agreement.
- Provide expertise analysis and make recommendations regarding dealer contractual issues and dealer change proposals such as; facility image requirements, relocation requests, ownership changes and interpretation of State Statute Dealer Laws and the GM Dealer Agreement
- Coordinate with GM Legal regarding special letters, involuntary dealer terminations and violations of the GM Dealer Agreement
- Coordinate and implement new dealer sign-ups including preparation of dealer sign-up packages and necessary follow-up

3/00 – 11/01

Market Research Analyst, North Central Region - Detroit, MI

- Work closely with other GM departments to implement and maintain effective Dealer networks nationwide
- Conduct impact analysis on dealer change proposals
- Apply Geographic Information System market analysis to perform market area studies of automotive client's dealerships based on Urban Science methodologies
- Provide data conversion and processing for customization of Urban Science proprietary software

6/98 – 3/00

Area Sales Manager, Western Region – Detroit, MI

- Assisted GM Dealers in all aspects of retail operations including sales, leasing, fleet, business management, training, distribution, marketing and special promotions
- Monitored dealer capital investment through sales and profit forecasting
- Developed and implemented district dealer sales and service plans
- Developed a variety of detailed reports, gathered, maintained and updated client data

EDS – ELECTRONIC DATA SYSTEMS

8/95 – 6/98

Business Analyst – Chevrolet Customer Assistance Center, Troy, MI

- Utilized organizational and decision making skills to effectively assist and provide information to customers on behalf of Chevrolet Motor division via call and correspondence handling
- Empowered to offer policy justifications and goodwill offers to promote customer brand loyalty and satisfaction

- Conducted center tours and presented an overview of the Chevrolet Customer Assistance Center Business to potential new employees.
- Trained and mentored new employees in communication, policy and procedure, and Chevrolet product knowledge.

COMPUTER SKILLS

Microsoft: Word, Access, Excel and PowerPoint

Other: Arcview

PERSONAL DATA

- Enjoy reading and writing poetry
- Actively participate in fundraising events such as Breast Cancer Awareness and AIDS
- Serve as a member of Delta Sigma Theta Sorority, Inc. – Southfield Alumni Chapter
- Serve as a member of the Central State University Alumni Chapter – Detroit, MI
- Mentor a young teenage girl

Dawn LouEllen Vorenkamp
“Ellen”

EDUCATION:

- Present** Eastern Michigan University, Ypsilanti, MI
Doctoral Program, Ed.D., Educational Leadership/Curriculum
Anticipated completion, 2003
- 1999** Eastern Michigan University, Ypsilanti, MI
Specialist of Arts, Educational Leadership
- 1989** Lesley College, Cambridge, MA
Master of Education, Curriculum Theory and Development
- 1983-1986** Baylor University, Waco, TX
B.S. in Secondary Education. Double major: History and English

EMPLOYMENT:

- Present** **MKJ Educational Consulting--Self-Employed**
Curriculum/Instruction/Scheduling/Assessment Consultant
Major Client--University Public School
- 1999-2002** **Project Coordinator, Charter Schools Office, Eastern Michigan University**
- Aided in the authorization and oversight of 8 charter schools
 - Completed in-depth audits of schools curriculum and instructional programs, provided EMU Board of Regents with in-depth review of schools operations and assessment standings, participated in monthly school board meetings to provide guidance related to statutory requirements, organized and implemented several professional development opportunities for school personnel, and created quarterly newsletters to improve communication among charter schools, their clients, and community.
- Present** **Guest Lecturer, Eastern Michigan University**
- Teaching courses in the Teacher Education Department

1993- 1997 Wayne State University Public School, Detroit, MI

- Helped establish and administer the first Public Charter School in Michigan.
- 8th grade Assistant Principal and English Teacher. Responsible for: staff enrichment, curriculum development and implementation, monitoring of lesson plans and team integration, chairing team meetings, team budget, ordering of all team teaching supplies and materials, 8th grade student schedules, 8th grade student achievement, testing, and remediation, 8th grade student discipline, overseeing 8th grade tutoring program, volunteer tutors, WSU pre-student education and social-work interns, WSU student teachers, consistent parental contact, 8th grade fund raising, all end of the year activities to include: field trips and graduation ceremony, and various other tasks and duties as they arose.
- Began 1993-1994 school year as the 6th grade English/Social Studies Lead Teacher. Served as a mentor teacher to fellow English teachers. Served on numerous committees to include: School Code of Conduct, English Curriculum, 6th Grade Curriculum, and the School Policy Committee.
- March 1994, selected to act as Co-Principal Designee. In addition to teaching and preparing for my classes, my duties included handling student discipline referrals to the Reality Therapy Room and In-House Suspension, meeting with parents concerning student discipline, coordinating testing for emotionally and academically impaired students through Wayne States' Psychology Department, and handling all School Logistics to include: substitute coverage, teacher absenteeism and building logistics.
- March 1994, elected to school Steering Team Committee. This committee of highly empowered staff made decisions concerning hiring of new staff, 1994-95 budget, 1994-95 school calendar, revisions to School Code of Conduct, creation of Grade Level Teaching Teams, creating a school schedule as well as revising said schedule as needed, creation of our school "vision", definition of our school's empowerment issues, and continued work on the schools curriculum to provide hands-on learning situations, all in an integrated fashion.
- Volunteered to learn the computer program MacSchool and thereby became responsible for creating and fine-tuning the school's scheduling matters.

- 1993** **King Elementary School, Ann Arbor Public Schools**
- Enrichment Teacher-Responsible for developing, implementing, and securing varied enrichment activities involving small students groups and the entire school. Managed the enrichment budget and published the monthly enrichment newsletter.
- 1992** **Substitute Teacher- Ann Arbor, Chelsea, Dexter, Saline, and Ypsilanti.**
- 1987 - 1992** **Canyon Hills Middle School, El Paso Independent School District, El Paso, TX**
- Selected to teach the sixth and eighth grade Humanities program. This program incorporates Reading, English and Social Studies into an integrated curriculum. Students enrolled in this course have been identified as gifted and talented. Nominated as Canyon Hills Middle School Teacher of the Year. (1991-1992)
 - Developed the curriculum for and implemented a low-level Reading Improvement Program (RIM) for sixth graders who scored two or more years below current grade level. The curriculum was developed according to the Humanities approach. (1989-1991)
 - Taught regular and low-level eighth grade Reading, English and Social Studies. (1987-1989)
- 1988 - 1992** **El Paso Community College, El Paso, TX**
- Taught various levels of English speech and reading to non-English speaking adult students.

AFFILIATIONS:

Association of Supervision and Curriculum Development
Association of Educator's in Private Practice
Michigan Association of Public School Academies
St. Mary's Catholic Church

REFERENCES:

Available upon request

Rachel N. Wallace

Permanent Address:

EDUCATION

UNIVERSITY OF PHOENIX, Detroit, MI
M.B.A. with a concentration in Global Management, currently enrolled in evening program
CENTRAL STATE UNIVERSITY, Wilberforce, OH
B.A. in Communications with an emphasis in Radio and Television, June 1994

EXPERIENCE

GENERAL MOTORS CORPORATION, WORLD HEADQUARTERS

11/01 - Present

Dealer Contractual Manager, Western Region – Detroit, MI

- Primary contact for GM dealers, Zone Managers, DNID Area Managers and other DCG
- Provide expertise analysis and make recommendations regarding dealer contractual issues and dealer change proposals such as; facility image requirements, relocation requests, ownership changes, and interpretation of State Statute Dealer Laws and the GM Dealer Agreement.
- Provide expertise analysis and make recommendations regarding dealer contractual issues and dealer change proposals such as; facility image requirements, relocation requests, ownership changes and interpretation of State Statute Dealer Laws and the GM Dealer Agreement
- Coordinate with GM Legal regarding special letters, involuntary dealer terminations and violations of the GM Dealer Agreement
- Coordinate and implement new dealer sign-ups including preparation of dealer sign-up packages and necessary follow-up

3/00 – 11/01

Market Research Analyst, North Central Region - Detroit, MI

- Work closely with other GM departments to implement and maintain effective Dealer networks nationwide
- Conduct impact analysis on dealer change proposals
- Apply Geographic Information System market analysis to perform market area studies of automotive client's dealerships based on Urban Science methodologies
- Provide data conversion and processing for customization of Urban Science proprietary software

6/98 – 3/00

Area Sales Manager, Western Region – Detroit, MI

- Assisted GM Dealers in all aspects of retail operations including sales, leasing, fleet, business management, training, distribution, marketing and special promotions
- Monitored dealer capital investment through sales and profit forecasting
- Developed and implemented district dealer sales and service plans
- Developed a variety of detailed reports, gathered, maintained and updated client data

EDS – ELECTRONIC DATA SYSTEMS

8/95 – 6/98

Business Analyst – Chevrolet Customer Assistance Center, Troy, MI

- Utilized organizational and decision making skills to effectively assist and provide information to customers on behalf of Chevrolet Motor division via call and correspondence handling
- Empowered to offer policy justifications and goodwill offers to promote customer brand loyalty and satisfaction

Anya F. Carr

PROFESSIONAL PROFILE

A dynamic leader with experience in coordinating and facilitating educational programs; a strong background in client assessment and community involvement; and a professional who has the influence to motivate and empower others to learn and grow.

EDUCATION

Oakland University, Rochester, MI
Bachelor of Science Degree in General Studies with a minor in
Human Resources and Development, August 2001

ACADEMIC SETTING

Michigan State University Extension-Oakland County, Pontiac, MI
Program Associate December 2001 - present

- Maintain records and reports for Michigan State University research data base
- Recruit clients for extension programs
- Provide community resources and education opportunities
- Teaches time management and life skill development classes
- Facilitates activities that advocate health and wellness
- Coordinate, plan and organize with local agencies regarding communities activities
- Perform client assessments

Michigan State University Extension-Wayne County, Detroit, MI
Youth Development Aid September 1991 - present

- Plan, design and present leadership programs
- Develop and design marketing strategies and concepts
- Perform need assessments for target communities
- Conduct departmental research surveys

Andrea Wilson Bronson

- Education** Wayne State University
Detroit, Michigan
Master of Education, 1967
Bachelor of Science, 1964
Certification: K-12 Mentally Impaired, Emotionally Impaired
and Learning Disabled
Educational Administration
- Experience** *2000 – Present*
The Educational Marketplace
President and CEO
- Provide leadership services and resources to corporate, educational
and social service institutions.
- 1997 – 2000*
Detroit Public Schools
Assistant Superintendent
Department of Student Support Services
- Assumed responsibility for coordinating all student support for the
district's 263 schools.
- Memberships** National Association for Female Executives (NAFE)
Phi Delta Kappa Professional Fraternity
- Publications** “See Me, I Am” – a guide for parents of children with disabilities
- “Let’s Talk” – a language development guide for teachers
- “Strategies That Work” – an intensive review of the components
required for effective instruction

Keisha N. Allen, CEO

Summary: CEO of a growing company geared toward serving and meeting the needs of youth through etiquette and protocol education.

Qualifications:

- Former Miss Michigan USA
- Successfully completed education in etiquette/charm classes.
- Successfully served as a youth coordinator for over six years and reached several thousand youth via the programs I managed and/or created.
- Motivational and teaching skills served to increase grades and attendance for young people who were involved with programs I managed.
- Received several awards in speaking and writing.

Professional Work Experience:

5/97-Present **Charismatic U, Inc.: West Bloomfield, MI 48324** *Chief Executive Officer*
Responsible for managing independent consultants, as well as, administrating daily responsibilities of the company. Also, responsible for serving as a facilitator of specified contracted programs.

1/98-6/00 **Straight Gate Church, Inc.; Detroit, MI 48204** *Youth Director*
Responsible for writing creative programming for G1 Youth Ministry, as well as, overseeing the implementation of them. Also, responsible for responding to Request For Proposals (RFP) for New Renaissance of Hope (NRH).

Highlights:

- Created and implemented Set It Off 2000 with over 1500 people in attendance, as well as, various other programs and G1 after school auxiliaries such as, dance, step, creative writing, etc.
- Created and implemented monthly youth themes that inspired and motivated young people through weekly youth centered meetings.
- Responsible for writing proposals for Abandoned House Properties & Youth Programs for NRH.
- Responsible for follow-up communications, as well as, written reports and letters.

1/95-5/97 **Wayne State University HEOC Program; Detroit, MI 48201**
Youth Director @ Northern High School
Responsible for serving as an extended arm to the head counselor by ensuring young people in my program received competitive workshops, motivational speakers and educational field trips. Also, responsible for ensuring young people were well equipped for standardized test and post-secondary educational and vocational opportunities.

Education:

Dearborn Institute
Received Life & Accident & Health Insurance
License

Wayne State University
Area of Study: Public Relations/Speech
Communication

Skills & Abilities:

Microsoft Office Programs
PowerPoint

Internet
Excel

Publisher
And more...

Professional References Available Upon Request

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 15
DATE: December 2, 2003

RECOMMENDATION

2002-03 CHARTER SCHOOLS ANNUAL REPORT

ACTION REQUESTED

It is recommended that the 2002-03 Charter Schools Annual Report be received and placed on file.

STAFF SUMMARY

During the 2002-03 school year, eight charter schools operated under the auspices of the Board of Regents of Eastern Michigan University. These schools enrolled 3,467 students. As the fiscal agent for the schools, Eastern Michigan University's accounting office processed over \$25 million of state aid funding, an increase of more than \$600,000 from the previous year.

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

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

/ University Executive Officer

Date

BOARD OF REGENTS

EASTERN MICHIGAN UNIVERSITY

SECTION: 16

DATE:

December 2, 2003

RECOMMENDATION

REPORT: AFFIRMATIVE ACTION PLANS November 2003

ACTION REQUESTED

It is recommended that the Board of Regents receive and place on file the Affirmative Action Audit 2002 – 2003, Affirmative Action Plan for Women and Minorities and the Affirmative Action Plan for Veterans and Individuals with Disabilities November 2003.

STAFF SUMMARY

The Affirmative Action Audit, 2002 - 2003, the Affirmative Action Plan for Women and Minorities November 2003, the Affirmative Action Plan for Veterans and Individuals with Disabilities -- November 2003 are attached for your review.

As a federal contractor, Eastern Michigan University (EMU) is required by Executive Order 11246 to prepare an Affirmative Action Plan for Women and Minorities. EMU's plan is a management tool designed to ensure equal employment opportunity for all persons. It includes procedures that enable managers and supervisors to continually monitor and evaluate their employment practices to ensure that they are free of bias and discrimination based upon race, color, sex, sexual orientation, disability, age, veteran's status, religion or national origin.

The federal Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 require that government contractors employ and advance qualified individuals with disabilities, special disabled veterans and other covered veterans. The purpose of EMU's Affirmative Action Plan for Veterans and Individuals

with Disabilities is to reaffirm the University's commitment to the principles of equal employment opportunity for members of these groups. It also serves as a vehicle for

providing relevant information to the University community regarding the development, analysis, enforcement, evaluation, dissemination and monitoring of the University's commitment to outreach and equal employment opportunities for veterans and individuals with disabilities.

FISCAL IMPLICATIONS

No major fiscal implications. The University may incur some expense in implementing several of the "Recommended Actions."

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: <i>17</i>
DATE: December 2, 2003

RECOMMENDATION

BOARD POLICIES RECOMMENDED FOR APPROVAL

ACTION REQUESTED

It is recommended that the Board of Regents approve the revision of ten policies. (See attached information.)

STAFF SUMMARY

The ten policies recommended for revision will eliminate redundancy, clarify focus, update content, and ensure that all policies are formatted similarly. The rationale for each action is included on the attached documents.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date _____

**THE FOLLOWING POLICIES
WERE TABLED AT THE SEPTEMBER 16, 2003
BOARD MEETING.**

**THEY ARE BEING BROUGHT FORWARD
AT THE
DECEMBER 2, 2003
BOARD MEETING.**

**EASTERN MICHIGAN UNIVERSITY
BOARD POLICIES
RECOMMENDED FOR DELETION**

Policy Number	Policy Name	Rationale for Deletion
4.1	University Advertising	The policy as currently written is out-of-date and should be deleted. Relevant principles should be integrated into the new policy labeled, "Advertising, Sponsorship and Endorsements."
14.4	Official University Publications	This policy should be deleted and a) the content dealing with review of publications should be integrated into the new policy, "University Marketing," and b) the content dealing with the creation/revision of policies should be incorporated in the new "Policy on Policies."

EASTERN MICHIGAN UNIVERSITY NEW BOARD POLICIES

Policy Name	Rationale for Preparing New Policy
Advertising, Sponsorships and Endorsements	The scope of this new policy reflects the variety of legitimate and worthwhile opportunities for sponsorship, advertising and promotion of University entities and their products and services. Further, the new policy clarifies that such advertising, sponsorships and promotions do not constitute, nor shall they be construed as constituting, University endorsement of any commercial product or service.
Catering Policy	This policy will ensure that the food service at all events on University property is of high quality and meets all local and state health as well as safety requirements.
Electronic Mail as Official University Communication	This policy establishes electronic mail as one additional method of providing notice or sending official communications to University constituents. Electronic mail is a very cost efficient and effective means of communication now that the underlying network and administrative structure are in place at Eastern Michigan University.
Licensing	This policy recognizes the EMU Board of Regents as "owners" of trademark and service mark registrations filed with the U.S. Patent and Trademark Office and the Michigan Secretary of State and reserves ownership of all such marks, logos, insignia or symbols associated with or referring to Eastern Michigan University. The policy also recognizes the authority of the University Licensing Office to administer a licensing program to protect the University's brand and fiscal reputation and to meet legal obligations associated with trademark registration.


EASTERN MICHIGAN UNIVERSITY NEW BOARD POLICIES

Policy Name	Rationale for Preparing New Policy
Policy on Policies	<p>This policy will ensure best practice for the creation of regulations, rules and procedures by various units of the University. It is imperative in governing an organization that affected persons have knowledge of, and ready access to, the rules of the organization. At present, Eastern Michigan University does not have a coherent, organized and accessible collection of the regulations of the various University units. These regulations affect numerous people outside the various University units and should be created, approved, organized and published in a manner that provides maximum access to the rules under which the University operates every day.</p>
Printing and Reprographics	<p>This policy provides clarity for the University's position that all University or University-related printing, reprographic, design and collateral publishing services purchased with University funds or from accounts administered by the University will be processed through University Publications. Further, the policy identifies and prohibits inappropriate use of University materials.</p>
Student Employment Grievance Policy	<p>Both the student employment policy and the grievance procedures are outdated in terms of applicable legalities of student employment and current practices. In particular, the grievance process is cumbersome, provides minimal protection for student employees, does not provide a grievance process for graduate assistants and doctoral fellows and involves nonexistent staff positions in the process. Consequently, the current student employment grievance procedure has been rewritten as a new policy, separate from the student employment policy. This policy is consistent with other student-related processes pertaining to student conduct, student involuntary administrative withdrawals, grade grievances and sexual harassment, all of which have been established as Board policies that allow procedures for implementing each policy to be developed separately.</p>

**EASTERN MICHIGAN UNIVERSITY
NEW BOARD POLICIES**

Policy Name	Rationale for Preparing New Policy
University Communications	This policy documents EMU's overall posture that all communications with media regarding official University business, statements or positions on relevant issues be issued through University Communications. The policy further establishes the Director for University Communications as the Official Spokesperson for the University and reflects a change in title for the Office from Public Information to University Communications.
University Marketing	According to this policy, all materials representing the University must be of high quality, present EMU consistently and accurately, conform to policy approved by the Board of Regents and adhere to style and standards guidelines. Further, the policy reflects current practice that University Marketing and Communications has responsibility for the administration of this policy.

9/16/03

Effective Date		Date of Revision		Policies, Rules And Regulations
8-19-70		2-20-80		
Chapter Name		Chapter No.	Page	
UNIVERSITY MARKETING, ADVERTISING, AND LICENSING		4.1	Page 1 of 1	
		Issue		
		UNIVERSITY ADVERTISING		

UNIVERSITY POLICY STATEMENT:

All major advertising by a University department, except classified advertisements placed by the Personnel Office or periodic advertisements of University activities such as plays or concerts, must be placed through the University Publications Office and must be approved by the director of University Publications or his or her designee.

UNIVERSITY PRACTICE:


No advertisement may be released to a vendor until the following conditions are met:

1. All University regulations regarding purchasing of goods and services must be followed.
2. A purchase order number must be on file in the University Publications Office.
3. Written approval of the director of Admissions, or his or her designee, must be obtained for all advertisements relating to the recruitment of students to the University for classes or workshops on or off campus for credit or non-credit.

The director of University Publications will be responsible for notifying the president of the University of all major market advertising campaign plans, including display advertising in major market newspapers, all television advertising and major market radio advertising, prior to authorizing any staff work on the project.

In the event this policy is violated and advertising is done without the approval of the University Publications Office, the Purchasing Department will notify the president of the University and the director of University Publications for resolution.

Authority for Creation or Revision
Minutes of the Board of Regents, August 19, 1970; para. .913M. Minutes of the Board of Regents, February 20, 1980; para. .2204M.

Effective Date		Date of Revision			Policies, Rules And Regulations
8-19-70					
Chapter Name			Chapter No.		Page
AUXILIARY OPERATIONS			44.4		Page 1 of 1
Issue					
OFFICIAL UNIVERSITY PUBLICATIONS					


~~Before any publication of any office or department of the University (such as the University Catalogs, Student Guidebook, Residence Hall Handbook, Class Schedules, Student Activities Manual, etc.) is sent to a printer, it shall be submitted to the secretary of the Board of Regents. The secretary shall cause the content of such publication to be examined for its conformance to policy as has been approved by the Board of Regents. Should instances be found where the publication as prepared is in part in conflict with policy as approved by the Board of Regents, the secretary shall request the preparing office or department to comply with the policy, as adopted, or to proceed with obtaining policy changes prior to publication.~~

~~Nothing in the above procedure shall limit the authority of the various offices and departments of the University to establish and cause to be published procedures necessary to the successful implementation of University policy as made or approved by the Board of Regents. Nor is the above policy intended as a limitation on the authority of the various offices and departments of the University to establish and publish policy or procedure in its area of concern where the Board of Regents has not previously spoken.~~

~~Should a new publication contain new policy or procedure or revision of existing policy or procedure within the authority of the preparing office to establish or revise and in the event that a manual of existing policies, rules and regulations shall have been established, the secretary of the Board of Regents shall cause to be prepared and issued such revisions or additions to the manual as shall be necessary to maintain the manual as an accurate compilation of the policies, rules and regulations of Eastern Michigan University. Any issue raised under the provisions hereof and the action taken thereon shall be reported to the Board of Regents at the next official Board meeting.~~

Authority for Creation or Revision

Minutes of the Board of Regents; August 19, 1970; para. .919M

Effective Date		Date of Revision	 Policies, Rules And Regulations
9/16/03			
Chapter Name		Chapter No.	Page
UNIVERSITY MARKETING, COMMUNICATIONS, PRINTING AND REPROGRAPHICS, COPYRIGHT, ADVERTISING AND LICENSING			Page 1 of 2
Issue			
ADVERTISING, SPONSORSHIPS AND ENDORSEMENTS			

UNIVERSITY POLICY STATEMENT

In order to protect its reputation, ensure the integrity of its publications and venues and limit its liability as a consequence of advertising, Eastern Michigan University reserves the right to determine the nature and scope of advertising about the University, who may advertise and what they may advertise in EMU publications or on EMU venues.

UNIVERSITY PRACTICE

OUTBOUND ADVERTISING – All advertising by University departments, except classified advertising for employment, must be approved by University Marketing prior to placement. Departments must follow all University regulations regarding the purchasing of goods and services.

INBOUND ADVERTISING, SPONSORSHIPS ENDORSEMENTS – The University recognizes that many of its activities provide potential sources of revenue through legitimate and worthwhile opportunities for advertising, sponsorships and promotion of entities and their products and services.

EMU produces a variety of publications and maintains other venues for advertising. Certain publications/venues are more appropriate for advertising than others. As a general rule, advertising in/on alumni publications, event publications, sports venues and promotional products and giveaways (with licensing approval) is appropriate. Advertising in student recruitment literature, WWW pages, academic materials and official publications such as the graduate and undergraduate catalog is inappropriate.

Individuals and/or departments seeking to sell space or enter into financial sponsorships of publications/other venues must have prior approval from the University Marketing and Communications Office. Products that are co-branded with University marks must have licensing approval.

No official University publication or statement and no activity carried out in the name of the University or by any individual officially acting on behalf of the University shall constitute or be construed as a University endorsement of any commercial product or service. Further, sponsorship and advertising consistent with this policy are not intended and shall not be deemed to constitute the University's endorsement of related commercial products or services.

Chapter Name	Chapter No.	Page
UNIVERSITY MARKETING, COMMUNICATIONS, PRINTING AND REPROGRAPHICS, COPYRIGHT, ADVERTISING AND LICENSING		Page 2 of 2

Issue
ADVERTISING, SPONSORSHIPS AND ENDORSEMENTS

RESPONSIBILITY FOR IMPLEMENTATION


The executive director for university marketing and communications is responsible for management of this policy.

SCOPE OF POLICY COVERAGE:

The policy applies to all University employees and external vendors who have advertising/sponsorship contracts with the University.

WEMU and Student Media publishing under the guidelines of the University Student Media Board are exempt from this policy.

Authority for Creation or Revision

Effective Date		Date of Revision		<h1>Policies, Rules And Regulations</h1>
9/16/03				
Chapter Name		Chapter No.	Page	
			Page 1 of 1	
Issue				
CATERING POLICY				

UNIVERSITY POLICY STATEMENT

University Dining Services will provide food services for all University-sponsored events and events sponsored by external groups using University facilities. University Dining Services may grant approvals for appropriate off-campus vendors to provide food service when it does not have the capacity to meet the request or there are special circumstances that warrant an exception.

UNIVERSITY PRACTICE

University Dining Services is a comprehensive self-operated, self-sustaining program including contract and cash sales, concessions and catering that incorporates several national branded and franchised food vendors. In almost all cases Dining Services is able to meet the needs of the University community. When that is not possible or there are circumstances that warrant an exception, procedures are in place to utilize qualified local vendors with approval from Dining Services.


RESPONSIBILITY FOR IMPLEMENTATION

The vice president for student affairs is responsible for the overall implementation, administration and interpretation of the policy. The director of dining services is responsible for the daily administration of this policy.

SCOPE OF POLICY COVERAGE:

This policy applies to all University employees and students who utilize Eastern Michigan University facilities and/or University funds for events/programs where food service is provided and by all external groups using University facilities. Employees and students using EMU satellite facilities are exempt from this policy.

Authority for Creation or Revision

Effective Date		Date of Revision			Policies, Rules And Regulations
9/16/03					
Chapter Name			Chapter No.		Page
INFORMATION TECHNOLOGY					Page 1 of 1
Issue					
ELECTRONIC MAIL AS OFFICIAL UNIVERSITY COMMUNICATION					

UNIVERSITY POLICY STATEMENT

Eastern Michigan University shall maintain one official electronic mail (e-mail) system for all students, faculty, staff and other members of the University community. The electronic mail system shall be selected, implemented and administered by the Information and Communications Technology Division. Electronic mail sent from an authorized University person or agent to a University electronic mail address is designated as one method for transmitting official University communications from the University to the authorized electronic mail account holder. Unless otherwise provided by law, electronic mail is not sufficient for transmitting official communication to the University.

All members of the University community, including, without limitation, students, faculty and staff are responsible for activating and maintaining their University electronic mail accounts and for accepting and reviewing official University electronic mail sent to their accounts.

UNIVERSITY PRACTICE

The Information and Communications Technology Division shall establish regulations and procedures for the creation, acceptable use, termination, reinstatement and regulation of electronic mail accounts for members of the University community and other appropriate persons or entities.


RESPONSIBILITY FOR IMPLEMENTATION

The chief information officer shall cause this policy to be implemented.

SCOPE OF POLICY COVERAGE:

This policy shall apply to all members of the University community, including students, faculty, staff and University units.

Authority for Creation or Revision

Effective Date		Date of Revision			<h1>Policies, Rules And Regulations</h1>
9/16/03					
Chapter Name			Chapter No.	Page	
UNIVERSITY MARKETING, COMMUNICATIONS, PRINTING AND REPROGRAPHICS, COPYRIGHT, ADVERTISING AND LICENSING				Page 1 of 2	
Issue					
LICENSING					

UNIVERSITY POLICY STATEMENT

The trademarks of Eastern Michigan University are the exclusive property of the Eastern Michigan University Board of Regents, in accordance with the trademark and service mark registrations filed with the U.S. Patent and Trademark Office and the Michigan Secretary of State. The University reserves ownership of any trademark, service mark, logo, insignia, seal design or other symbol or device associated with or referring to Eastern Michigan University.

UNIVERSITY PRACTICE

To protect its brand and fiscal reputation and meet legal obligations associated with trademark registration, the University has established the Trademark Licensing Office.

Persons or businesses wishing to use University marks commercially must enter into a licensing agreement. The University issues non-exclusive licenses.

University departments, registered student organizations or individuals wishing to use University marks for non-commercial use must obtain prior approval from the Trademark Licensing Office.

A registered student organization wishing to use University marks for commercial purposes, where all sales revenues will be deposited in the organization's account, may apply for a limited, non-royalty license.

University Licensing must approve the development of all logos independent of the University logo to represent individual administrative entities.

University marks cannot be used in association with political fundraising or campaigns.


RESPONSIBILITY FOR IMPLEMENTATION

The executive director for university marketing and communications is responsible for administering this policy.

SCOPE OF POLICY COVERAGE:

This policy applies to all faculty, staff, students, external businesses and individuals seeking to use University marks.

Authority for Creation or Revision

Effective Date		Date of Revision		<h1>Policies, Rules And Regulations</h1>
9-16-03				
Chapter Name		Chapter No.	Page	
			Page 1 of 2	
Issue				
POLICY ON POLICIES				

UNIVERSITY POLICY STATEMENT

All University policies must be approved by The Board of Regents of Eastern Michigan University. A University policy is defined by all of the following: a) has broad application throughout the University; b) helps to ensure compliance with applicable laws and regulations, promotes operational efficiencies, enhances the university's mission or reduces institutional risks; and c) mandates actions or constraints and articulates desired outcomes.

The University administration may enact statements of procedure which prescribe specific actions to be taken to conform to established University policies, allowing for the orderly implementation of those policies. Further, the University administration shall establish a uniform method and format for the enactment, publication and periodic review of University policies and procedures.

The University administration is authorized to enact, implement and enforce, without Board of Regents approval, appropriate executive orders, administrative policies and divisional, college, departmental, office or local operating rules and regulations. These administrative executive orders, policies, rules and regulations shall not conflict with University policy.

UNIVERSITY PRACTICE

The Board of Regents has delegated authority to the president to manage the University and to implement University policies and procedures. While all University policies must be approved by the University's Board of Regents, University procedures are approved by the president's cabinet. Approved University policies are placed in the University's Policy Manual and approved University procedures are placed in the University's Procedures Manual. The president of the University shall be responsible for issuing and enforcing appropriate executive orders. The president and cabinet shall be responsible for approving all administrative policies. The head of each university division shall be responsible for developing and implementing a process for the approval, implementation and enforcement of intra-divisional operating rules and regulations. Where an intra-divisional rule or regulation impacts the operations of another University division, college, department or office, appropriate notice of the rule or regulation shall be provided to the affected division, college, department or office.

RESPONSIBILITY FOR IMPLEMENTATION

The president, vice presidents and other division heads shall be responsible for implementation of this policy.

Chapter Name	Chapter No.	Page
		Page 2 of 2
Issue		
POLICY ON POLICIES		

SCOPE OF POLICY COVERAGE:

This policy is applicable to the development, approval and implementation of all University policies and procedures, and all administrative executive orders, policies, rules and regulations.

Authority for Creation or Revision

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Policies, Rules And Regulations

Effective Date	Date of Revision
9-16-03	

Chapter Name	Chapter No.	Page
University Marketing, Advertising and Licensing		Page 1 of 1

Issue
PRINTING AND REPROGRAPHICS

UNIVERSITY POLICY STATEMENT

University Publications exists to provide printing, reprographic, design and collateral publishing services to the EMU community and to obtain copyright permission from publishers to reproduce custom professor compiled course packs for classroom use. All University or University-related printing, reprographic, design and collateral publishing services that are to be purchased with University funds or University administered accounts are handled by University Publications. Use of University stationery or business cards or other official University trademarks or documents may be used for academic and professional activities which are related to an employee's or faculty member's University employment. However, use of University stationery or business cards or other University trademarks or documents to further an individual's private business interests or to express political or personal viewpoints is expressly forbidden.

UNIVERSITY PRACTICE

Requests for printing, reprographics, design and collateral publishing services are submitted to University Publications along with an approved and properly completed University requisition. University Publications will provide for requested services or will prepare and submit to the University Purchasing Office a bid for the purchase of such services. University Publications is the designated vendor for reprographics. In the event the department is unable to handle a request, it may authorize departments to submit material directly to University-approved vendors. All material, except for the following, must be approved in advance by University Marketing:

- Materials produced for classroom or educational use.
- Materials produced for scholarly publications and presentations.
- Advertisements for employment positions.
- Materials intended only for on-campus distribution.
- Material produced by student organizations (unless it bears a University mark).
- Material produced by student media.
- Routine forms.
- Correspondence.

University Publications manages the cost-per-copy program. All requests for copy machines are administered through University Publications.


RESPONSIBILITY FOR IMPLEMENTATION

The executive director for university marketing and communications is responsible for administering this policy.

SCOPE OF POLICY COVERAGE:

This policy applies to all university employees.

Authority for Creation or Revision

Effective Date		Date of Revision			Policies, Rules And Regulations
9/16/03					
Chapter Name			Chapter No.		Page
EMPLOYMENT/AFFIRMATIVE ACTION					Page 1 of 1
Issue					
STUDENT EMPLOYMENT GRIEVANCE POLICY					

UNIVERSITY POLICY STATEMENT

Eastern Michigan University recognizes that misunderstandings may sometimes arise in the administration of its student employment policies. It is the policy of the University to provide student employees, graduate assistants and doctoral fellows with a formal process for resolving disagreements with their campus employer in order to provide all members of the University community with a positive and supportive work environment. The underlying intent of the policy is to encourage the resolution of any grievance at the lowest possible level of intervention.

UNIVERSITY PRACTICE

The following University practices will be used to implement this policy:

1. Procedures developed under the Student Employment Grievance Policy provide a means of informal resolution for a student employment issue as well as a formal resolution process.
2. The first step of the formal resolution process includes separate procedures for handling issues raised by student employees versus those brought forward by graduate assistants and doctoral fellows.
3. The procedures to be followed under this policy will be provided to students in a variety of venues, including a Student Employment Grievance Procedures handout, publication in the Student Handbook and posting to a number of appropriate Division of Student Affairs departmental websites.

RESPONSIBILITY FOR IMPLEMENTATION

The vice president for student affairs is responsible for the overall implementation, administration and interpretation of the policy. The director of the career services center, the associate dean of the graduate school, and the director of student judicial services are responsible for the daily administration of this policy.

SCOPE OF POLICY COVERAGE:

This policy applies to all students working in on-campus student employment positions, to graduate assistants and to doctoral fellows who are not covered by an established grievance procedure within their own work area.

Authority for Creation or Revision

Effective Date	Date of Revision
9/16/03	



Policies, Rules And Regulations

Chapter Name	Chapter No.	Page
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Issue
UNIVERSITY COMMUNICATIONS

UNIVERSITY POLICY STATEMENT

All external communications regarding official University business with the news media via official university news releases, telephone contacts and computer, fax or e-mail transmissions will be issued through the University Communications Office. The Sports Information Office will issue releases relating to University athletics.

UNIVERSITY PRACTICE

University Communications serves as the liaison between the University and the local and national news media: newspapers, radio and television stations, magazines, specialty publications and wire services. The staff initiates and assists news coverage of University events, provides media training, schedules press conferences and consults with individuals and departments regarding news opportunities. University Communications also manages the University's internal communications program and maintains the University Calendar. The director for university communications serves as Official Spokesperson for the University.


RESPONSIBILITY FOR IMPLEMENTATION

The executive director for university marketing and communications is responsible for administering this policy.

SCOPE OF POLICY COVERAGE:

This policy applies to all University employees.

Authority for Creation or Revision

Effective Date		Date of Revision			<h1>Policies, Rules And Regulations</h1>
9/16/03					
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Issue					
UNIVERSITY MARKETING					

UNIVERSITY POLICY STATEMENT

To ensure that all communications representing the University are of high quality, present EMU consistently and accurately, conform to policy approved by the Board of Regents and adhere to style and standards guidelines, it is University policy that they be reviewed and approved by University Marketing and Communications unless otherwise specified by the executive director for university marketing and communications or the president.

UNIVERSITY PRACTICE

University marketing and communications develops and maintains comprehensive style and standards guidelines and reviews and approves material covered by this policy.

RESPONSIBILITY FOR IMPLEMENTATION

The Executive Director for Marketing and Communication is responsible for management of this policy.

SCOPE OF POLICY COVERAGE:

This policy applies to all University employees and students. Communications that utilize the name Eastern Michigan University, are paid for by University funds or funds administered through a University account and are intended for off-campus distribution are subject to this policy. These include:

- Publications, including those requiring no or partial editorial or design services, reprints or revisions of previously produced publications; publications produced by means of desktop publishing; and initial formats and editorial style for newsletters directed toward off-campus audiences.
- Promotional print and broadcast advertising.
- Deviations from standard EMU letterhead or business card design. Letterhead and business cards representing EMU must be approved regardless of where they are printed or who pays for them.
- Videos, CD-ROM's or DVDs representing the University.
- Web sites.
- Press releases.

The following are exempt from this policy:

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UNIVERSITY MARKETING

- Materials produced for classroom or educational use.
- Materials produced for scholarly publications and presentations.
- Advertisements for employment positions.
- Materials intended only for on-campus distribution.
- Material produced by student organizations (unless it bears a University mark).
- Material produced by student media.
- Routine forms.
- Correspondence.
- Press releases distributed through Sports Information.

Authority for Creation or Revision

EASTERN MICHIGAN UNIVERSITY REVISED BOARD POLICIES

Policy Number	Policy Name	Rationale for Revising Policies
3.6.1	Student Employment	The student employment policy is outdated in terms of applicable legalities of student employment and current practices. In addition, most of the items included in the policy were day-to-day methods for handling student employment issues. Because these items change regularly due to revisions in eligibility standards, wage and salary requirements, unemployment guidelines, regulations governing college work-study and other employment laws, they will be developed by staff in the Career Services Center as procedures.
3.7.2	Alcohol and Other Drug Policy	The University is required, by law, to conduct a biennial review of its drug and alcohol policy. The review is designed to ensure that University policy reflects current law and is consistent with other related University policies. This revised policy reflects recommended language changes made by the University's biennial review committee and keeps it consistent with current policies of the Office of Human Resources and with the Student Conduct Code.
3.7.3	Communicable Diseases	The current policy included a statement, under University Practices, reserving the University's right to prevent students and staff from coming to school or to work if their presence would pose a health threat. This statement was moved from the practices section to the policy statement section. In addition, it was rewritten to reflect a more positive tone of allowing access to work and school UNLESS there would be a health risk in doing so.
8.3	Providing Auxiliary Aids for Handicapped Students (retitled: Prohibition against Discrimination on the Basis of Disability)	This revised policy, including updating the policy title, reflects the changes necessary for addressing the issues facing students with disabilities as well as eliminating archaic terminology. The legal requirements of non-discrimination as well as the emphasis on access to University services and programs are broader than the scope of the current policy, which focuses only on providing auxiliary aids.


EASTERN MICHIGAN UNIVERSITY REVISED BOARD POLICIES

Policy Number	Policy Name	Rationale for Revising Policies
8.4.1	Student Organizations (retitled: Student Organization Recognition)	The policy revision, including an updated policy title, adds and/or clarifies the following information that was missing in the previous policy: 1) provides a definition of a student organization, which is consistent with the definition found in the Student Conduct Code; 2) makes student organizations accountable for following applicable rules in other related policies, such as the Facilities Policy and the Student Conduct Code; 3) delineates more clearly the standards for University recognition of student organizations.
8.4.3	General Activities: Speaker Policy (retitled: Student Organization Free Speech and Speaker Policy)	The current policy has been rewritten to update the policy title; to conform to current local, state and federal laws; and to balance the interests of free speech and inquiry with reasonable protections for the campus community. The process for scheduling rallies and parades was moved from Campus Life to the Department of Public Safety to address any safety and security concerns.
8.4.4	Student Organization Fundraising (retitled: Student Organization Fundraising, Sales and Solicitation Policy)	This policy is being revised to update the title and to address the following omissions and issues: 1) a statement on “games of chance” has been added; 2) protections for use of University license marks have been added; 3) several statements in the policy were practices and have been moved to that section.
8.5.1	Limitations to University Authority: Student Body Constitution	The policy was revised to clarify the relationship between the University and Student Government and to ensure that Student Government actions are not considered as controlling over the University. The revision also makes Student Government legally responsible for its actions. The Student Body Constitution itself has been removed from the policy to keep the Board from having to revise the policy each time any element of the Student Body Constitution changes.
14.2.1	Housing (retitled: Residence Hall Eligibility)	The policy has mainly been revised to provide more flexibility on eligibility requirements, to update the title and to eliminate language that is no longer consistent with current practices. A number of rules for implementing the policy, such as adherence to campus regulations and the methods for applying for housing, have been moved to the practices section.

**EASTERN MICHIGAN UNIVERSITY
REVISED BOARD POLICIES**

Policy Number	Policy Name	Rationale for Revising Policies
14.2.3	Housing: University Apartments (retitled: University Apartments Eligibility)	This policy is outdated in terms of title, appropriate language, current practices, conformance to applicable laws and proper format. For example: 1) the term “family housing” was changed to “housing;” and 2) leases are now used instead of contracts to bring the operation under the umbrella of landlord-tenant laws. Eligibility was clarified, and the distinction between “single student apartments” and “family apartments” was eliminated.

11/17/03

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9-12-66		4-27-88			
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STUDENT EMPLOYMENT					

UNIVERSITY POLICY STATEMENT

It is the policy of Eastern Michigan University to administer a student employment system for all qualified undergraduate and graduate students (excluding graduate assistants) who want to work on-campus as student employees.

UNIVERSITY PRACTICE

University procedures are established which govern student pay grades, work eligibility, renewal of work eligibility documentation (as needed), work-hour limitations, visa-related employment limitations, as well as hiring and termination practices. A separate University procedure is also established which governs any grievances that may arise concerning student employment issues.

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of this policy. The Director of the Career Services Center is responsible for the daily administration of this policy.

SCOPE OF POLICY COVERAGE

This policy shall apply to all members of the University community, including students, faculty, staff, administrators and university units.

Authority for Creation or Revision

Minutes of the Board of Regents, September 12, 1966; para. .423M.
 Minutes of the Board of Regents, May 19, 1976; para. .1644M.
 Minutes of the Board of Regents, April 27, 1988; para. .3712M.

Effective Date	Date of Revision
9-12-66	4-27-88



Policies, Rules And Regulations

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GENERAL UNIVERSITY POLICY STATEMENT

~~Students who are currently enrolled and regularly attending classes may be employed by a University department or account for a maximum of 20 hours per week in positions which have been properly established and approved.~~

~~Additional hours of student employment may be authorized in advance of the work by the appropriate vice-president in instances where exceptional skills are required, and after the fact in emergency situations.~~

~~During the fall, winter and spring terms, Student Employment positions will be available only to students who are enrolled and attending classes.~~

~~A student, not enrolled in the spring session, but who was enrolled for the prior winter semester and expects to be enrolled for the next fall semester, and who is required or designated to participate in a bona fide University sponsored activity or special program which necessitates the student remaining in the University community, will be allowed on-campus employment not to exceed 20 hours per week. Approval of the appropriate vice-president is required.~~

~~Full-time summer employment is available to students not enrolled between July 1 and the beginning of the fall semester.~~

IT IS THE POLICY OF EASTERN MICHIGAN UNIVERSITY TO ADMINISTER A STUDENT EMPLOYMENT SYSTEM FOR ALL QUALIFIED UNDERGRADUATE AND GRADUATE STUDENTS (EXCLUDING GRADUATE ASSISTANTS) WHO WANT TO WORK ON-CAMPUS AS STUDENT EMPLOYEES.

PAY GRADES

~~Four fixed pay grades are applicable to student positions requiring varying degrees of skill and proficiency. An additional pay grade, No. 5, is established to cover those positions requiring instructional, professional, and technical skills which require a bachelor's degree or equivalent in training and/or experience. Authorization for placement on pay grade No.5 is the responsibility of the appropriate vice-president.~~

EMPLOYMENT OF STUDENTS

~~It has been, and will continue to be, University policy to offer part-time employment to students. Under many programs for student financial assistance which may now or hereafter be in effect, it may be desirable for the University to offer employment to students. It is not considered desirable that students should be required to join a union in order to obtain part-time employment~~

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necessary to meet the financial burdens of attending the University. Therefore, students shall be considered separately from regular employees of the university and shall not be a part of any collective bargaining unit which may be recognized by the University.

STUDENT EMPLOYEE GRIEVANCE PROCEDURE

Preamble

Eastern Michigan University students while in employment situations may, from time to time, experience a conflict within that employment situation.

Students working in off-campus situations are encouraged to pursue resolution of conflict through existing grievance procedures as established by the employer. The student employee is further encouraged to contact the Student Employment Office for advice and/or possible referral assistance to appropriate agencies. (i.e., U.S. Department of Labor, Wage and Hour Board; Michigan Employment Security Commission; Consumer Action; Legal Aid; etc.)

Students working on campus are encouraged to pursue resolution of conflict through discussion with their supervisor. The student employee is further encouraged to contact the Student Employment Office for advice and assistance in interpreting University employment policies and/or discussion with the employee's supervisor. Students employed on campus are also encouraged to use the student employee grievance procedure for formal resolution of conflict where informal attempts have been unsuccessful.

Policy

A. Introduction

A University student employee may file a grievance alleging the incorrect interpretation or application of a published University Student Employment policy or procedure covering student pay policies, and student requirements and work standards, including alleged discrimination in the application of such policies based upon race, religion, sex, handicap, national origin, marital status, or any discrimination which is forbidden by State or federal law.

B. STEP I -- Informal Discussion with Supervisor

A student who is considering a grievance should first discuss the matter with his/her supervisor. This discussion must take place no later than fifteen (15) school days of the date of the action being grieved. If the immediate supervisor is a student, the supervising staff member shall be informed of the complaint and intervene if he/she deems it necessary. The student is encouraged to settle the grievance by using this process. Any grievance settlement at Step I is subject to the review and approval of the department head.

C. STEP II -- Formal Process: Department Head

1. Written Grievances

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a. If the matter cannot be settled informally, the student may file a formal grievance by writing a letter stating the specific nature of the grievance, the date and details of the matter, the desired resolution, and the date of the Step I discussion. The letter shall be presented to the department head within fifteen (15) school days of the informal discussion.

2. Role of the Department Head

- a. Within fifteen (15) school days of the receipt of the written grievance, the Department Head will meet with the student employee to review and consider the grievance. (This time limit may be extended by the Department Head for a reasonable period of time not to exceed sixty (60) days).
- b. Within fifteen (15) school days after the Step II meeting, the Department Head shall provide a written answer to the grievance to the student employee.
- c. If the problem is not solved to the student's satisfaction and he/she believes that it has merit based on the facts, he/she has the right to appeal the decision to the Student Employment Appeal Board.

D. STEP III -- Student Employment Appeal Board (SEAB)

1. Appeal Process

- a. If a resolution of the grievance is not reached at Step II, the Student may appeal to the Student Employment Appeal Board. The appeal must be submitted in writing to the Manager of Student Employment (at the Placement Center) within five (5) school days of the receipt of the Step II decision. The Manager of Student Employment will explain the appeal process to the student employee and will normally schedule a meeting of the SEAB to be held within fifteen (15) school days of the receipt of the appeal, and will notify the principals of the date, time and location of the hearing.

2. Composition/Selection of the Appeal Board

- a. The Student Employment Appeal Board shall consist of the Career Planning and Placement Center Director, a representative from the division in which the grievance is being brought, appointed by the vice president of that division, a faculty member appointed by the Vice President for Academic Affairs as advised by the appropriate faculty body, two (2) students appointed by Student Government, and the Director of Employee Relations or his/her designee as an ex-officio (non-voting) member.
- b. No Board member who is directly involved with the grievance shall be eligible to consider that grievance.
- c. A quorum of three (3) members (one of which must be a student) is necessary to hold a meeting of the SEAB.

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3. SEAB Procedures

~~a. A record of SEAB proceedings shall be kept; the extent of the record shall be at the discretion of the Board. Principals may make an additional record of the hearing.~~

DEFINITIONS

~~School day – Shall be considered any official school class day, Monday through Friday, during the official academic year and spring or summer sessions, provided the student employee is enrolled or working for the University during such spring or summer sessions.~~

~~Principals – The grievant and department head or his/her (department head's) designated representative.~~

~~1. A grievant shall be permitted one advisor who shall be a member of the University community, (i.e., a student, faculty member, or staff member).~~

~~2. The hearing shall be open unless either principal requests a closed hearing. In closed hearings only principals, a grievant's advisor, witnesses, and Board members are to be present.~~

~~3. Principals, their advisors and Board members shall be permitted to Question all witnesses.~~

~~4. Deliberations of the Board shall be in executive session.~~

~~b. The Board shall establish procedures for meeting with the principals, reviewing the grievance, examining any written documentation, and keeping a record of the proceedings.~~

~~c. The Board shall submit a written decision to the principals and Manager of Student Employment and the vice president of the affected division within five (5) school days of the conclusion of its deliberation. The decision need not fully favor anyone principal but could be a recommendation of a third course. The Board's decision shall not be contrary to established University policy.~~

~~d. The Board's decision is subject to normal administrative review (i.e., subject to the review and approval of the appropriate vice president). Such vice president shall be responsible for the implementation of the final disposition of the grievance.~~

UNIVERSITY PRACTICE

UNIVERSITY PROCEDURES ARE ESTABLISHED WHICH GOVERN STUDENT PAY GRADES, WORK ELIGIBILITY, RENEWAL OF WORK ELIGIBILITY DOCUMENTATION (AS NEEDED), WORK-HOUR LIMITATIONS, VISA-RELATED EMPLOYMENT LIMITATIONS, AS WELL AS HIRING AND TERMINATION PRACTICES. A SEPARATE UNIVERSITY PROCEDURE IS

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ALSO ESTABLISHED WHICH GOVERNS ANY GRIEVANCES THAT MAY ARISE CONCERNING STUDENT EMPLOYMENT ISSUES.


RESPONSIBILITY FOR IMPLEMENTATION

THE VICE PRESIDENT FOR STUDENT AFFAIRS IS RESPONSIBLE FOR THE OVERALL IMPLEMENTATION, ADMINISTRATION AND INTERPRETATION OF THIS POLICY. THE DIRECTOR OF THE CAREER SERVICES CENTER IS RESPONSIBLE FOR THE DAILY ADMINISTRATION OF THIS POLICY.

SCOPE OF POLICY COVERAGE

THIS POLICY SHALL APPLY TO ALL MEMBERS OF THE UNIVERSITY COMMUNITY, INCLUDING STUDENTS, FACULTY, STAFF, ADMINISTRATORS AND UNIVERSITY UNITS.

Authority for Creation or Revision
Minutes of the Board of Regents, September 12, 1966; para. .423M. Minutes of the Board of Regents, May 19, 1976; para. .1644M. Minutes of the Board of Regents, April 27, 1988; para. .3712M.

Effective Date		Date of Revision			Policies, Rules And Regulations
12-10-71		1-16-01			
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Issue					
ALCOHOL AND OTHER DRUG POLICY					

UNIVERSITY POLICY STATEMENT:

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

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

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

Students, employees and visitors are prohibited from dispensing, selling or supplying alcoholic beverages to a person under the legal drinking age as defined by Michigan law.

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

Any member of the University community who violates this policy is subject to both prosecution and punishment under federal, state and local laws and to disciplinary proceedings by the University.

This policy is not designed to punish people for seeking rehabilitation. All information about those individuals who voluntarily avail themselves of drug or alcohol counseling or rehabilitation services will remain confidential. Seeking counseling or rehabilitation will not be used as a basis for disciplinary action or be used against an individual in any way.

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

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ALCOHOL AND DRUG POLICY		

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

UNIVERSITY PRACTICE:

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

1. Disseminate a copy of the University Alcohol and Other Drug (AOD) policy to all employees and students on an annual basis.
2. Disseminate a copy of EMU's policy on notification to parents of drug and alcohol violations related to the Family Educational Rights and Privacy Act (FERPA) to all students on an annual basis.
3. Conduct educational programs aimed at preventing alcohol abuse and drug use and abuse and inform the University community about the dangers and health risks of alcohol and other drug use.
4. Provide information on an annual basis on available counseling, treatment and rehabilitation or re-entry programs, and facilitate and encourage use of appropriate resources by all employees and students.
5. Provide a description of all applicable local, state, federal and University sanctions for unlawful manufacture, consumption, possession or distribution of illicit drugs, prescription drugs and alcohol.
6. Require employees who are working on federally funded projects and who are convicted of violating any criminal drug statute while at the workplace or while on work-related activities, to notify their immediate supervisor within five (5) days. EMU will then notify the appropriate federal agency about such a violation.
7. Conduct a biennial review of its alcohol and other drug program as required by the Drug-Free School and Communities Act Amendment of 1989 to determine the effectiveness of, and implement necessary changes to, the AOD program, and to ensure that consistent enforcement of disciplinary sanctions for violating standards of conduct are appropriately applied.
8. When alcohol is served or sold at approved University functions:
 - A. Alcoholic beverages shall not dominate the advertising or be the primary focus of any event.
 - B. Food and non-alcoholic beverage alternatives shall be available.
 - C. Precautionary measures shall be implemented to ensure that alcoholic beverages are not accessible to persons under the legal drinking age.
 - D. The sponsoring person/group shall comply with applicable rules and regulations of the Michigan Liquor Control Commission.

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9. Establish standards related to the extent of alcohol marketing on campus in these three areas: alcohol advertising, alcohol industry promotions and alcohol industry official sponsorship.

RESPONSIBILITY FOR IMPLEMENTATION:


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

SCOPE OF POLICY COVERAGE:

This policy applies to all current University employees, students and visitors. The University will have jurisdiction over student-related misconduct that occurs on University premises and/or at University-sponsored activities, but may also address off-campus behavior if the University determines that the behavior, or the continued presence of the student impairs, obstructs, interferes with, or adversely affects the mission, processes or functions of the University. Additional regulations on this subject may be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision

Minutes of the Board of Regents, December 10, 1971; para. 1058M.
 Minutes of the Board of Regents, January 11, 1975; para. .1471M.
 Minutes of the Board of Regents, January 17, 1979; para. .2039M.
 Minutes of the Board of Regents, September 27, 1989; para. 4070M.
 Minutes of the Board of Regents, September 25, 1990; para. .4256M.
 Minutes of the Board of Regents, January 16, 2001; para. .5766M.

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Issue				
Alcohol and OTHER Drug Policy				

UNIVERSITY POLICY STATEMENT:

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

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

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

STUDENTS, EMPLOYEES AND VISITORS ARE PROHIBITED FROM DISPENSING, SELLING OR SUPPLYING ALCOHOLIC BEVERAGES TO A PERSON UNDER THE LEGAL DRINKING AGE AS DEFINED BY MICHIGAN LAW.

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

Any member of the University community who violates this policy is subject to both prosecution and punishment UNDER FEDERAL, STATE AND LOCAL LAWS and to disciplinary proceedings by the University.

This policy is not designed to punish people for seeking rehabilitation. All information about those individuals who voluntarily avail themselves of drug or alcohol counseling or rehabilitation services will remain confidential. Seeking counseling or rehabilitation will not be used as a basis for disciplinary action or be used against an individual in any way.

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

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termination or expulsion, when an employee or student has violated this policy or any other University policy.

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

UNIVERSITY PRACTICE:

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

1. Disseminate a copy of the University Alcohol and Drug Policy to all employees and students on an annual basis.
2. Disseminate a copy of EMU's policy on notification to parents of drug and alcohol violations related to the Family Educational Rights and Privacy Act (FERPA) to all students on an annual basis.
3. Conduct educational programs aimed at preventing alcohol abuse and drug use and abuse and inform the University community about the dangers and health risks of alcohol and OTHER drug use.
4. Provide information on an annual basis on available counseling, treatment and rehabilitation or re-entry programs, and facilitate and encourage use of appropriate resources by all employees and students.
5. Provide a description of all applicable local, state, federal and University sanctions for unlawful MANUFACTURE, consumption, possession or distribution of illicit drugs, PRESCRIPTION DRUGS and alcohol.
6. Require employees who are working on federally funded projects and who are convicted of violating any criminal drug statute while at the workplace or while on work-related activities, to notify their immediate supervisor within five (5) days. EMU will then notify the appropriate federal agency about such a violation.
7. Conduct a biennial review of its alcohol and other drug program as required by the Drug-Free School and Communities Act Amendment of 1989 to determine the effectiveness of, and to implement necessary changes to the AOD program, and to ensure that consistent enforcement of disciplinary sanctions for violating standards of conduct are appropriately applied.
8. When alcohol is served or sold at approved University functions:
 - A. Alcoholic beverages shall not dominate the advertising or be the primary focus of any event.
 - B. Food and non-alcoholic beverage alternatives shall be available.
 - C. Precautionary measures shall be implemented to insure that alcoholic beverages are not accessible to persons under the legal drinking age.

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- D. The sponsoring person/group shall comply with applicable rules and regulations of the Michigan Liquor Control Commission.
9. Establish standards related to the extent of alcohol marketing on campus in these three areas: alcohol advertising, alcohol industry promotions and alcohol industry official sponsorship.

RESPONSIBILITY FOR IMPLEMENTATION:


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

SCOPE OF POLICY COVERAGE:

This policy applies to all current University employees, students, and visitors. THE UNIVERSITY WILL HAVE JURISDICTION OVER STUDENT-RELATED MISCONDUCT THAT OCCURS ON UNIVERSITY PREMISES AND/OR AT UNIVERSITY-SPONSORED ACTIVITIES, BUT MAY ALSO ADDRESS OFF-CAMPUS BEHAVIOR IF THE UNIVERSITY DETERMINES THAT THE BEHAVIOR, OR THE CONTINUED PRESENCE OF THE STUDENT IMPAIRS, OBSTRUCTS, INTERFERES WITH, OR ADVERSELY AFFECTS THE MISSION, PROCESSES OR FUNCTIONS OF THE UNIVERSITY. Additional regulations on this subject may be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision

Minutes of the Board of Regents, December 10, 1971; para. 1058M.
 Minutes of the Board of Regents, January 11, 1975; para. .1471M.
 Minutes of the Board of Regents, January 17, 1979; para. .2039M.
 Minutes of the Board of Regents, September 27, 1989; para. 4070M.
 Minutes of the Board of Regents, September 25, 1990; para. .4256M.
 Minutes of the Board of Regents, January 16, 2001; para. .5766M.

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Issue				
COMMUNICABLE DISEASES				

UNIVERSITY POLICY STATEMENT

The University recognizes that current and prospective employees and students with communicable diseases (including but not limited to hepatitis, HIV infection, meningitis, tuberculosis and influenza) may wish to pursue or continue in as many activities as their condition allows, including work and educational pursuits.

The University further recognizes its responsibility to provide a safe workplace and classroom environment for all employees and students. Those students and employees with communicable diseases should be allowed access to University programs, services and facilities in an unrestricted manner as long as their presence poses no threat to the health or safety of others; and they are physically able to do so.

Eastern Michigan University promotes an environment free from discrimination/harassment by complying with all applicable state and federal laws governing individuals diagnosed with communicable diseases.

Under Michigan law, all records, reports and data pertaining to testing, diagnosis, care, treatment and research will be held confidential.

UNIVERSITY PRACTICE

University practices for implementing and administering this policy are:

1. Employment decisions will be based on lawful practices following the principles and guidelines for equal employment opportunity and affirmative action.
2. Non-discriminatory practices will be followed in:
 - a. Personnel actions and benefit programs
 - b. Admission decisions
 - c. Housing assignments and related services
 - d. University programs and services not specified above.
3. Applicable waste management guidelines and blood and body fluid precautions will be followed.
4. Education relating to the prevention and transmission of communicable diseases will be made available. Resources/referrals are available to employees and students through University Health Services.

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RESPONSIBILITY FOR IMPLEMENTATION

The President has overall responsibility for the implementation of this policy and has delegated its overall management to the Executive Director of Human Resources and the Director of University Health Services.

SCOPE OF POLICY COVERAGE

This policy applies to all current and prospective University employees and students.

Authority for Creation or Revision
Minutes of the Board of Regents, November 5, 1991; para. .4460M.

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UNIVERSITY POLICY STATEMENT:

The University recognizes that current and prospective employees and students with communicable diseases (including but not limited to hepatitis, HIV infection, MENINGITIS, TUBERCULOSIS and INFLUENZA-AIDS) may wish to pursue or continue in as many activities as their condition allows, including work and educational pursuits.

The University further recognizes its responsibility to provide a safe workplace and classroom environment for all employees and students. **THOSE STUDENTS AND EMPLOYEES WITH COMMUNICABLE DISEASES SHOULD BE ALLOWED ACCESS TO UNIVERSITY PROGRAMS, SERVICES AND FACILITIES IN AN UNRESTRICTED MANNER AS LONG AS THEIR PRESENCE POSES NO THREAT TO THE HEALTH OR SAFETY OF OTHERS; AND THEY ARE PHYSICALLY ABLE TO DO SO.**

Eastern Michigan University promotes an environment free from discrimination/harassment by complying with all applicable state and federal laws governing individuals diagnosed with communicable diseases.

Under Michigan law, all records, reports and data pertaining to testing, diagnosis, care, treatment and research will be held confidential.

UNIVERSITY PRACTICE:

University practices for implementing and administering this policy are:

1. Employment decisions will be based on lawful practices following the principles and guidelines for equal employment opportunity and affirmative action.
2. Non-discriminatory practices will be followed in:
 - a. Personnel actions and benefit programs
 - b. Admission decisions
 - c. Housing assignments and related services
 - d. University programs and services not specified above.
3. Applicable waste management guidelines and blood and body fluid precautions will be followed.

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4. Education relating to the prevention and transmission of communicable diseases will be made available. Resources/referrals are available to employees and students through University Health Services.

RESPONSIBILITY FOR IMPLEMENTATION:


The President has overall responsibility for the implementation of this policy and has delegated its overall management to the Executive Director of Human Resources and the Director of University Health Services.

SCOPE OF POLICY COVERAGE:

This policy applies to all current and prospective University employees and students.

Authority for Creation or Revision

Minutes of the Board of Regents, November 5, 1991; para. .4460M.

Effective Date		Date of Revision		<h1>Policies, Rules And Regulations</h1>
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		Issue		
		PROHIBITION AGAINST DISCRIMINATION ON THE BASIS OF DISABILITY		

UNIVERSITY POLICY STATEMENT:

It is the policy of the University to provide equal educational opportunities to all students.

In accordance with University policy, and applicable federal and state laws prohibiting discrimination based on disability, all University personnel are responsible for ensuring that any qualified student with a disability is not denied employment on campus or participation in any program, service or activity under their supervision. Similarly, all students and student organizations shall be responsible for ensuring that no student is denied participation in a student organization or student-sponsored activity on the basis of disability.

UNIVERSITY PRACTICE:

- A. In order to comply with this policy, Eastern Michigan University will:
1. Publish notice of the University's policy against discrimination on the basis of disability. The notice will inform all members of the University of their responsibility to accommodate students with disabilities and will provide the contact information for the University's Access Services office.
 2. Respond to student requests for accommodation through the Office of Access Services. Access Services will determine appropriate accommodations in accordance with relevant legal and University standards.
 3. Develop and disseminate accommodation guidelines to faculty and hold training sessions on issues related to equal access for students with disabilities.
 4. Inform faculty about the accommodations policy and advise faculty of their responsibility to include information in course syllabi explaining the University's responsibility to accommodate students with disabilities in compliance with federal, state and local laws.
 5. Develop and implement a process through the Access Services office for addressing student requests for accommodations.
- B. Non-students with disabilities and students with disabilities requesting accommodations for non-academic related programs, services or events should be referred to the individual responsible for arranging accommodations for that specific program, service or event. If the

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accommodation requested is beyond the means or authority of the program, service or event, the individual handling the request shall be referred to Access Services.

- C. If a requested accommodation is beyond the means or authority of Access Services to implement, Access Services will report the requested accommodation to the Dean of Students, who will forward the request to the Vice President for Student Affairs for consideration.


RESPONSIBILITY FOR IMPLEMENTATION:

The President of the University has overall responsibility for implementation of this policy and has delegated its overall management to the Vice President for Student Affairs. The Dean of Students and the Access Services Director are responsible for the daily administration of the policy. In addition, each vice president, dean, director, department head, hiring authority, supervisor and student organization leader is responsible for maintaining compliance with this policy. The Director of Student Judicial Services and the Director of Diversity and Affirmative Action are responsible for investigating any violations of this policy.

SCOPE OF POLICY COVERAGE:

This policy shall apply to all members of the University community, including students, faculty, staff, administrators and university units as well as to all University programs, services, employment and activities.

Authority for Creation or Revision
Minutes of the Board of Regents, January 16, 1974; para. .1318M.

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PROVIDING AUXILIARY AIDS FOR HANDICAPPED STUDENTS PROHIBITION AGAINST DISCRIMINATION ON THE BASIS OF DISABILITY				

POLICY

~~Each department head and/or director shall be responsible for ensuring that qualified handicapped students are not denied participation in any program or activity under his/her supervision because of an absence of necessary auxiliary aids.~~

~~When a department head or director identifies a handicapped student, who requires an auxiliary aid to participate in a program or activity, the department head or director shall consult the affirmative action director.~~

~~The affirmative action director, with the assistance of the director of the University Health Center and the appropriate vice president, shall advise the department of potential external sources for auxiliary aids and assist the department in attempting to locate necessary auxiliary aids for the handicapped student.~~

~~In the event it is determined by the affirmative action director that necessary auxiliary aids cannot be obtained or funded from external sources, the appropriate vice president shall refer the need to the Executive Council for funding.~~

UNIVERSITY POLICY STATEMENT

It is the policy of the University to provide equal educational opportunities to all students.

In accordance with University policy, and applicable federal and state laws prohibiting discrimination based on disability, all University personnel are responsible for ensuring that any qualified student with a disability is not denied employment on campus or participation in any program, service or activity under their supervision. Similarly, all students and student organizations shall be responsible for ensuring that no student is denied participation in a student organization or student-sponsored activity on the basis of disability.

UNIVERSITY PRACTICE

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

1. Publish notice of the University's policy against discrimination on the basis of disability. The notice will inform all members of the University of their responsibility to accommodate students with disabilities and will provide the contact information for the University's Access Services office.

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PROHIBITION AGAINST DISCRIMINATION ON THE BASIS OF DISABILITY

2. Respond to student requests for accommodation through the Office of Access Services. Access Services will determine appropriate accommodations in accordance with relevant legal and University standards.
 3. Develop and disseminate accommodation guidelines to faculty and hold training sessions on issues related to equal access for students with disabilities.
 4. Inform faculty about the accommodations policy and advise faculty of their responsibility to include information in course syllabi explaining the University's responsibility to accommodate students with disabilities in compliance with federal, state and local laws.
 5. Develop and implement a process through the Access Services office for addressing student requests for accommodations.
- B. Non-students with disabilities and students with disabilities requesting accommodations for non-academic related programs, services or events should be referred to the individual responsible for arranging accommodations for that specific program, service or event. If the accommodation requested is beyond the means or authority of the program, service or event, the individual handling the request shall be referred to Access Services.
- C. If a requested accommodation is beyond the means or authority of Access Services to implement, Access Services will report the requested accommodation to the Dean of Students, who will forward the request to the Vice President for Student Affairs for consideration.

RESPONSIBILITY FOR IMPLEMENTATION


The President of the University has overall responsibility for implementation of this policy and has delegated its overall management to the Vice President for Student Affairs. The Dean of Students and the Access Services Director are responsible for the daily administration of the policy. In addition, each vice president, dean, director, department head, hiring authority, supervisor and student organization leader is responsible for maintaining compliance with this policy. The Director of Student Judicial Services and the Director of Diversity and Affirmative Action are responsible for investigating any violations of this policy.

SCOPE OF POLICY COVERAGE:

This policy shall apply to all members of the University community, including students, faculty, staff, administrators and university units as well as to all University programs, services, employment and activities.

Authority for Creation or Revision

Minutes of the Board of Regents, January 16, 1974; para. .1318M.

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UNIVERSITY POLICY STATEMENT

A student organization consists of a number of students who have complied with University requirements for registration and/or recognition. Student organizations must be recognized each year by the University in order to use University facilities, services and resources and to participate in Student Government during the year. Student organizations are not considered a part of the University for tax exemption purposes or for other purposes.

UNIVERSITY PRACTICE

- A. University procedures are established which govern the application, review and bestowal and dissolution of student organization recognition status, as well as to govern the collection, recording, maintenance, compilation, distribution and retention of student organization recognition data in accordance with this policy. University procedures are also established which govern the sanctions for violation of this policy.
- B. Each student organization seeking recognition must abide by the following general standards for recognition:
 - 1. Recognition may be granted by the Vice President for Student Affairs or his/her designee. Student organization files and recognition records are maintained and administered by the Office of Campus Life.
 - 2. Any organization shall be considered for official University recognition if the organization's objectives are compatible with the objectives of the University and if the organization completes all required information for recognition.
 - 3. Membership in an Eastern Michigan University organization must be open to any Eastern Michigan University student regardless of race, color, religion, sex, physical disability or sexual orientation. Exceptions to this policy include religious qualifications, which may be required by organizations whose aims are primarily sectarian and social fraternities and sororities that are permitted by federal and state law to discriminate on the basis of sex.
 - 4. The organization's name cannot begin with "EMU" or "Eastern Michigan University" or any other derivation. The organizations may use the University's name following the name of the organization.
 - 5. An organization cannot be organized for the purpose of furthering the private financial gain of an individual or select group of individuals.

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6. Student organizations are not allowed to use any derivation of the University name related to external banking relationships.
 7. An organization must have a minimum of five members to be recognized and considered “active.”
 8. In order to be eligible for funding, no less than 75 percent of the organization’s membership must be comprised of EMU enrolled students.
 9. Each organization must have a student organization advisor who is an Eastern Michigan University faculty or staff member or is an enrolled EMU graduate student.
 10. All organizations recognized by the University agree to abide by all applicable University policies.
 11. All organizations recognized by the University agree to abide by the University Student Conduct Code provisions applicable to Student Organizations.
- C. A student organization’s recognition may be terminated by:
1. Written request of the student organization’s executive officers.
 2. Failure to meet its financial obligations to the University, as per any appropriate University policy governing financial debts.
 3. Decision of the Vice President for Student Affairs.

RESPONSIBILITY FOR IMPLEMENTATION


The Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The Director of Student Judicial Services is responsible for administering the Student Conduct Code as it applies to a violation of this policy.

SCOPE OF POLICY COVERAGE

This policy applies to all student organizations at Eastern Michigan University.

Authority for Creation or Revision

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STANDARDS FOR RECOGNITION

~~A student group shall be considered for official University recognition if the student organization's objectives are compatible with the objectives of the University and if its activities are not destructive.~~

UNIVERSITY POLICY STATEMENT

A STUDENT ORGANIZATION CONSISTS OF A NUMBER OF STUDENTS WHO HAVE COMPLIED WITH UNIVERSITY REQUIREMENTS FOR REGISTRATION AND/OR RECOGNITION. STUDENT ORGANIZATIONS MUST BE RECOGNIZED EACH YEAR BY THE UNIVERSITY IN ORDER TO USE UNIVERSITY FACILITIES, SERVICES AND RESOURCES AND TO PARTICIPATE IN STUDENT GOVERNMENT DURING THE YEAR. STUDENT ORGANIZATIONS ARE NOT CONSIDERED A PART OF THE UNIVERSITY FOR TAX EXEMPTION PURPOSES OR FOR OTHER PURPOSES. ~~Recognition may be granted by the president of the University VICE PRESIDENT FOR STUDENT AFFAIRS or HIS/HER the president's designee, upon recommendation of the Committee on Student Life.~~ STUDENT ORGANIZATION FILES AND RECOGNITION RECORDS ARE MAINTAINED AND ADMINISTERED BY MCKENNY UNION AND CAMPUS LIFE.

UNIVERSITY PRACTICE

- A. UNIVERSITY PROCEDURES ARE ESTABLISHED WHICH GOVERN THE APPLICATION, REVIEW AND BESTOWAL AND DISSOLUTION OF STUDENT ORGANIZATION RECOGNITION STATUS, AS WELL AS TO GOVERN THE COLLECTION, RECORDING, MAINTENANCE, COMPILATION, DISTRIBUTION AND RETENTION OF STUDENT ORGANIZATION RECOGNITION DATA IN ACCORDANCE WITH THIS POLICY. UNIVERSITY PROCEDURES ARE ALSO ESTABLISHED WHICH GOVERN THE SANCTIONS FOR VIOLATION OF THIS POLICY.
- B. EACH STUDENT ORGANIZATION SEEKING RECOGNITION MUST ABIDE BY THE FOLLOWING GENERAL STANDARDS FOR RECOGNITION:
 - 1. Recognition may be granted by the ~~president of the University~~ VICE PRESIDENT FOR STUDENT AFFAIRS or HIS/HER ~~the president's designee, upon recommendation of the Committee on Student Life.~~ STUDENT ORGANIZATION FILES AND RECOGNITION RECORDS ARE MAINTAINED AND ADMINISTERED BY THE OFFICE OF MCKENNY UNION AND CAMPUS LIFE.
 - 2. ANY ORGANIZATION SHALL BE CONSIDERED FOR OFFICIAL UNIVERSITY RECOGNITION IF THE ORGANIZATION'S OBJECTIVES ARE COMPATIBLE WITH THE OBJECTIVES OF THE UNIVERSITY AND IF THE ORGANIZATION COMPLETES ALL REQUIRED INFORMATION FOR RECOGNITION.
 - 3. MEMBERSHIP IN AN EASTERN MICHIGAN UNIVERSITY ORGANIZATION MUST BE OPEN TO ANY EASTERN MICHIGAN UNIVERSITY STUDENT REGARDLESS OF RACE, COLOR, RELIGION, SEX, PHYSICAL DISABILITY OR SEXUAL ORIENTATION. EXCEPTIONS TO THIS POLICY INCLUDE RELIGIOUS QUALIFICATIONS, WHICH MAY BE REQUIRED BY ORGANIZATIONS WHOSE AIMS ARE PRIMARILY

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SECTARIAN AND SOCIAL FRATERNITIES AND SORORITIES THAT ARE PERMITTED BY FEDERAL AND STATE LAW TO DISCRIMINATE ON THE BASIS OF SEX.

4. THE ORGANIZATION'S NAME CANNOT BEGIN WITH "EMU" OR "EASTERN MICHIGAN UNIVERSITY" OR ANY OTHER DERIVATION. THE ORGANIZATIONS MAY USE THE UNIVERSITY'S NAME FOLLOWING THE NAME OF THE ORGANIZATION.
5. AN ORGANIZATION CANNOT BE ORGANIZED FOR THE PURPOSE OF FURTHERING THE PRIVATE FINANCIAL GAIN OF AN INDIVIDUAL OR SELECT GROUP OF INDIVIDUALS.
6. STUDENT ORGANIZATIONS ARE NOT ALLOWED TO USE ANY DERIVATION OF THE UNIVERSITY NAME RELATED TO EXTERNAL BANKING RELATIONSHIPS.
7. AN ORGANIZATION MUST HAVE A MINIMUM OF FIVE MEMBERS TO BE RECOGNIZED AND CONSIDERED "ACTIVE."
8. IN ORDER TO BE ELIGIBLE FOR FUNDING, NO LESS THAN 75 PERCENT OF THE ORGANIZATION'S MEMBERSHIP MUST BE COMPRISED OF EMU ENROLLED STUDENTS.
9. EACH ORGANIZATION MUST HAVE A STUDENT ORGANIZATION ADVISOR WHO IS AN EASTERN MICHIGAN UNIVERSITY FACULTY OR STAFF MEMBER OR IS AN ENROLLED EMU GRADUATE STUDENT.
10. ALL ORGANIZATIONS RECOGNIZED BY THE UNIVERSITY AGREE TO ABIDE BY ALL APPLICABLE UNIVERSITY POLICIES.
11. ALL ORGANIZATIONS RECOGNIZED BY THE UNIVERSITY AGREE TO ABIDE BY THE UNIVERSITY STUDENT CONDUCT CODE PROVISIONS APPLICABLE TO STUDENT ORGANIZATIONS.

~~1. A student is defined as anyone currently registered for one or more academic credit hours at Eastern Michigan University.~~

~~2. Members of the faculty and staff are encouraged to participate in student organizations.~~

~~3. A student group representing itself as an EMU student organization is one that uses Eastern Michigan University in connection with its name, registers itself and its activities at the Office of Campus Life, and/or wishes to use EMU services, facilities, including meeting rooms, bulletin boards, etc., in accordance with University regulations.~~

~~4. Student constituting groups which practice any or all of the regulations of this policy without seeking organizational status within a stated period of time or number of meetings shall be in violation of this policy and shall be subject to appropriate disciplinary action.~~

~~5. Eastern Michigan University's Policy on Membership in Recognized Student Organizations.~~

~~Eastern Michigan University shall not discriminate against any person because of race, color, religion, creed, sex, age, national origin, ancestry, marital status or handicap as provided for in the constitution and laws of the United States and the State of Michigan to the extent required by state and federal statutes. Further, the University shall work for the elimination of improper discrimination in the areas listed below:~~

~~In organizations recognized by the University.~~

~~From non-University sources where students and employees of the University are involved.~~

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Student Organizations RECOGNITION

~~Membership in Eastern Michigan University student organizations shall not be dependent upon criteria based on race, color, religion, creed, sex, age, national origin, ancestry, marital status or handicap.~~

~~No University-affiliated organization shall be encumbered by an obligation to discriminate by virtue of race, color, religion, creed, sex, age, national origin, ancestry, marital status or handicap, either by process of admission to membership or by rituals.~~

~~No University-affiliated organization shall discriminate by virtue of race, color, religion, creed, sex, age, national origin, ancestry, marital status or handicap under the terms of a provision of its local constitution.~~

~~No University-affiliated organization shall discriminate by virtue of race, color, religion, creed, sex, age, national origin, ancestry, marital status or handicap under the terms of a written or verbal agreement with its national or other organization.~~

~~No individual shall be eliminated from consideration or initiation as a result of organizational policy and/or practice discrimination by virtue of race, color, sex, marital status, age, religion, national origin, ancestry, creed or handicap.~~

~~No locally accepted member (pledge, initiate, etc.) shall be denied membership by veto of any outside individual or agency.~~

~~The student organization cannot be organized for the purpose of further the private financial gains of an individual and/or select number of individuals.~~

~~The organization subscribes to the commonly accepted standards of ethical and moral conduct.~~

RECOGNITION PROCEDURE

~~Recognition of student organizations shall progress through two stages (1) Provisional, and (2) Full Recognition.~~

Provisional Recognition

~~The purpose of the Provisional Recognition is to provide an opportunity for the organization to prepare formal structure, to recruit members and to prepare the constitution. This status is granted by the Office of Campus Life for a period of one month.~~

~~The Office of Campus Life may terminate the Provisional Recognition status of the organization if it determines that the organization has violated any of the previously stated policies, or is inconsistent with the aims, purposes, and objectives of the University.~~

~~The organization during Provisional Recognition:~~

~~Can use University facilities and services similar to student organizations which are fully recognized.~~

~~Cannot use Eastern Michigan University in its name or publicity.~~

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~~Cannot solicit funds except from its members.~~

~~A student organization may be on provisional status only for one month. Extensions of this deadline can be given by the Office of Campus Life for unusual extenuating circumstances.~~

~~Must hold the standards and responsibilities of recognized student organizations as stated in the Student Life Manual.~~

Full Recognition

~~The student organization's petition and constitution is to be submitted to the Committee on Student Life through the Office of Campus Life.~~

~~Full student organizational recognition status may be granted by the president of the University or the president's designee upon recommendation of the Committee on Student Life.~~

~~Full recognition status is granted for one academic year, and yearly renewal is required through the submission of a Renewal Form to the Campus Life Office.~~

~~Full recognition grants to any approved organization those rights and privileges as authorized in this manual, or as authorized under administrative policies and procedures appropriately promulgated.~~

Recognition of Organizations Connected With an Academic Department — Professional and Honorary

~~Professional and honorary organizations connected with academic departments usually are formed by the department involved in consultation with the national organization represented. The organization should submit a petition and constitution along with a letter from the appropriate governing organization to indicate approval of their affiliations and/or purpose to the Office of Campus Life. If the organization has an affiliation on the state or national level, a letter of approval must be submitted by the state or national organization. The Office of Campus Life reviews the petition, constitution and any appropriate letters of recommendation and forwards these documents to the Committee on Student Life and the president or the president's designee for a decision. (Note Chapter 11, page 3.)~~

Recognition of Social Fraternities and Sororities

~~Groups aiming toward becoming a recognized social fraternity or sorority must apply to the Interfraternity Council or Panhellenic Council through the Campus Life Office. The fraternal governing organizations investigate the national groups and decide whether to invite the local group to form a colony at Eastern Michigan University. The IFC or Panhellenic Council make recommendations for full recognition to the Committee on Student Life after the petition, or national governing organization indicates approval of their affiliation, and/or purpose have been completed. Full recognition status may be granted by the president or the president's designee upon recommendation of the Committee on Student Life, who then notifies the petitioning organization and either IFC or Panhell.~~

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Student Organizations RECOGNITION

Special Groups

~~Special Groups such as Mortar Board, Phi Beta Kappa, and similar groups are organized and recognized according to national policy, in conjunction with the president or the president's designee, Office of Campus Life, Committee on Student Life, and the appropriate department or college of the University.~~

~~Termination of Recognition~~

~~C. There are several ways whereby a A student organization's recognition may be terminated BY:~~

- ~~1. By Written request of the student organization's executive officers.~~

~~By Failure to meet its financial obligations to the University as PER ANY APPROPRIATE UNIVERSITY POLICY GOVERNING FINANCIAL DEBTS. noted in the Board of Regents Policy, May 19, 1971. This policy statement reads as follows:~~

~~"Be it resolved that the recognition of any campus or University affiliated organization shall be forthwith suspended when any financial obligation of such organization to the University shall remain unpaid for a period of 90 days beyond its due date. Such suspension may be lifted only by presidential direction. During such period of suspension, such organization shall be barred from engaging in University activities and the use of University facilities."~~

- ~~3. By Decision of the president of the University upon recommendation of the Committee on Student Life~~ VICE PRESIDENT FOR STUDENT AFFAIRS.

RESPONSIBILITY FOR IMPLEMENTATION


THE VICE PRESIDENT FOR STUDENT AFFAIRS IS RESPONSIBLE FOR THE OVERALL IMPLEMENTATION, ADMINISTRATION AND INTERPRETATION OF THE POLICY. THE DIRECTOR OF STUDENT JUDICIAL SERVICES IS RESPONSIBLE FOR ADMINISTERING THE STUDENT CONDUCT CODE AS IT APPLIES TO A VIOLATION OF THIS POLICY.

SCOPE OF POLICY COVERAGE

THIS POLICY APPLIES TO ALL STUDENT ORGANIZATIONS AT EASTERN MICHIGAN UNIVERSITY.

Authority for Creation or Revision

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		Issue		
		STUDENT ORGANIZATION FREE SPEECH AND SPEAKER POLICY		

UNIVERSITY POLICY STATEMENT

It is the policy of Eastern Michigan University to encourage recognized student organizations to invite speakers to campus to address public meetings in the spirit of the free exchange of ideas and to promote the timely discussion of a wide variety of issues. This policy assumes that the views expressed should be stated openly in order to allow for critical evaluation.

Recognized student organizations are encouraged to invite speakers to the campus to address public meetings, subject to the following provisions:

- The speaker(s) must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under federal, state or local law. Advocating or urging the modification of the government of the United States or the State of Michigan, by violence or sabotage, is specifically prohibited. It is the responsibility of the student organization to inform speakers of these prohibitions.
- Any acts that are disruptive to the normal operations of the University including classes and University business or infringe upon the rights of others will not be tolerated.
- Sponsorship must be by a recognized student organization.

Violations of this policy by recognized student organizations may result in termination of recognition status by decision of the President of the University, upon recommendation of the Vice President for Student Affairs.

UNIVERSITY PRACTICE

University procedures are established which govern the reservation of space for student organization events, in accordance with this policy. University procedures are also established which govern the sanctions for violation of this policy.

For the purposes of preserving a record of all such public meetings and in order to coordinate them with other events taking place on the university property, the sponsoring recognized student organization must make all arrangements for reservation of space, including outside space, through the Event Planning Office in McKenny Union and

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Campus Life. Approved rallies and parades must be scheduled with the Department of Public Safety.

RESPONSIBILITY FOR IMPLEMENTATION


The Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The Director of Student Judicial Services is responsible for administering the Student Conduct Code as it applies to a violation of this policy. The Departments of Public Safety and Legal Affairs are responsible for helping to ensure compliance with local, state and federal laws.

SCOPE OF POLICY COVERAGE:

This policy applies to all student organizations at Eastern Michigan University.

Authority for Creation or Revision

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GENERAL ACTIVITIES: SPEAKER POLICY STUDENT ORGANIZATION FREE SPEECH AND SPEAKER POLICY					

General Policy UNIVERSITY POLICY STATEMENT

~~It is the policy of the Board of Regents and the University to foster a spirit of free inquiry and to encourage the timely discussion of a wide variety of issues, provided that the views expressed are stated openly and therefore are subject to critical evaluation. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which peaceful, democratic means for change are available.~~ IT IS THE POLICY OF EASTERN MICHIGAN UNIVERSITY TO ENCOURAGE RECOGNIZED STUDENT ORGANIZATIONS TO INVITE SPEAKERS TO CAMPUS TO ADDRESS PUBLIC MEETINGS IN THE SPIRIT OF THE FREE EXCHANGE OF IDEAS AND TO PROMOTE THE TIMELY DISCUSSION OF A WIDE VARIETY OF ISSUES. THIS POLICY ASSUMES THAT THE VIEWS EXPRESSED SHOULD BE STATED OPENLY IN ORDER TO ALLOW FOR CRITICAL EVALUATION.

~~Therefore,~~ Recognized student organizations are encouraged to invite speakers to the campus to address public meetings subject ~~only~~ to the following provisions:

- The speaker(S) must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under federal, STATE OR LOCAL ~~or Michigan~~ law. Advocating or urging the modification of the government of the United States or ~~of the State of Michigan~~, by violence or sabotage, is specifically prohibited. It is the responsibility of the student organization to inform speakers of these prohibitions.
- ANY ACTS THAT ARE DISRUPTIVE TO THE NORMAL OPERATIONS OF THE UNIVERSITY INCLUDING CLASSES AND UNIVERSITY BUSINESS OR INFRINGE UPON THE RIGHTS OF OTHERS WILL NOT BE TOLERATED.
- Sponsorship must be by a RECOGNIZED student organization. ~~which has been recognized under the general regulation approved by the appropriate University authorities.~~

VIOLATIONS OF THIS POLICY BY RECOGNIZED STUDENT ORGANIZATIONS MAY RESULT IN TERMINATION OF RECOGNITION STATUS BY DECISION OF THE PRESIDENT OF THE UNIVERSITY, UPON RECOMMENDATION OF THE VICE PRESIDENT FOR STUDENT AFFAIRS. ~~Any student organization violating the provisions of this bylaw is subject only to procedures and penalties applicable to students and student organizations that violate other University rules.~~

~~RALLIES AND PARADES, BONFIRES AND AUTHORIZED FIREWORK DISPLAYS~~

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~~Rallies and parades, bonfires and authorized firework displays SHOULD BE~~ are scheduled ~~WITH THE DEPARTMENT OF PUBLIC SAFETY~~ in the Office of Campus Life. Upon receipt of approval by the Security Department and the Physical Plant Office, the office of Campus Life may grant permission for the rally or parade.

~~FIREWORKS AND FIREARMS~~

~~The possession of firecrackers, firearms, ammunition, or any materials which may be used to create an explosion is prohibited. Violators are subject to disciplinary action as stated in the Student Conduct Code.~~

UNIVERSITY PRACTICE

UNIVERSITY PROCEDURES ARE ESTABLISHED WHICH GOVERN THE RESERVATION OF SPACE FOR STUDENT ORGANIZATION EVENTS, IN ACCORDANCE WITH THIS POLICY. UNIVERSITY PROCEDURES ARE ALSO ESTABLISHED WHICH GOVERN THE SANCTIONS FOR VIOLATION OF THIS POLICY.

~~For the purposes of preserving a record of all such public meetings and IN ORDER TO COORDINATE of coordinating them with OTHER EVENTS the calendar of other activities taking place on the University property, the sponsoring RECOGNIZED STUDENT organization must (a) make all arrangements for reservation of space, INCLUDING OUTSIDE SPACE, THROUGH THE EVENT PLANNING OFFICE IN MCKENNY UNION AND CAMPUS LIFE. APPROVED RALLIES AND PARADES MUST BE SCHEDULED WITH THE DEPARTMENT OF PUBLIC SAFETY. with the appropriate University officials., and (b) complete a form to be furnished by the appropriate University office indicating, among other things, the subject to be discussed, the names of all speakers and the time and place for the meeting, the form to be certified by the signature of the appropriate officer of the organization and the faculty adviser. All rules for administration of requests from recognized student organizations must conform to the "General Policy" stated above. It shall be the responsibility of the institutional officer under whom the program is administered to certify that all appropriate steps have been taken before the event is officially scheduled.~~

RESPONSIBILITY FOR IMPLEMENTATION

THE VICE PRESIDENT FOR STUDENT AFFAIRS IS RESPONSIBLE FOR THE OVERALL IMPLEMENTATION, ADMINISTRATION AND INTERPRETATION OF THE POLICY. THE DIRECTOR OF MCKENNY UNION AND CAMPUS LIFE AND THE DEAN OF STUDENTS ARE RESPONSIBLE FOR THE DAILY ADMINISTRATION OF THE POLICY. THE DIRECTOR OF STUDENT JUDICIAL SERVICES IS RESPONSIBLE FOR ADMINISTERING THE STUDENT CONDUCT CODE AS IT


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APPLIES TO A VIOLATION OF THIS POLICY. THE DEPARTMENTS OF PUBLIC SAFETY AND LEGAL AFFAIRS ARE RESPONSIBLE FOR HELPING TO ENSURE COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS.

SCOPE OF POLICY COVERAGE:

THIS POLICY APPLIES TO ALL STUDENT ORGANIZATIONS AT EASTERN MICHIGAN UNIVERSITY.

Authority for Creation or Revision

Effective Date		Date of Revision		Policies, Rules And Regulations
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		STUDENT ORGANIZATION FUNDRAISING, SALES AND SOLICITATION		

UNIVERSITY POLICY STATEMENT

The University recognizes the need for and may grant permission to recognized student organizations to conduct fundraising activities for their organizations which have been determined to be acceptable and legal if the fundraising activities fall within all appropriate guidelines contained within this policy.

The use of University facilities for sales or solicitations for private gain is prohibited. Canvassing or solicitation of funds, sales or subscriptions is prohibited on the University campus, in University buildings and in residence halls unless prior written permission is granted by the Vice President for Student Affairs or his/her designee.

Funds raised by approved agencies and organizations within the general campus community and the campus proper must benefit the University as a whole and support an educational or public service function.

A violation of this policy by a recognized student organization may result in termination of its recognition status by decision of the President of the University, upon recommendation of the Vice President for Student Affairs.

UNIVERSITY PRACTICE

University procedures are established which govern the registration of student organization fundraising and sales plans, as well as the authorization of licensed University marks, in accordance with this policy. University procedures are also established which govern the sanctions for violation of this policy.


RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The Director of Student Judicial Services is responsible for administering the Student Conduct Code as it applies to a violation of this policy. The Departments of Public Safety and Legal Affairs are responsible for helping to ensure compliance with local, state and federal laws.

SCOPE OF POLICY COVERAGE:

This policy applies to all student organizations at Eastern Michigan University.

Authority for Creation or Revision

Effective Date		Date of Revision		<h1>Policies, Rules And Regulations</h1>
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FUND-RAISING STUDENT ORGANIZATION FUNDRAISING, SALES AND SOLICITATION				

GENERAL UNIVERSITY POLICY STATEMENT

THE UNIVERSITY RECOGNIZES THE NEED FOR AND MAY GRANT PERMISSION TO RECOGNIZED STUDENT ORGANIZATIONS TO CONDUCT FUND RAISING ACTIVITIES FOR THEIR ORGANIZATIONS WHICH HAVE BEEN DETERMINED TO BE ACCEPTABLE AND LEGAL IF THE FUNDRAISING ACTIVITIES FALL WITHIN ALL APPROPRIATE GUIDELINES CONTAINED WITHIN THIS POLICY.

The use of University facilities for sales or solicitations for private gain is prohibited. Canvassing or solicitations of funds, sales or subscriptions, ~~except for community and national causes—such as the United Way and the American Red Cross—~~ is prohibited on the University campus, in University buildings and in residence halls unless prior written permission is granted by the Vice President for Student Affairs or HIS/HER designee.

~~The raising of fFunds RAISED by approved agencies and organizations within the general campus community and the campus proper MUST BENEFIT THE UNIVERSITY AS A WHOLE AND SUPPORT is restricted to purposes of an all-university nature and should be consistent with the AN educational OR and public service FUNCTION. responsibilities of the university.~~

A VIOLATION OF THIS POLICY BY A RECOGNIZED STUDENT ORGANIZATION MAY RESULT IN TERMINATION OF ITS RECOGNITION STATUS BY DECISION OF THE PRESIDENT OF THE UNIVERSITY, UPON RECOMMENDATION OF THE VICE PRESIDENT FOR STUDENT AFFAIRS.

UNIVERSITY PRACTICE

UNIVERSITY PROCEDURES ARE ESTABLISHED WHICH GOVERN THE REGISTRATION OF STUDENT ORGANIZATION FUNDRAISING AND SALES PLANS, AS WELL AS THE AUTHORIZATION OF LICENSED UNIVERSITY MARKS, IN ACCORDANCE WITH THIS POLICY. UNIVERSITY PROCEDURES ARE ALSO ESTABLISHED WHICH GOVERN THE SANCTIONS FOR VIOLATION OF THIS POLICY.

(Note: the following section has been deleted from the policy and will become part of the procedures manual)

~~If a recognized student organization wishes to promote a fund-raising activity which has been determined to be acceptable and legal, permission shall be given if the purpose to which the funds will be put—ANY FUNDS RAISED MUST serve an educational or public function. Educational functions, for example, shall include, BUT ARE NOT LIMITED TO, the establishment and growth of scholarship and loan funds, the development of University facilities, and the expansion of research, teaching, and service activities of University departments and agencies. Public service functions include, for example, BUT ARE NOT LIMITED TO, those ANY community welfare drives~~

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approved by the Office of the Vice-President for Student Affairs as delegated to the Office of Campus Life for use of campus facilities and related activities.

ADMISSION FEES AND DONATIONS:

If a ~~A~~ recognized student organization ~~SEEKING~~ desires to raise funds through admission fees or ~~THROUGH~~ donations ~~OF MONEY, GOOD OR SERVICES~~ to on-campus events and ~~THAT INTENDS~~ proposes to use the funds ~~TO BENEFIT ITS OWN ORGANIZATION'S INTERESTS AS OPPOSED TO BENEFITTING THE ENTIRE UNIVERSITY COMMUNITY MAY DO SO, PROVIDED THAT:~~ for purposes not of a general University nature but peculiar to its own interests, it may do so if it receives permission from the Office of Campus Life.

1. ~~THE STUDENT ORGANIZATION FIRST REGISTERS THE EVENT THROUGH MCKENNY UNION AND CAMPUS LIFE.~~
2. ~~Such permission will be granted only to those events which are THE EVENT IS consistent with the primary MISSION AND FUNCTION purposes, aims, and policies of the University, and DOES are not in violation VIOLATE of any UNIVERSITY POLICY OR PROCEDURES OR ANY local, state or federal law.~~

MEMBERSHIP DUES AND RUSHING FEES:

Collection of membership dues and rushing fees is permitted at meetings of ~~RECOGNIZED~~ student organizations when consistent with the general purposes and related policies of the University. and when approved by the Office of Campus Life.

SALE OF COMMERCIAL PRODUCTS:

~~IF A RECOGNIZED STUDENT ORGANIZATION WISHES TO RAISE FUNDS THROUGH sales or distribution of commercial products, the by recognized student organizations MUST FIRST REGISTER FOR THE SALE OR SOLICITATION THROUGH MCKENNY UNION AND CAMPUS LIFE. THE SALE OR SOLICITATION shall be limited according to the following policies:~~

1. ~~THE NATURE OF THE Pproducts shall be IS consistent with the primary MISSION AND FUNCTION purposes, aims, and policies of the University, and DOES NOT VIOLATE not in violation of UNIVERSITY POLICY OR PROCEDURES OR any local, state, or federal law.~~
2. ~~ANY USE OF A LICENSED UNIVERSITY MARK(S) MUST BE APPROVED BY UNIVERSITY MARKETING.~~
3. ~~Student organizations may not sell products which are CONSIDERED obscene under the law, or COULD BE CONSIDERED defamatory to the character of ANY MEMBER OF THE UNIVERSITY COMMUNITY OR TO THE UNIVERSITY ITSELF AND/OR ANY SEGMENT WITHIN THE COMMUNITY. students, faculty, staff, administration or the University.~~
3. ~~Student organizations may not sell products which are in violation of University rules and regulations, or which may encourage violation of University rules and regulations.~~
4. ~~Sales of commercial products by student organizations may be approved by the Office of Campus Life as delegated by the vice president for student affairs.~~

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- ~~4. SOLICITATION OR SALES IN RESIDENCE HALLS ARE PERMITTED ONLY IN PUBLIC RECEPTION AREAS AFTER PROPERLY REGISTERING THE ACTIVITY WITH THE APPROPRIATE RESIDENCE HALL DIRECTOR.~~

~~GAMES OF CHANCE:~~

~~SINCE ANY GAME OF CHANCE, INCLUDING BINGO, MILLIONAIRE AND CASINO PARTIES, CHARITY GAMES AND RAFFLES, IS CONSIDERED A FORM OF GAMBLING IN THE STATE OF MICHIGAN; IT IS ILLEGAL FOR AN ORGANIZATION OR INDIVIDUAL TO ENGAGE IN ANY OF THESE ACTIVITIES EXCEPT AS AUTHORIZED BY LAW. STATE LAW PROVIDES THAT COLLEGES AND UNIVERSITIES MAY CONDUCT CERTAIN GAMES OF CHANCE UNDER SPECIFIC CIRCUMSTANCES.~~

- ~~1. GAMES OF CHANCE WHICH ARE NOT IN DIRECT BEHALF OF THE UNIVERSITY MAY NOT BE CONDUCTED ON UNIVERSITY PROPERTY.~~
- ~~2. A GAME OF CHANCE ON BEHALF OF THE UNIVERSITY OR ANY SPECIFIC UNIVERSITY PROGRAM OR ACTIVITY WILL NOT BE CONDUCTED BY ANY EMPLOYEE, STUDENT, VOLUNTEER, OR OTHER AGENT OF THE UNIVERSITY UNLESS IT IS HELD FOR THE DIRECT INSTITUTIONAL BENEFIT OF THE UNIVERSITY OR THE SPECIFIED UNIVERSITY PROGRAM OR ACTIVITY.~~
- ~~3. THE GAME OF CHANCE MUST BE IN COMPLIANCE WITH UNIVERSITY POLICIES AND STATE LAWS, AND MUST BE APPROVED, IN ADVANCE, BY THE VICE PRESIDENT FOR UNIVERSITY RELATIONS.~~
- ~~4. ANY RECOGNIZED STUDENT ORGANIZATION WISHING TO SPONSOR A GAME OF CHANCE ON EASTERN MICHIGAN UNIVERSITY'S CAMPUS MUST COMPLETE AN APPLICATION FOR A STATE OF MICHIGAN GAMES OF CHANCE APPROVAL. GAMES OF SKILL DO NOT REQUIRE STATE LICENSING OR REGISTRATION.~~

~~THE SPONSORING ORGANIZATION SHALL KEEP A RECORD OF THE RECEIPTS AND EXPENDITURES RELATED TO THE GAME OF CHANCE. SUPPORTING DOCUMENTS, SUCH AS CANCELED CHECKS, DEPOSIT SLIPS, UNSOLD TICKETS, AND PAYMENT INVOICES MUST BE RETAINED BY THE SPONSORING ORGANIZATION FOR AT LEAST SIX YEARS AND SHALL BE AVAILABLE FOR UNIVERSITY AND BUREAU OF STATE LOTTERY AUDIT OR INSPECTION.~~

~~POLICY ON SOLICITATION AND SALES~~

~~General~~

~~The collection of donations of money or goods or services and the raising of funds through sales by recognized agencies and organizations within the general campus community and within the limits of the campus proper must be consistent with the~~

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~~educational and public service responsibilities of the University, and not interfere with regular University programs.~~

~~"Solicitations" is defined to mean any effort by a group or by individuals to ask for donations or contributions of monies or goods from students, faculty, staff, and the administration.~~

~~"Sales" is defined to mean the effort by any group or individuals to sell a product or a service for money, goods or other services to students, faculty, staff, and the administration.~~

~~None of the above shall be so construed as to effectively impede or eliminate any legitimate door-to-door voter registration drives which are authorized by the City or Township Clerk's Office. Students living in University residence halls, single-student apartments or married housing shall have access to voting registration equal to that of any city or township resident, provided that the manner in which the registration program is to be conducted be approved by the vice-president for student affairs or his or her designee.~~

~~NOTE: solicitations and sales in residence halls are permitted only in public reception areas following proper registration by the resident unit administrator in the residence halls and approved by the Office of Campus Life.~~

~~Solicitations and Sales by On-Campus Groups:~~

~~An "on-campus group" is defined as any University recognized student group or student organization.~~

~~The Office of Campus Life, as delegated by the vice-president for student affairs, shall have the authority to determine the legitimacy of any request involving solicitations and sales by on-campus groups.~~

~~A written request must be filed in the Office of Campus Life on the standard form available in that office at least two days prior to the scheduled period for solicitation or sale.~~

~~Solicitations and Sales by Non-University Groups:~~

~~A "non-University group" is defined as any group, agency or organization which is not a recognized group or division of Eastern Michigan University.~~

~~A non-University group may receive approval for each solicitation or sale from the Office of the Vice-President for Student Affairs by filing a written request in that office at least one week prior to the start of the solicitation or sale.~~

~~Off-Campus Sales and Solicitations~~

~~Before a student organization solicits local businessmen for help and contributions, the student Organization should meet with a member of the Campus Life Office for the proper procedures to follow.~~

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~~FUND RAISING STUDENT ORGANIZATION FUNDRAISING, SALES AND SOLICITATION~~

CANVASSING POLICY

~~Resolve that the Board of Regents of Eastern Michigan University does hereby expressly delegate to the President and his written designees the authority to act on behalf of the Board of Regents in enforcing the University's rules concerning ingress to and egress from all university facilities including but not limited to the authority to invoke state and local trespass laws.~~

RESPONSIBILITY FOR IMPLEMENTATION


The Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The Director of Student Judicial Services is responsible for administering the Student Conduct Code as it applies to a violation of this policy. The Departments of Public Safety and Legal Affairs are responsible for helping to ensure compliance with local, state and federal laws.

SCOPE OF POLICY COVERAGE:

This policy applies to all student organizations at Eastern Michigan University.

Authority for Creation or Revision

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8-19-70				
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		LIMITATIONS TO UNIVERSITY AUTHORITY: STUDENT BODY CONSTITUTION		

UNIVERSITY POLICY STATEMENT

It is recognized by Eastern Michigan University that the student body has the right to establish and maintain a Student Body Constitution. The Student Body Constitution sets forth the structure and procedures of student government. The constitution gains no added authority by being referenced in the Policy Manual nor are the students hereby limited in their power to approve or implement changes to their constitution.

To the extent that the Student Body Constitution may be found to conflict with Board approved policy such as may occur in the provisions on judicial power, it is not controlling on the University, its governing board or administrators.

Student Government bears the legal responsibility for its actions and for its oversight of the Student Body Constitution.

UNIVERSITY PRACTICE

Student Government will be responsible for maintaining the Student Body Constitution. The Constitution is a reflection of the structure and procedures of Student Government.

RESPONSIBILITY FOR IMPLEMENTATION


The Dean of Students is responsible for the overall implementation, administration and interpretation of the policy. Student Government is responsible for the daily administration of this policy.

SCOPE OF POLICY COVERAGE

This policy applies to all students at Eastern Michigan University.

Authority for Creation or Revision

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Effective Date		Date of Revision		<h1>Policies, Rules And Regulations</h1>
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LIMITATIONS TO UNIVERSITY AUTHORITY: STUDENT BODY CONSTITUTION				

~~The Student Body Constitution is included in this manual as a reflection of the structure and procedures of student government. The constitution gains no added authority by this inclusion in the Policy Manual nor are the students hereby limited in their power to approve or implement changes to their constitution. To the extent that the Student Body Constitution may be found to conflict with Board approved policy such as may occur in the provisions on judicial power, it is not controlling on the University, its governing board, or administrators.~~

UNIVERSITY POLICY STATEMENT

IT IS RECOGNIZED BY EASTERN MICHIGAN UNIVERSITY THAT THE STUDENT BODY HAS THE RIGHT TO ESTABLISH AND MAINTAIN A STUDENT BODY CONSTITUTION. THE STUDENT BODY CONSTITUTION SETS FORTH THE STRUCTURE AND PROCEDURES OF STUDENT GOVERNMENT. THE CONSTITUTION GAINS NO ADDED AUTHORITY BY BEING REFERENCED IN THE POLICY MANUAL NOR ARE THE STUDENTS HEREBY LIMITED IN THEIR POWER TO APPROVE OR IMPLEMENT CHANGES TO THEIR CONSTITUTION.

TO THE EXTENT THAT THE STUDENT BODY CONSTITUTION MAY BE FOUND TO CONFLICT WITH BOARD APPROVED POLICY SUCH AS MAY OCCUR IN THE PROVISIONS ON JUDICIAL POWER, IT IS NOT CONTROLLING ON THE UNIVERSITY, ITS GOVERNING BOARD OR ADMINISTRATORS.

STUDENT GOVERNMENT BEARS THE LEGAL RESPONSIBILITY FOR ITS ACTIONS AND FOR ITS OVERSIGHT OF THE STUDENT BODY CONSTITUTION.

UNIVERSITY PRACTICE

STUDENT GOVERNMENT WILL BE RESPONSIBLE FOR MAINTAINING THE STUDENT BODY CONSTITUTION. THE CONSTITUTION IS A REFLECTION OF THE STRUCTURE AND PROCEDURES OF STUDENT GOVERNMENT.

RESPONSIBILITY FOR IMPLEMENTATION


THE DEAN OF STUDENTS IS RESPONSIBLE FOR THE OVERALL IMPLEMENTATION, ADMINISTRATION AND INTERPRETATION OF THE POLICY. STUDENT GOVERNMENT IS RESPONSIBLE FOR THE DAILY ADMINISTRATION OF THIS POLICY.

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SCOPE OF POLICY COVERAGE

THIS POLICY APPLIES TO ALL STUDENTS AT EASTERN MICHIGAN UNIVERSITY.

Authority for Creation or Revision

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4-19-72					
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Issue					
RESIDENCE HALL ELIGIBILITY					

UNIVERSITY POLICY STATEMENT

All first-year unmarried students shall be required to live in University residence halls, contingent on space availability. Sophomore students may be required to live on campus as well, space permitting. Exceptions may be granted to students who are:

- a. commuting from the permanent home of their parents/guardian;
- b. 21 years of age or older; or
- c. veterans who have served on active duty.

All students living in University residence halls assume responsibility for their own hours.

UNIVERSITY PRACTICE

Occupancy in a University residence hall is restricted to currently enrolled students at Eastern Michigan University. Occupants other than currently enrolled Eastern students are allowed on an exception basis. However, priority will be maintained for current Eastern students. Each resident is required to make application and sign a contract for the appropriate term. As such, the resident agrees to make the designated prepayment and agrees to the payment of fees as established for the term(s) of occupancy according to the current payment schedule. Additionally, the residents are responsible for compliance with all terms and conditions set forth in the contract and the Residence Hall Handbook.

RESPONSIBILITY FOR IMPLEMENTATION

Housing management staff members are responsible for implementing this policy and for granting waivers in a fair and consistent manner within policy guidelines.

SCOPE OF POLICY COVERAGE

This policy shall apply to first-year and sophomore students.

Authority for Creation or Revision

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Policies, Rules And Regulations

Issue
HOUSING RESIDENCE HALL ELIGIBILITY

UNIVERSITY POLICY STATEMENT

All ~~Freshman~~ FIRST-YEAR unmarried students shall be required to live in University residence halls, ~~if space is available~~ CONTINGENT ON SPACE AVAILABILITY. ~~After the freshmen are accommodated, the unmarried sophomores, unmarried juniors, and unmarried seniors, in the order listed, will be required to live in residence halls, if space permits, with the authority vested in the president to make exceptions for given semesters or academic years for: (1) students living and commuting from the home of their parents; (2) students employed for room and board at their place of residence; (3) students with a previous marriage; (4) veterans with a given amount of active duty, as administratively specified; (5) students of a minimum age, as administratively specified; and (6) students on an individual basis for health, financial, or other compelling reasons.~~ SOPHOMORE STUDENTS MAY BE REQUIRED TO LIVE ON CAMPUS AS WELL, SPACE PERMITTING. EXCEPTIONS MAY BE GRANTED TO STUDENTS WHO ARE:

- a. COMMUTING FROM THE PERMANENT HOME OF THEIR PARENTS/GUARDIAN;
- b. 21 YEARS OF AGE OR OLDER; OR
- c. VETERANS WHO HAVE SERVED ON ACTIVE DUTY.

ALL STUDENTS LIVING IN UNIVERSITY RESIDENCE HALLS ASSUME RESPONSIBILITY FOR THEIR OWN HOURS.

UNIVERSITY PRACTICE

UNIVERSITY RESIDENCE HALLS

Eligibility Requirements

Occupancy in a University residence hall ~~generally~~ is restricted to currently enrolled students at Eastern Michigan University. Occupants other than currently enrolled Eastern students are allowed on an exception basis. However, priority will be maintained for current Eastern students.

Application and Contract

Each resident is required to make application and sign a contract for the appropriate term. ~~(e) of occupancy.~~ As such, the resident agrees to make THE DESIGNATED PREPAYMENT AND AGREES TO THE ~~appropriate deposit and~~ payment of fees as established for the term(s) of occupancy according to the current payment schedule. Additionally, the residents are responsible for compliance with all terms and conditions set forth in the contract and the ~~current handbook~~ RESIDENCE HALL HANDBOOK.

RESPONSIBILITY FOR IMPLEMENTATION

HOUSING MANAGEMENT STAFF MEMBERS ARE RESPONSIBLE FOR IMPLEMENTING THIS POLICY AND FOR GRANTING WAIVERS IN A FAIR AND CONSISTENT MANNER WITHIN POLICY GUIDELINES.


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HOUSING RESIDENCE HALL ELIGIBILITY		

SCOPE OF POLICY COVERAGE

THIS POLICY SHALL APPLY TO FIRST-YEAR AND SOPHOMORE STUDENTS.

Authority for Creation or Revision

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Issue					
UNIVERSITY APARTMENTS ELIGIBILITY					

UNIVERSITY POLICY STATEMENT

University Housing apartments are available for sophomore, junior, senior and graduate students. Married students with or without children must present a valid marriage certificate prior to apartment assignment. A student mother or student father who has legal custody of a dependent child or children also may reside in University apartments. Birth certificates of children may be required before assignment.

University faculty and staff are eligible to lease as space permits.

Eastern Michigan University is not responsible for lost, stolen or damaged personal property of apartment tenants during occupancy of a University apartment. Tenants wishing to protect themselves from the possibility of property loss should be covered with the appropriate renter's insurance.

University Housing apartment facilities are for the exclusive use of tenants and guests in accordance with the current terms and conditions, and other University policies. The University reserves the right to terminate a lease as set forth in its policies and in accordance with the laws of the State of Michigan.

UNIVERSITY PRACTICE

Each tenant is required to make application and sign a lease for the appropriate length of occupancy. As such the tenant agrees to make appropriate payment of fees as established, according to the current payment schedule. The tenant is responsible for compliance with all terms and conditions set forth in the lease, the Guide to Apartment Living Handbook and with all federal, state and local regulations on health, safety and other matters, concerning activities on, or conditions of, the leased premises.


RESPONSIBILITY FOR IMPLEMENTATION

The University Housing management staff members are responsible for implementing this policy.

SCOPE OF POLICY COVERAGE

This policy applies to all tenants leasing an apartment.

Authority for Creation or Revision
Minutes of the Board of Regents, may 17, 1972; para. .1109M

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HOUSING--UNIVERSITY APARTMENTS ELIGIBILITY				

UNIVERSITY POLICY STATEMENT

Eligibility Requirements

~~University Family Housing~~ HOUSING apartments are available for SOPHOMORE, JUNIOR, SENIOR AND GRADUATE STUDENTS. ~~Married students with or without children who~~ MUST present a valid marriage certificate prior to apartment assignment. A student mother or student father who has legal custody of a dependent child or children also may reside in University apartments. Birth certificates of children may be required before assignment.

~~Other tenants may reside in Family Housing apartments on a temporary basis or on an exception basis. However, priority will be maintained for either a married student or a student mother or student father.~~ UNIVERSITY FACULTY AND STAFF ARE ELIGIBLE TO LEASE AS SPACE PERMITS.

Application and Contract

~~Each tenant is required to make application and sign a contract for the appropriate length of occupancy. As such the tenant agrees to make appropriate deposit and payment of fees as established, according to the current payment schedule. The tenant is responsible for compliance with all terms and conditions set forth in the contract and the current handbook.~~

Use of Facilities

~~Family Housing apartment facilities are for the exclusive use of tenants and guests in accordance with the current terms and conditions, and other University policy.~~

Liability

Eastern Michigan University is not responsible for lost, stolen or damaged personal property of apartment ~~residents~~ TENANTS during occupancy of a University apartment. ~~Residents~~ TENANTS wishing to protect themselves from the possibility of property loss should be covered with the appropriate renter's insurance.

University Housing apartment facilities are for the exclusive use of tenants and guests in accordance with the current terms and conditions, and other University policies. The University reserves the right to terminate a lease as set forth in its policies and in accordance with the laws of the State of Michigan.

UNIVERSITY APARTMENTS -- SINGLE STUDENTS

Eligibility Requirements

~~University single student apartments are available for unmarried sophomore, junior, senior, and graduate students of Eastern Michigan University. Other tenants may reside in the single student~~

Chapter Name	Chapter No.	Page
AUXILIARY OPERATIONS	14.2.3	Page 2 of 2
Issue		
HOUSING: UNIVERSITY APPARTMENTS ELIGIBILITY		

~~apartments on a temporary basis or on an exception basis. Priority, however, will be maintained for the above defined group.~~

Application and Contract

~~Each tenant is required to make application and sign a contract for the appropriate length of occupancy. As such the tenant agrees to make appropriate deposit and payment of fees as established, according to the current payment schedule. The tenant is responsible for compliance with all terms and conditions set forth in the contract and the current handbook.~~

Use of Facilities

~~Single student apartment facilities are for the exclusive use of tenants and guests in accordance with the current terms and conditions, and other University policy.~~

Liability

~~Eastern Michigan University is not responsible for lost, stolen or damaged personal property of apartment residents during occupancy of a University apartment. Residents wishing to protect themselves from the possibility of a property loss should be covered with the appropriate renter's insurance.~~

UNIVERSITY PRACTICE

Each tenant is required to make application and sign a lease for the appropriate length of occupancy. As such the tenant agrees to make appropriate payment of fees as established, according to the current payment schedule. The tenant is responsible for compliance with all terms and conditions set forth in the lease, the Guide to Apartment Living Handbook AND with all federal, state and local regulations on health, safety, and other matters, concerning activities on, or conditions of the leased premises.

RESPONSIBILITY FOR IMPLEMENTATION

The University Housing management staff MEMBERS ARE ~~(Director, Associate Director, Assistant Director of Housing/Apartments and Leasing Coordinator)~~ is responsible for implementing this policy.

SCOPE OF POLICY COVERAGE

This policy applies to all tenants leasing an apartment.

EASTERN MICHIGAN UNIVERSITY

REVISED BOARD POLICIES

Policy Number	Policy Name	Rationale for Revised Policy
6.1.1	Degrees, Certificates and Requirements for Graduation	<p>Currently, the Board policy on these topics is extremely long, spelling out in some detail a number of degree and certification requirements that are, in practice, obsolete. In addition, many procedural elements are inappropriately included in the policy itself. These revisions reserve for the Board of Regents the sole authority to approve and confer specific degrees. The revised policy also establishes the University Catalog as the official document describing requirements for graduation and for earning specific majors, minors and certificates.</p>
6.2.1	Degree Requirements	<p>The current Board policy contains procedural information about such topics as attendance, class schedules, standard course load, student report of illness, credits, withdrawal from class, grades, pass-fail option, textbooks, progress reports, faculty office hours, final examinations, scholarship index, classification, academic distinction, academic retention and dismissal, readmission, withdrawals from the University, auditing of courses, honors program/courses, etc. This information more appropriately belongs in an official document that is updated frequently and is easily accessible. The revised policy delegates to the president the authority to create academic administrative policies, procedures, and requirements with faculty input. The revised policy also designates the University Catalog as the official repository of information about academic programs and degree requirements. Responsibility for updating and maintaining the Catalog rests with the provost who shall consult with faculty on changes to any academic policy, procedure or requirement.</p>

EASTERN MICHIGAN UNIVERSITY

NEW BOARD POLICIES

Policy Name	Rationale for Preparing New Policy
Academic Personnel: Adjunct Faculty	<p>Consistent with best practices in higher education, this policy permits the University to offer honorific appointments as faculty affiliates of a department or program to individuals with appropriate credentials. Such appointments do not make the individuals employees of the University, nor do the appointments give the individuals the right to teach courses. Instead, in instances where the University will benefit from affiliations with individuals of prominence and accomplishment within a field, departments may offer adjunct appointments. For instance, the political science department may appoint a judge as an adjunct faculty member; or the interior design program may invite a practicing architect to hold an adjunct appointment. If such individuals teach a course(s), they will be employed as lecturers for payroll purposes. However, one will not need to teach or perform other wage work for the University to hold an adjunct appointment.</p>
Academic Personnel: Visiting Faculty and Post-Doctoral Faculty	<p>The purpose of this policy is to create categories of short-term professional employees at Eastern Michigan University. Visiting faculty are individuals who typically hold academic rank at another university and spend time, often while on leave, teaching at EMU. Currently, visiting faculty are hired as lecturers and are not assigned the rank and title they deserve. Visiting scientists and post-doctoral faculty are individuals with appropriate terminal degrees who are employed by the University to work on specific research projects. In nearly all cases, such individuals are supported by external grant funding. All three employee categories have appointments limited to two years. This policy is consistent with best practices in doctoral-granting universities.</p>

SECTION: 18

DATE:

December 2, 2003

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

MONTHLY REPORT
FACULTY AFFAIRS COMMITTEE

ACTION REQUESTED

It is requested that the Faculty Affairs Committee Agenda for December 2, 2003, and the Minutes of the September 16, 2003, meeting be received and placed on file.

STAFF SUMMARY

The primary presentation item for the December 2, 2003, Faculty Affairs Committee meeting is an "Overview of the College of Education" by Jerry Robbins, dean, College of Education.

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

December 2, 2003
8:00 – 9:00 a.m.
205 Welch Hall

AGENDA

Regular Agenda

Section 18 Monthly Report and Minutes (*Regent Brandon*)

Status Report

REPORT: “Overview of the College of Education” by
Jerry Robbins, dean, College of Education

EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

FACULTY AFFAIRS COMMITTEE MINUTES

September 16, 2003
8 a.m., 205 Welch Hall

Attendees (seated at tables): Regent Brandon (Chair), Regent Valvo, Provost Schollaert, S. McCracken, S. Erenberg, H. Zot, E. Broughton, M. Harris, R. Van Der Velde, R. Holkeboer, D. Clifford,

Guests (as signed in): R. Abent, J. Becker, D. Bennion, A. Blakeslee, J. Dugger, B. Fish, A. Flanagan, D. Goerlitz, R. Hanna, W. Harris, H. Hoft, B. Hoxie, R. Kinney, J. Knapp, B. Lahidji, G. Liepa, D. Loppnow, S. Moeller, P. Moniodis, B. Morgan, M. Mwila, D. Salk, L. Tilton, W. Tornquist, T. Venner, B. Warren, R. Winning, D. Woike, J. Wyckoff,

The meeting was convened at 8:02 a.m.

Monthly Report and Minutes (Section 14)

Regent Brandon recommended approval of the Faculty Affairs Committee Agenda for September 16, 2003 and the Minutes of June 17, 2003 be accepted and placed on file.

The recommendation was accepted.

Program Review-Revisited

Dr. Paul T. Schollaert, Provost and Vice President for Academic Affairs, welcomed everyone and introduced Program Review. He stated that two years ago we did a presentation for the Regents on Program Review and it was clear that we had a very good process in place. We have completed two full rounds and are in the middle of the third round now. *Provost Schollaert* introduced *Dr. Michael Harris, Associate Provost*.

Dr. Michael Harris stated the title of this presentation as Program Review Revisited. He introduced those joining him in the presentation: Brian Hoxie, director of academic programming, who supervises the operation; Dondi Goerlitz, senior program analyst, who handles the day to day work; Lynn Tilton, director of program and catalog maintenance, who plays a major roll in this process. Also, from the faculty perspective: Sally McCracken, president of Faculty Council, worked on program review the last 3 ½ years; Dr. Rhonda Kinney, department head, Political Science; Tom Soyster, associate professor, Dept. of Industrial Technology.

The agenda included: Background, Purpose, Process, Schedule, Status, Lessons, and Impact. Dr. Harris began with "What is Program Review?" It is a.) a tool for assessing program quality, effectiveness, and efficiency, b.) a process to assure that our programs meet student and academic needs, c.) a means for allowing students to maximize their potential for success, d.) a useful tool to assist in examining retention and graduate rates, e.) it provides faculty and administration a formal means to: identify and support programs capable of maintaining or increasing student enrollments, identify and assist programs that have

capacity for improvement, discontinue programs no longer making essential contributions, and maximizes limited resources.

Re-introduction of Program Review at EMU demonstrates where we have come from and where we are going. Program Review started in the early 80s with the late Provost Collins and Associate Vice President Don Bennion. They worked on it until the mid 90s and it ended in the mid 90s. There were some unsuccessful attempts in the late 90s to bring it back and in early 2000 work was begun to bring it back. The process we have in place has to do with lessons learned, literature review, peer institutions and new strategic goals, all of which allowed us to reintroduce Program Review. We worked very hard with Faculty Council. In April 2001 we were finished and in September 2001 the process started. The new process initiated has workshops, data distribution, report compilation, campus comment, roundtable discussions and ratings.

Why Program Review? In the late 90s EMU did not have Program Review. At that time, Provost Collins began an initiative called 150 initiatives in the year 2000. The outcome of that effort was that we needed Program Review. We were also getting ready for the 2001 NCA re-accreditation through the Academic Quality Improvement Program (AQIP), an alternative method for maintaining accreditation from the Higher Learning Commission. Without Program Review we had no chance to have a clean re-accreditation for 10 years. It is also connected to the University Mission and to Strategic Planning.

What Does Program Review Do? Program Review stimulates and sustains a campus culture of academic excellence, efficiency, and effectiveness. It a.) creates academic quality and institutional accountability, b.) builds a comprehensive understanding of program and curriculum development, c.) highlights challenges, proposals, solutions, and accomplishments, d.) provides opportunities to shape the future of academic programming, e.) contributes to an enhanced academic learning environment, f.) stimulates faculty and department's programming activities, and g.) facilitates a better use of resources.

Philosophy and Guidance are a.) goal oriented, b.) program as a whole, c.) forward-thinking, d.) focus on data and analysis rather than observation, e.) faculty ownership and collaboration, f.) recommendations expressed in terms of action, g.) improve the review process and data resources, and h.) the program review process is continuous. A successful program review process stimulates a culture of peer collaboration and review and drives an enhanced academic environment.

Brian Hoxie, director of academic programming, began his report with Timeline and Process by outlining the following: a.) January 2003, determine list of programs, b.) January - April, program review workshops, c.) May 1, 2003 fund distribution, d.) May - June, distribution of data, e.) July 2003 - January 2004, program analysis, f.) January 9, 2004 reports due to deans, g.) January 30, 2004 reports due to Associate Provost, h.) February - March 2004 evaluations and feedback, i.) April - May roundtable discussions, j.) June 2004 Program Review decisions, k.) September 2004 BOR update, and l.) September 30, 2004 Annual Report.

Ten-Year Rotation is a.) 2001-2005 first cycle years 1-4 with $\frac{1}{2}$ of departments and programs reviewed and rated each year, b.) 2006-2009 second cycle years 5-8 with $\frac{1}{4}$ of the departments and programs reviewed and rated each year, c.) 2010 NCA Phase I Year 9 with department self-study and NCA self-study and d.) 2011 NCA Phase II Year 10 NCA visit, review and report. Also the participation in AQIP may cause the 10 year rotation to be adjusted.

Regent Brandon asked Brian Hoxie to explain AQIP. He stated that AQIP is an alternate NCA accreditation which is being considered by the University. It does not have the ten year cycle. Provost Schollaert stated that it is continuous rather than episodic. Also, we are planning to apply for membership in AQIP that would give us the right to do the continuous improvement accreditation.

Dondi Goerlitz, senior program analyst, explained the specifics of the rating process starting with Program Ratings a.) all input considered, b.) Associate Provost submits recommendations to Provost, c.) Provost issues final decisions, d.) rating scale used is 1.) continuation – no review required for four years, 2.) continuation with specific changes – post-review improvement plan, no review required for four years and implementation monitored by College dean, 3.) probation – post-review improvement plan with timeline, annual review until deficiencies corrected, and implementation monitored by the office of the Associate Provost, 4.) phase-out – department heads and faculty given 30 days to respond to recommendation.

Regent Brandon asked where the students are in all the Phase-out process? Dondi explained that helping students is part of what her department handles during a Phase-out. For example, if a student is in the midst of a program we give them a specific amount of time based on financial aid rules. The program will be shelved for a period and then it will be phased-out. The shelving period is often in conjunction with the time frame for the students to finish up the program. We do not encourage the students to move out of the program. Dr. Harris added that we have very limited experience with phasing out a program. There has only been one program in the two and a half years with students that has been phased-out. All the rest of the phase-outs are programs that were on the books had no faculty or students.

Dondi continued with the Program Schedule. The Academic Departments by years are a.) 2001-2002 Art, Geography & Geology, Chemistry, Psychology, CIS, HPERD, Nursing, and IDT, b.) 2002-2003 FLABS, Political Science, SAC (UG), Computer Science, Mathematics, Business Administration, Accounting & Finance, Industrial Technology, c.) 2003-2004 CTA, English & Literature, SAC (grad), Biology, Marketing, Leadership & Counseling, HECR, AHP, BTE, and d.) African American Studies, Economics, History & Philosophy, Women's Studies, Music, Physics, Management, Teacher Education, Special Education, Social Work.

Centers & Institutes tied directly to our division have been included. Most of them are research entities and service entities. A separate manual has been developed for them that is tailored to their activities. The Centers & Institutes by years are a.) 2001-2002 NICE, IDBS, IGR b.) 2002-2003 CORR, CFO, TRTI, c.) 2003-2004 Coatings Research Institute, Institute for the Study of Children, Families, and Communities, d.) 2004-2005 ICARD, Continuing Education, World College.

Program Review summary for the past two years. We have reviewed 126 programs and six Centers and Institutes. The 2002-2003 programs will perform follow up activities per the Program Review Department Manual and direction from the Provost. The 2003-2004 report compilation dates are a.) January 2003 determine list of programs, b.) Jan.– April 2003 program review workshops, c.) May 1, 2003 fund distributed, d.) May-June 2003 distribution of data, e.) July 2003-Jan. 2004 program analysis, f.) January 9, 2004 reports due to deans, g.) January 30, 2004 reports due to Associate Provost, h.) Feb.- March 2004 evaluations and feedback, i.) April-May 2004 roundtable discussions, j.) June 2004 program review decisions, k.) September 2004 BOR update, and l.) September 30, 2004 Annual Report.

Dr. Sally McCracken, president of Faculty Council, gave the Faculty Council perspective with a.) Preliminary phase, b.) Faculty Council deliberation, c.) Faculty Council preliminary approval, d.) Faculty Council approval, and e.) Ongoing communication.

Dr. Rhonda Kinney, department head Political Science, explained the Department Head's perspective with a.) Process, b.) Outcomes and results, c.) Links, and d.) Improvements.

Thomas Soyster, associate professor Industrial Technology, presented the faculty member's perspective with a.) Valuable Experience – personal and programmatic and b.) Process Improvements – departmental and Academic Affairs.

Dr. Harris continued with Program Review and general University issues and what we learned about Program Review. a.) We have a good process in place. b.) Faculty role: Active faculty participation and ownership is key to success, c.) Roundtable discussions considered one of the most valuable components of the process, d.) Issues raised and our response to time and funding, e.) A very useful tool for quality control and effective, efficient use of resources, f.) Assures that our programs meet student and academic needs, g.) Provides faculty and administration a formal means to evaluate programs and take appropriate actions. Program Review is quickly becoming a key element of our informed academic decision making.

What we learned about general University issues are a.) Marketing and Recruiting – strategic planning may provide resources, b.) Career Services – Provost is addressing, c.) Alumni Insights – Academic Affairs, Foundation, and Alumni Affairs collaborating, d.) Advising – Ongoing efforts during the past 4 years, e.) Data Support – Collaborative effort between Academic Affairs and Institutional Research, f.) Diversity – Associate Provost initiated inclusion in the reports, g.) AQIP – The Provost, through the Cabinet and Institutional Research is managing our participation.

The impact is a.) significantly enhanced tools to identify, pursue, and achieve a variety of key objectives as retention, graduation rates, a strong and competitive academic environment, b.) a greater ability to innovate, plan, and lead Institutional curriculum development, c.) foster a culture of self discipline and flexibility, d.) provide leadership and focus on maximizing students' potential for academic success, e.) better resource management, f.) a greater ability to innovate, plan, and lead institutional curriculum development. g.) aligns faculty interests with administration's interests through joint study and analysis, h.) improved service to programs and tools for assessing program outcomes, i.) facilitates informed decision-making, j.) allows an opportunity to select and pursue new and appropriate opportunities. The essence of Program Review is to get faculty engaged in vigorous dialogue and debate, infused with data.

Handouts for each Board member included: Presentation, 2002-2003 Program Review Annual Report, Program Review Department Manual, 2002-2003 Program Review Provost Ratings and Associate Provost Rating Recommendations, 2001-2002 Program Review Rating Summary, 2002-2003 Program Review Rating Summary, and Sample Program Review Report from the Mathematics Department. Dr. Harris extended an invitation to the Board members to join in one of the Workshops and/or Roundtable discussions in the Spring.

Regent Brandon adjourned the meeting at 9:05am.

Respectfully submitted,

Nicki Banush, Executive Secretary
Academic Affairs

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: / 9

DATE:

December 2, 2003

RECOMMENDATION

MONTHLY REPORT - FINANCE COMMITTEE

ACTION REQUESTED

It is recommended that the Working Agenda for December 2, 2003 and the minutes for the September 16, 2003 Finance Committee meeting be received and placed on file.

STAFF SUMMARY

Regular Agenda items discussed at the September 16, 2003 Finance Committee were: the Finance Committee Monthly Report; Consolidated Financial Statements and Supplementary Information as of June 30, 2003 and 2002; OMB Circular A-133 Supplementary Financial Reports for the Year Ended June 30, 2003; 2002-03 General Fund Budget Management Report; 2002-03 General Fee Report; 2002-03 Auxiliary Fund Budget Management Report; TIAA-CREF Custodial Account and Recordkeeping Agreements; and Appointment of Interim Board Treasurer. Consent Agenda items discussed were: Treasurer's Report, Internal Audit Report, Grants and Contracts Report, Construction Projects Progress Report, Accounts Receivable Report, and Information and Communications Technology Initiatives Report.

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date _____

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

**December 2, 2003
10:30 a.m.
201 Welch Hall**

FINANCE COMMITTEE MISSION:

To review the financial affairs of the University, assuring costs are managed effectively, revenues are sufficient, the budget is balanced, valuable resources protected with uncompromising integrity while working effectively with the many different constituencies to achieve University goals.

CONSENT AGENDA

- Section 1: Treasurer's Report**
John W. Beaghan, Interim Vice President for Business and Finance
- Section 2: Internal Audit Report**
Jeff Fineis of Andrews, Hooper and Pavlik, P.L.C.
- Section 3: Grants/Contracts Report**
Brian Anderson, Director, Office of Research Development
- Section 4: Construction Projects Progress Report**
Anthony Catner, Associate Vice President for Business and Finance – Facilities
- Section 5: Accounts Receivable Report**
Thom Madden, Director, Student Business Services
- Section 6: Technology Plan Implementation Report**
Margaret Cline, Chief Information Officer and Executive Director, Information and Communications Technology

REGULAR AGENDA

- Section 19: Finance Committee Monthly Report**
John W. Beaghan, Interim Vice President for Business and Finance
- Section 20: FY 2005 Appropriation Request**
John W. Beaghan, Interim Vice President for Business and Finance
- Section 21: FY 2005 Capital Outlay Budget Request**
John W. Beaghan, Interim Vice President for Business and Finance
- Section 22: 2002-03 EMU Foundation Annual Report**
Stu Starner, Exec. Director/VP for Advancement and Laura Wilbanks, Exec. Director of Foundation Operations and CFO
- Section 23: 2002-03 Eagle Crest Management Corporation Annual Report**
Kathy Vachon, Executive Director
- Section 24: POLICIES: Recommended for Approval**
John W. Beaghan, Interim Vice President for Business and Finance

EASTERN MICHIGAN UNIVERSITY

**Board of Regents
FINANCE COMMITTEE**

MINUTES OF MEETING

September 16, 2003

Present: Regents Antonini (Chair), Morris, Brandon, Valvo, Rothwell, Griffin, Gordon, Incarnati and Interim Vice President Beaghan.

Chair Antonini called the Finance Committee meeting to order at 10:00 a.m., and read the Finance Committee "mission statement".

MONTHLY REPORT

John Beaghan recommended that the working agenda for September 16, 2003 and the minutes for the June 17, 2003 Finance Committee meeting be received and placed on file.

TREASURER'S REPORT

John Beaghan recommended that the Treasurer's Report for the month of July 2003 be received and placed on file. Beaghan reported that as of July 31, 2003 cash and investments totaled \$94,216,338 and were invested to return an annualized yield of -4.31 percent. Beaghan reported that the one-month annualized rate for July failed to meet the benchmark for the University's short-term money market funds and short-term bond funds. July 2003 was the worst month for the bond markets since 1987; however, investment income for the month was \$212,000 and September market values to date have recovered. Cash and investments as of July 31, 2003 (excluding bond proceeds) decreased by \$8.7 million when compared to July 2002. Regent Morris asked if the University has considered investments in equities. Beaghan stated that University policy prohibits the University from investing in the equity market. Morris recommended that the University contact a pension advisor and explore the possibility of modifying the current investment policy to include equities.

INTERNAL AUDIT

Jeff Fineis and Brian Anderson of Andrews, Hooper and Pavlik recommended that the Internal Auditor's activity report for the period June through August 2003 be received and placed on file. Fineis reported that the reports for the Cash Disbursement and Benefit Administration internal audits have been issued. The reports include findings and corresponding recommendations to improve controls. The recommendations have been discussed with appropriate personnel. Fineis reported that management agrees with the recommendations and is proceeding with actions to implement the recommendations. Andrews Hooper & Pavlik is satisfied that management's responses will satisfy the intent of the recommendations. Fineis reported that a report was prepared by University management on the status of recommendations made from the previous Purchasing Audit completed in May 2003. As noted in the report, management has agreed with the internal auditor's recommendations and has found that all recommendations have been implemented. Fineis presented the updated internal audit schedule for the period ending September 30, 2003 and the proposed schedule for the period ending September 30, 2004. Regent Brandon asked if the Foundation is included on the internal audit schedule. Beaghan stated that the Foundation is not included in the internal audit process because it is a corporation separate from the University, but it does go through an external audit process. Regent Antonini asked that the University investigate the need for an internal audit of the Foundation.

GRANTS/CONTRACTS

Brian Anderson recommended that 107 grants and contracts totaling \$4,314,760 for the period June 1 through August 31, 2003 be accepted. Anderson reported that of those awards 100-percent sponsored funded grants and contracts in the amount of \$3,022,173 were awarded. Grants and contracts that require EMU cost sharing and/or in-kind contributions totaled \$1,292,587. The cash contributions for those awards were \$128,507. Of the total cash contributions for the period, \$32,952 is allocated to fiscal year 2003 for a fiscal year to date total of \$348,644 against the base budget of \$361,652. Leaving a balance of \$13,008 for the year. Cash contributions of \$95,555 are allocated to fiscal year 2004 for a fiscal year to date total of \$95,555 against a base budget of \$361,652. Anderson reported that 70 proposals were processed during the period, which is plus one from last year. The proposal value is \$6,275,000 which is plus \$2,083,000 from last year. Anderson reported that this increase is due to the number of research and development proposals submitted, which is up by \$2 million when compared to last year, and proposals submitted through the federal government has increased significantly over last year. Anderson reported that 53 awards were processed, which is plus two from last year, for an award value of \$1,894,000 which is down \$453,000 from last year.

Anderson explained that the new reporting format provides three years of grant and contract activity. Regent Morris recommended that the report format be revised further to illustrate a comparison of data for the current year and previous year, and measure the current year's performance against the plan for the current fiscal year.

CONSTRUCTION PROJECTS PROGRESS REPORT

Anthony Catner and Aaron Preston recommended that the construction projects progress report for the period ended August 29, 2003 be received and placed on file. Preston reported that the Use and Finance Statement for the New Student Union has been completed and submitted to the state, and the University is waiting for approval. Catner reported that the University is committed to recognize the state's restriction of spending no more than \$1 million pending approval of the Use and Finance statement. Catner reported that there is no official deadline for submitting the statement, and that it is customarily submitted to the state when information is available and as projects develop. The team of Turner Construction and Burt Hill Kosar Rittlemann have been identified and selected as the design/build team for this project. Preston reported that design development is continuing on the project. Groundbreaking is scheduled for October 2003 with an anticipated completion in July 2005.

Regent Brandon recommended that future construction reports be reformatted to illustrate project budgets vs. estimated expenditures to date, and report the actual cost once the project is complete.

Catner presented a supplemental report on energy management and related cost savings.

ACCOUNTS RECEIVABLE

Thom Madden recommended that the Student Accounts Receivable Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of August 31, 2003 be received and placed on file. Madden reported that the Student Accounts Receivable Ratio Analysis reflects that as of August 31, 2003 the net receivable balance was \$28.3 million or 41.75 percent of revenue as compared to \$29.5 million or 48.61 percent of revenue as of this time last year, which is almost a seven percent decrease in the percentage. The report also shows a seven-percent decrease as compared to the

five-year average of 48.82 percent. Madden reported that the variances are due to the difference in billing due dates compared to last year; the timing and the frequency of financial aid disbursements this year vs. last year; and the timing of the student refunds for opening of fall term 2003 vs. 2002. Madden reported that the expectation is that these variances will come back to a more normal state over the next couple of months as Banner processing becomes more normalized. Madden explained that the variance is also due to flexibility provided by the Banner system in establishing billing due dates and the actual generation of the bills. Beaghan reported that the University is moving toward a process of doing electronic billing and accepting electronic payments.

INFORMATION AND COMMUNICATION TECHNOLOGY INITIATIVES

Margaret Cline recommended that the report on the progress of ICT initiatives and the financial status report be accepted and placed on file. Cline reported that the first complete student module assessment and bill runs have been completed. The finance module has passed its first business cycle and is scheduled for assessment on October 16. The first year-end close in the Banner finance module was completed successfully, and all of Financial Aid is now operating in Banner. Cline reported that SCT is scheduled to review the implementation on October 16.

Regent Antonini stated that the ICT project budget was approved at \$28,455,000 and asked why the projected cost is now \$30,291,000 or \$1.8 million more. Beaghan responded that the \$1.8 million revenue was higher than anticipated, but expenditures are still within budget. Cline stated that the goal is to stay within the approved budget. Cline reported that the University, in partnership with Higher One, has produced a new ID card, which can handle services both on campus and off campus. The card provides banking services and refunds for students. Cline reported that the Higher One card functions like a debit card if the student selects to have a Higher One account.

CONSOLIDATED FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION AS OF JUNE 30, 2003 AND 2002

Darrell Burks of PricewaterhouseCoopers (PWC) recommended that the Board receive and place on file the University's audited 2002-03 financial statements. Burks reported that the audit was completed as planned with generally accepted auditing standards. PWC did not identify any weaknesses in the University's controls and believes that the financial statements thoroughly present the financial position of the university as of June 30, 2003. Burks reported that the Banner implementation was an important element in assessing the University's internal control structure. PWC conducted a post-implementation review of the Banner implementations that occurred in fiscal 2003. This included looking at written documentation and monthly status reports to ascertain that user testing was performed, as well as looking at the reconciliation of the conversion of the data from the old system to the new system. Burks reported that PWC found that the implementation process was well performed. Burks reported that there were no exceptions associated with required communications. There were no significant issues associated with the financial trends of the University. Burks reported that in fiscal 2004 the GASB requirement will require that the University incorporate or consolidate the Foundation's numbers in the University's financial report. Currently, a footnote contains a summary of net assets, liabilities and expenditures of the Foundation's activities, but is not included in the consolidated statements. Burks reported that requirements of the Sarbanes-Oxley Act are not applicable to institutions of higher education, but there are requirements that are applicable to best

practices. Regent Incarnati asked that an analysis be prepared illustrating what is current practice compared to best practice, and stated that higher education and non-profit organizations need to look at the cost benefit of incorporating best practices from Sarbanes-Oxley. Beaghan stated that the University plans to address these best practices principles as given in the Sarbanes-Oxley document.

OMB CIRCULAR A-133 SUPPLEMENTARY FINANCIAL REPORTS FOR THE YEAR ENDED JUNE 30, 2003

Darrell Burks recommended that the Board receive and place on file the OMB Circular A-133 Supplementary Financial Reports for the Year Ended June 30, 2003. Burks reported that PricewaterhouseCoopers issued an unqualified opinion regarding their review of the University's compliance with the federal requirements, and there were no findings or questioned costs associated with the University's federal awards programs.

2003 GENERAL FUND BUDGET MANAGEMENT REPORT

Al Levett recommended that the 2003 General Fund Budget Management Report be accepted and placed on file, and that the funding authorization for \$5,976,979 be approved for outstanding obligations, commitments, encumbrances and provisions. Levett reported that during the past year the University overcame a significant revenue shortfall in planned state appropriations, ending the year with slight growth in both the fund and unallocated balances. Levett reported that the approved FY 2003 General Fund expenditure budget totaled \$194,497,714 plus authorized allocation of fund balance for outstanding obligations, commitments, encumbrances and provisions of \$6,021,808 or a total funding authorization of \$200,519,522. Levett reported that actual expenditures of \$189,350,245 fell below the spending authorization by \$11,169,277 but increased 5.3 percent over the prior fiscal year. Revenues of \$189,408,200 fell below the budget plan by \$5,349,275. The planned appropriation from the state was reduced through executive order by \$3,067,446. A late year supplemental appropriation restored \$423,932 for a net shortfall to plan of \$2,643,514 or 3 percent. Levett reported that program fees generated \$5,681,296 exceeding the plan by \$76,571. Fiscal 2003 actual tuition and fees represented 51.6 percent of total General Fund revenues. Levett reported that personal services increased 8.69 percent over the prior year. Compensation for faculty, staff and student employees represented 75.42 percent of total expenditures, an increase from 72.1 percent experienced in fiscal 2002. Student credit hours of 567,995 exceeded plan by 6,893 or 1.2 percent; however, total general fund tuition and fee revenue was below plan by \$1,355,315 due to a change in the enrollment mix (shortfall of graduate and non-resident credit hours).

2003 GENERAL FEES

Al Levett recommended that the 2003 General Fee Report be accepted and placed on file. Levett reported that the Board annually approves the designation of General Fee revenues for specified commitments. The general fee continued to be assessed at \$20.00 per student credit hour during FY 2003. Levett reported that the planned gross revenues amounted to \$11.29 million based upon planned enrollments of 564,285 student credit hours. Actual gross revenues amounted to \$11.34 million, which exceeded the plan by \$49,703 based on recorded enrollments of 569,351 student credit hours. The planned net revenues to be distributed amounted to \$10.65 million, excluding authorized carryover amounts. Actual net revenues distributed amounted to \$10.78 million. A fiscal 2002 carry forward of \$.288 million plus the 2003 net revenues of \$10.78 resulted in available general fee revenue of \$11.065 million. Levett reported that actual expenditures of \$10.72 million resulted in a 2003 undistributed

balance of \$338,619.

2003 AUXILIARY FUND BUDGET MANAGEMENT REPORT

Jim Vick recommended that the 2003 Auxiliary Fund Budget Management Report be accepted and placed on file. The auxiliary operations earned revenue of \$40.43 million, which is \$229,502 in excess of the budget plan. Expenses exceeded the plan by \$600,588 and were offset by transfers from reserves. Vick reported that obligated payments included \$1.46 million to the General Fund for administrative support; \$70,000 to the General Fund for the Heating Plant, and an operating balance remains of \$5.23 million. Transfers for debt service total \$2.7 million. Additional debt service and general fund support of \$4.3 million resulted in operating expenses of \$38 million. Vick reported that transfers for maintenance reserves totaled \$2.1 million, which was below plan by \$466,440. The net fund balance increased by \$369,944. The Auxiliary Fund operating account balances increased by \$369,944. The accumulated total fund balance as of June 30, 2003 is \$3.47 million. Vick reported that as of June 30, 2003 \$6.9 million is in plant fund and maintenance reserves.

TIAA-CREF CUSTODIAL ACCOUNT AND RECORDKEEPING AGREEMENTS

Ken McKanders recommended that the Board of Regents authorize the University to enter into a Custodial Account and Recordkeeping Agreement for a 403(b) Plan – Defined Contribution Retirement Plan, a Custodial Account and Recordkeeping Agreement for Governmental Non-Trusteed 457(b) Plan, and a Custodial Account and Recordkeeping Agreement for a 403(b) Plan – Tax Deferred Annuity Plan with TIAA-CREF Individual & Institutional Services, Inc.. McKanders reported that this recommendation arises from the 2000 negotiations with the Eastern Michigan University American Association of University Professors (AAUP) and provides faculty members an opportunity to select an additional investment options for their retirement plans. Research into optional retirement plans and negotiations with the AAUP have resulted in the recommended addition of the TIAA-CREF Investment Solutions as the additional option. TIAA-CREF Investment Solutions offers a selection of non-proprietary investment vehicles to complement the current investment options.

RECOMMENDATION – ELECTION OF BOARD OFFICER

Regent Antonini recommended that John Beaghan be appointed as Interim Treasurer to the Board of Regents effective September 16, 2003, based on Article IV, Section 4.07 of the Board of Regents Bylaws.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 20

DATE:

December 2, 2003

RECOMMENDATION

FY 2005 APPROPRIATION REQUEST

ACTION REQUESTED

It is recommended that the Board of Regents approve the FY 2005 Appropriation Request.

STAFF SUMMARY

This request establishes the initial resource planning parameters for FY 2005. Its purpose is to identify the fiscal needs of the University for the Office of the State Budget. The University has identified its FY 2005 funding needs of \$12.7 million for fixed costs and program improvements.

Given the state's economic condition, Eastern Michigan University recognizes that a FY 2005 increase in state appropriations for higher education is unlikely. Therefore, the University requests a continuation budget at the FY 2004 level of \$78,873,480. However, should the economic climate improve, the University requests that the state restore funding to the FY 2002 appropriation of \$87,637,200 (\$8.8 million restoration).

Please note that the planning guidelines were received from the Office of the State Budget in late September, following the September Board of Regents meeting. The deadline for submission of the Request was October 28, prior to the next Board of Regents meeting. Therefore, as in the past, the Board is asked to approve the Request which has been submitted to the Office of the State Budget.

FISCAL IMPLICATIONS

This establishes the initial resource planning parameters for 2004-05. It is to be used to identify the fiscal needs of the University for the Office of the State Budget. It does not preempt the Board of Regents' approval of the operating budget that is under development.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

1.

EASTERN MICHIGAN UNIVERSITY FY2005 APPROPRIATION REQUEST EXECUTIVE SUMMARY

Eastern Michigan University is pleased to present this request for appropriations for FY2005.

Introduction

Eastern Michigan University is the sixth largest public university in Michigan with a rich curriculum and a diverse student body. The University has been recognized consistently by *U.S. News and World Report* for having one of the most diverse campuses in the Midwest and has recently been cited in other college reviews as a "Best Midwestern College" and a "Best Value for the Tuition Dollar."

Over its 154-year history, Eastern Michigan has enjoyed a national reputation in the professional field of education. For many years, EMU's College of Education has graduated more education personnel than any other college or university in the nation. Its College of Business enjoys elite accreditation from the Association to Advance Collegiate Schools of Business and has a strong outreach to the community through its Small Business Development Center. The College of Health and Human Services is known for its applied health and nursing programs and its nationally ranked occupational therapy program. The College of Technology is the youngest college at EMU, with contemporary programs in quality technology, information security, engineering technology, engineering management, aviation flight technology and polymers and coatings. The college is heavily engaged in basic research through its federally funded Coatings Research Institute. The College of Arts and Sciences is the largest college at EMU. In addition to its many pre-professional programs, the college supports the curricula of all of the University's other colleges. Eastern Michigan's Graduate School graduates more than 1,200 master's degree students each year and offers doctoral programs in educational leadership, clinical psychology and technology.

The Board of Regents and administration of Eastern Michigan University recognize that given the current economic situation in Michigan the likelihood of an increase in state appropriation to the 15 public universities for FY2005 is minimal. However, the case for support of public higher education in Michigan has never been stronger and EMU's unavoidable cost increases have rarely been clearer.

Michigan's system of public higher education has long been admired by states around the nation and other states seek to move to the "Michigan Model." The Michigan Model features independent governing boards for each institution that are responsible and accountable for key decisions and the overall administration of the 15 public universities. It is a model that the Legislature should embrace and support for it is the strength of the autonomy that makes Michigan's public higher education system

exceptional in quality, reduces the system's overall administrative costs and sets it apart and above other higher education systems in the nation.

Enrollment at Michigan's public universities has increased for eight consecutive years and is approaching 290,000 students. And, Michigan residents who attend Michigan public universities tend to stay in Michigan after graduation. This has a significant impact on the Michigan economy. According to the U.S. Census Bureau, over a working lifetime, a person with a bachelor's degree can expect to earn about \$1 million more than a person with only a high school diploma. According to the Economic Impact Study conducted by SRI International, \$26 in economic activity is generated in Michigan for every \$1 invested by the state in public higher education. At EMU, the return on investment is \$30 for every \$1 of state investment. Some 12.6 percent of the gross state product derives from Michigan's investment in higher education. No other public investment realizes such a high rate of return.

While Michigan exceeds the national average in high school graduates (87 percent compared to 84 percent), it lags behind the national average in Michigan residents who hold four-year degrees (23 percent earning a bachelor's degree in Michigan compared to 25 percent nationally). This is a shortfall of 150,000 people that Michigan's higher education institutions should be reaching who would serve the state in economic development and provide a competitive, well-educated workforce. EMU is ideally situated to respond to this need, given its location and commitment to access, flexible and applied programs and services to non-traditional students.

The ability to address this gap in order to boost the state's competitive workforce advantage requires an additional and sustainable investment by the state in public higher education. Support for Michigan's public universities has eroded over the last 30 years from 75 percent in FY1973 to 46 percent in FY2003. Per-student appropriations have fallen far behind inflation for the last 16 years. In FY2003, Michigan ranked 36th nationally in appropriations per student at public four-year universities. The national average was \$6,502 appropriated per student while Michigan, on the average, appropriated \$5,757 per student. Two of Michigan's neighbor states, Ohio and Illinois, ranked seventh and eleventh with per-student appropriations of \$8,025 and \$7,677, respectively. This compares to \$4,096 per student at Eastern Michigan.

The State Legislature and the U.S. Congress have been concerned with the rising cost of tuition. This is understandable, but must be viewed in the context of declining state support. And, Michigan's public universities have demonstrated tremendous restraint. Despite a 10 percent reduction in appropriations at most of Michigan's public universities in FY2004, Michigan's universities, including EMU, averaged a tuition and fee increase of 9.9 percent. Around the nation, increases were much higher at four-year public universities: 40 percent at the University of California System, 39 percent at the University of Arizona, 28 percent at the University System of New York, 18 percent at the Wisconsin System and 16.2 percent in Indiana. The national average of tuition

and fee increases at 664 public four-year colleges and universities was 16 percent, nearly double that of Michigan's public institutions.

The reduced appropriations at Michigan's public universities resulted in the elimination of 1,500 full-time faculty and staff positions and budget reductions of \$159 million. To meet these budget challenges, Michigan's public universities have instituted technology-facilitated efficiencies, out-sourced non-core activities and incorporated best practices.

Eastern Michigan University in FY2005

Eastern Michigan University's experience parallels that of public higher education in Michigan—decreased state support, increased enrollment, tuition restraint, budget reductions, elimination of positions, continued out-sourcing of non-core activities, cost containment, cost avoidance and best practices.

Eastern Michigan's FY2004 appropriation of \$78,873,300 is slightly more than its appropriation of FY1999 (\$78,301,544). However, due to enrollment increases, the per-student appropriation is \$392 less in FY2004 than FY1999 (\$4,096 compared to \$4,488). Further Executive Orders could reduce EMU's appropriation to FY1997 levels or below.

The state appropriation accounts for only 36 percent of EMU's operating budget, excluding restricted grants and gifts. Despite having the state's sixth largest enrollment, Eastern Michigan ranks 11th of 15 public four-year institutions in state appropriation per student, leaving EMU's students among the lowest funded on a Full-Year Equated Student (FYES) basis in the state.

It is significant to note that Eastern Michigan University is serving more Michigan residents in FY2004 than it has since 1979. This fall, Michigan residents account for 95.6 percent of total enrollment at EMU.

One of Eastern Michigan's major strengths has been a commitment to contain costs, reallocate resources and implement program and service review to assure appropriate spending levels. Despite its low level of funding per student, the University accommodated the 10 percent decrease in state appropriations for FY2004 through expenditure reductions and operating efficiencies rather than making up these losses directly through tuition increases. Instead, tuition increases at EMU have been driven by contractual obligations and the need to cover fixed costs and student support. EMU made these cuts without seriously compromising quality or the critical educational/instructional mission of the University. Academic programs were given priority during the budget cutting process which overall resulted in the elimination of 69 full-time equated positions and a reduction in services to students and employees. However, the ability of the University to absorb further cuts is severely constrained without significant service and program reductions.

Eastern Michigan University has always embraced the principles of accessibility and affordability and its Board of Regents consistently and historically has restrained tuition increases and approved scholarship programs in order to preserve access for the broadest population of Michigan students. EMU's FY2004 budget provides \$18.3 million in student financial aid, an increase of \$5.6 million or 44 percent since FY2001. The national average increase in financial aid between 2001 and 2002 was 11.5 percent comparatively. By far, student financial aid is the fastest growing part of EMU's budget. For FY2005, the University is planning an increase of \$2.2 million or more than 12 percent. This represents more than 18 percent of the University's projected cost increases for FY2005.

Finally, the University is committed to maximizing energy efficiencies and reducing costs through long-term energy conservation measures, technological improvements and taking advantage of other opportunities as they present themselves. The University has offset a nearly 100 percent increase in the cost of natural gas by locking in rates last year. The University implemented a new information system which has enabled class schedules to be available to students on-line, student bills to be available through EMU's portal, financial aid to be disbursed electronically and grades to be submitted by faculty on-line. In addition, new students can apply for admission on-line with their data directly entered into the enrollment data base and students register electronically. Other cost containment, cost avoidance and process efficiencies implemented by the University can be found in Exhibit A (attached).

The following budget summary describes fixed costs and program improvements necessary to maintain existing programs at Eastern Michigan University. Fixed costs include increases in contractual compensation; student scholarships and financial aid; health care cost increases; MPERS – Retiree Health Care in mandated state retirement plan; and utilities.

Program improvement focuses on the University's Continuous Improvement Initiative. This initiative includes continued activities to enhance student access and success; enhancement of the undergraduate learning experience; continued improvements in institutional research, information management and performance measurement to ensure quality and efficiency; and enhancement of programs in public engagement, economic development, technology transfer and extension of academic and community services to Michigan citizens.

Fixed Costs

Faculty and Staff Compensation

\$6,711,000

The positive difference the University makes to the individual lives of students is directly related to the quality of the faculty and staff who deliver and support its academic programs. Competitive salaries are essential to attracting and retaining talented faculty and staff. Market studies and careful benchmarking are used to guide negotiations with

EMU's seven labor unions which represent 88 percent of EMU's employees. A \$6.7 million increase is required to meet contractual obligations.

Student Scholarships and Financial Aid **\$2,215,000**

The University's commitment to accessibility, affordability, diversity and attracting quality students is demonstrated by its significant investment in student scholarships, fellowships and other campus aid. This investment has grown from \$12.7 million in FY2001 to \$18.3 million in FY2004 – an increase of \$5.6 million or 44 percent. Eastern Michigan University plans to invest an additional \$2.2 million in FY2005, an increase of another 12 percent. This investment demonstrates the University's commitment to providing financial assistance to students who demonstrate financial need by offsetting increases in tuition and fees necessary during the state's economic challenge. The increase in student scholarships and financial aid is more than 18 percent of the University's projected cost increases for FY2005.

Health Care Cost Increases **\$2,000,000**

The cost of employee health care benefits continues to grow despite successful initiatives at EMU to reduce costs by restructuring health care plans offered to employees and working cooperatively with its labor unions to reduce costs. Increases are due, in large part, to both the cost of health care services and the cost and demand for prescription drugs which continue to escalate. The estimated cost increase for FY2005 is \$2.0 million.

Group health care is monitored closely for cost avoidance opportunities. Cost reductions have been accomplished through the renegotiation of health care plan fees as well as through continued migration of faculty and staff into a single university-wide health care plan.

MPSERS – Retiree Health Care in State Retirement Plan **\$577,000**

Retiree health care benefits provided by the Michigan Public School Employee Retirement System (MPSERS), over which the University has no control, contribute to the University's benefit cost increases. The University appreciates the one-year moratorium on increases for FY2004. For FY2005, this cost is projected to increase by at least 15 percent or \$577,000. The cost to EMU for this unfunded state mandate has increased more than \$2.52 million since 1998—an increase of more than 156 percent. Further increases in retirement pension and health care costs are anticipated.

Utilities

\$550,000

To meet energy cost challenges, the University implemented a comprehensive “Conserve Eastern” energy conservation program which included aggressive management of utility costs. Initiatives over the past year included locking in natural gas prices, co-generation of electric and steam, retrofitting of building lighting systems, building system controls and identification and implementation of energy conservation measures.

Despite these cost savings measures, utility costs are forecast to increase by \$550,000 in FY2005. This year, water rates increased 47 percent and electric and fuel costs are forecast to increase seven percent.

Program Improvements

Continuous Improvement Initiative

\$652,000

The University’s highest priority for program improvements is its Continuous Improvement Initiative designed to ensure accountability and improve effectiveness, efficiency and quality performance. This initiative supports the University’s core mission to serve students, enhance the learning experience and contribute to Michigan’s economic and cultural development. Specifically, this initiative includes activities to enhance student access, success and the undergraduate learning experience; to improve institutional research, information systems and performance measurement; and to enhance programs in public engagement, economic development, technology transfer and the extension of academic and community services to Michigan citizens. There has never been a more important time for the state and the University to emphasize student access and success, heightened efficiency and economic recovery.

Supplemental Appropriations

Eastern Michigan University encourages the appropriation of supplemental funding for Infrastructure, Technology, Equipment and Maintenance (ITEM) needs. This non-base funding has, in the past, been instrumental in enhancing the instructional programs and learning experiences for Michigan students and has supported the state’s investment in infrastructure. During challenging fiscal times, the process of additional non-base funds can address immediate needs and stimulate economic development.

Appropriation Request Summary

Given the state's economic condition, Eastern Michigan University recognizes that an FY2005 increase in state appropriations for higher education is unlikely. Therefore, EMU minimally requests a continuation budget at the FY2004 level of \$78,873,480. However, should the economic climate improve, the University requests the state restore funding to EMU to the FY2002 appropriation of \$87,637,200 (\$8.8 million restoration).

The University also wishes to place on record its identified FY2005 funding needs of \$12.7 million for fixed costs and program improvements. During better economic times, these needs would be funded by a combination of state appropriations and tuition and fee increases.

8.

EASTERN MICHIGAN UNIVERSITY

2004-05 BUDGET PLAN

Faculty and Staff Compensation	\$6,711,000
Student Scholarships and Financial Aid	2,215,000
Health Care Cost Increases	2,000,000
MPSERS - Retiree Health Care in State Retirement Plan	577,000
Utilities	550,000
Continuous Improvement Initiative	652,000
Total resource increase over FY2004 base	\$12,705,000

Exhibit A

Eastern Michigan University

VII. COST CONTAINMENT/AVOIDANCE AND PROCESS EFFICIENCIES

- 1) Co-generation of electric and steam from the University's power plant has significantly slowed the increase in utility costs. Among other advantages, generation of electricity can be increased to reduce the amount of energy purchased on days the University is near peak load.
- 2) A new Energy Management Program has been implemented to identify and implement energy conservation measures in campus buildings. Initial efforts have resulted in re-negotiated discount rates for fuel transportation services and improvements in measuring, metering and monitoring utility utilization.
- 3) The University continues to retrofit campus building lighting systems by replacing energy intensive T-12 lamps with energy efficient T-8 lamps. In addition, where practical, four tube fixtures have been replaced with three and two tube fixtures.
- 4) Consolidation of the University's health care offerings to a single health care plan continued with the migration of the 233-member American Federation of State, County, and Municipal Employees (AFSCME) unit in March 2003. Projected health care cost avoidance has resulted from premium savings and higher co-pays on prescription drugs.
- 5) Stop loss on group health care protects the University from catastrophic loss in the event of major illness. Stop loss premiums have been reduced without adding substantial risk to the institution.
- 6) Fees that are paid for self-insured health care management and administration have been renegotiated for more favorable rates.
- 7) EMU's migration from a telephone-based registration system to an on-line registration system has eliminated the need for 64 telephone lines.
- 8) Negotiations with telecommunications providers for lower telephone line rental rates and decreased local toll rates.
- 9) As a result of the reduction in base appropriation, an \$8.3 million budget reduction plan was effected. This plan included the elimination of 69 full-time equivalent positions including 22 faculty and 47 staff and reductions in travel, equipment, office supplies and other operating expense.

State of Michigan, Office of the State Budget, Office of Education and Infrastructure
 Summary Budget Request Form for Fiscal Year 2005

ATTACHMENT 1

INSTITUTION: Eastern Michigan University

Institutional General Fund	(\$ amounts in thousands)			Percent <u>Change</u>	FY 2005 <u>Planned</u>	Percent <u>Change</u>
	FY 2003 <u>Actual</u>	FY 2004 <u>Budgeted</u>	FY 2004 <u>Percent Change</u>			
EXPENDITURES	189,350,245	197,196,980	4.14%	209,896,980	6.4%	
Revenues:						
State Operations Support	84,569,754	78,873,480	(6.73%)	XXXXXXXX	XXXXXXXX	
State One-Time FY2003 Supplemental	XXXXXXXX	423,932	XXXXXXXX	XXXXXXXX	XXXXXXXX	
Tuition and Fees	92,322,674	104,114,703	12.8%	XXXXXXXX	XXXXXXXX	
Other Institutional Revenue	12,092,565	14,219,493	17.6%	XXXXXXXX	XXXXXXXX	
TOTAL GENERAL FUND REVENUE	188,984,993	197,631,608	4.6%	XXXXXXXX	XXXXXXXX	
Ending General Fund Balance	(365,252)	434,628		XXXXXXXX	XXXXXXXX	
Unreserved General Fund Balance	4,377,647	4,812,275	9.9%	XXXXXXXX	XXXXXXXX	

Notes:

- Fiscal year 2003 state operations support should equal the net of the university's operations appropriations contained in PA 144 of 2002 and PA 746 of 2002 adjusted for Executive Order reductions contained in EO 2002-22 and EO 2003-3. For fiscal year 2004 state support should equal the fiscal year 2004 university operations appropriation contained in PA 144 of 2003.
- The fiscal year 2003 supplemental appropriation contained in PA 144 of 2003 should be entered under fiscal year 2004 as these appropriations will not be paid to state universities until September 2003.
- Report tuition and fee revenue recorded in the institution's general fund.
- Other general fund revenue includes federal revenue, investment income, indirect cost recovery and other revenue recorded in the institution's general fund.
- Ending general fund balance includes both obligated and unreserved year end balances. Unreserved general fund balance is the portion not specified by the institution's governing board to be held for one or more special purposes.

UNIVERSITY PERFORMANCE MEASURES

Institution: Eastern Michigan University

Outcome Goals	1995-96 Cohort	1996-97 Cohort	1997-98 Cohort	1998-99 Cohort
Maintain or improve baccalaureate graduation rates:				
a) Four year graduation rate - actual	9.1	9.7	11.2	10.1
b) Five year graduation rate - actual/estimated	25.8	28.3	29.2	29.4
c) Six year graduation rate - actual/estimated	34.3	38.3	37.8	40.0 (e)
<p>"Graduation rate" means the percentage of students who have completed the requirements for a baccalaureate degree from the institution at either 4, 5, or 6 years following initial enrollment using the IPEDS Graduation Rate Survey (GRS) methodology. The GRS is based on a fall cohort of full-time, first-time degree/certificate seeking undergraduates as established for the IPEDS Fall Enrollment Survey. Report graduation rates to the nearest tenth of percent. Report actual data where available and estimates when actual data is not available with a (e) noted after the reported estimated data.</p>				

Date Completed October 14, 2003

Contact Person Paul N. Moniodis

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E-Mail Address paul.moniodis@emich.edu

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 21

DATE:

December 2, 2003

RECOMMENDATION

FY 2005 CAPITAL OUTLAY BUDGET REQUEST

ACTION REQUESTED

It is recommended that the Board of Regents approve the FY 2005 Capital Outlay Budget Request. The modernization of Pray-Harrold has been identified as the University's top capital project.

STAFF SUMMARY

Pray-Harrold, which serves more students than any other classroom building at the University, is in critical need of improvement. For the past 34 years, the building has been utilized at capacity – serving approximately 10,000 students each instructional day. Modernizing Pray-Harrold will positively affect more students than any other capital need of the University. Investing in this project will extend the life of the building, reduce operation costs and offer a more effective learning environment. The program statement has been completed and submitted to the Department of Management and Budget. The University is prepared to act immediately upon funding authorization and to provide any required matching funds.

Please note that the planning guidelines were received from the Office of the State Budget in late September, following the September Board of Regents meeting. The deadline for submission of the Request was November 7, prior to the next Board of Regents meeting. Therefore, as in the past, the Board is asked to approve the Request which has been submitted to the Office of the State Budget.

Attached is an Executive Summary and project description of the proposed modernization of Pray-Harrold classroom building. A complete copy of the FY 2005 Capital Outlay Budget Request is also provided.

FISCAL IMPLICATIONS

The estimated cost to modernize Pray-Harrold is \$41,384,475. The University's cost share is \$10,346,119 or 25 percent. The University's required match will be provided through the sale of bonds supported by tuition and fee revenue.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date _____

EASTERN MICHIGAN UNIVERSITY
CAPITAL OUTLAY REQUEST FY 2005
EXECUTIVE SUMMARY

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

Eastern Michigan University has 30 buildings that are at least 20 years old, with an average building age (weighted by square feet) of 49 years. While many old buildings have a unique charm, they lack the infrastructure needed to facilitate modern information and communication technologies, as well as the mechanical and electrical systems required to support a technology-friendly environment. It is recognized that most building systems have finite useful lives of approximately 30 years. Note that the University's top capital project, the modernization of Pray-Harrold, exceeds this age. As such, the University has identified the modernization of the 237,108 square ft. Pray-Harrold classroom facility as its top capital outlay project.

Pray-Harrold opened in 1969 as the state of Michigan's single largest classroom building. For the past 34 years the building has been utilized at capacity servicing approximately 10,000 students each instructional day. Modernizing this building will positively affect more learners than any other capital need of the University.

Some improvements to this building were completed with the restoration performed after the March 2000 fire. Costs to restore Pray-Harrold to its pre-fire condition exceeded \$10.5 million.

EASTERN MICHIGAN UNIVERSITY
CAPITAL OUTLAY REQUEST FY 2005

EXECUTIVE SUMMARY

Much of the cost specifically addressed cleanup from the smoke and water damage, some improvements to HVAC systems (the fire started in the penthouse mechanical room), abatement of asbestos, new lighting and partial new roofing. Although cleaner and safer, the building still functions as a 1969 building. The program statement for renewal of this essential classroom building into a 21st century, technologically-central learning facility has been completed and submitted to the Department of Management and Budget. The University hopes that this building project will be considered in the near future, and is prepared to mobilize immediately upon funding authorization.

In addition to the need to modernize Pray-Harrold, the University also has a critical need to improve its science facilities. Many of the building deficiencies reported in Pray-Harrold (i.e. age, mechanical and electrical system conditions and capabilities, and lack of specialized spaces and technology) also pertain to the University's science space. Several alternatives were studied and it was determined that renewal of the Mark Jefferson science building would be the most economical and expeditious way in which to address the building deficiencies that affect the biology, chemistry, and psychology departments. The Program Statement for revitalization of the Mark Jefferson building is being developed. The scope of this renewal project will focus primarily on infrastructure including mechanical systems, duct work, fume hoods, lighting systems, electrical systems/building transmission loop, structural improvements to the building exterior, roof replacement, interior improvements and scientific instrumentation.

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

**EASTERN MICHIGAN UNIVERSITY
CAPITAL OUTLAY REQUEST FY 2005
IMPLEMENTATION PLAN**

PRAY-HARROLD MODERNIZATION

Total Project Cost:	\$41,384,475	
Capital Funding Required by EMU:	\$10,346,119	
Proposed Funding Sources:	See Matching Resources Section	
Does authorization for this project exist in any public act?	Yes	No <input checked="" type="checkbox"/>
Is the project for instructional purposes?	Yes <input checked="" type="checkbox"/>	No
Is the project a renovation of new construction?	Renovation <input checked="" type="checkbox"/>	New
Are professionally developed program statement and/or schematics available?	Yes <input checked="" type="checkbox"/>	No
Are required match resources currently available?	Yes <input checked="" type="checkbox"/>	No
Has the University identified available operating funds?	Yes <input checked="" type="checkbox"/>	No

Project Description Narrative

In 1969, Pray-Harrold opened as the State of Michigan's single largest classroom building. For the past 34 years the building has been, and continues to be, utilized at near full capacity 14 hours each instructional day. Constructed prior to the personal computer revolution, the building systems were not designed to accommodate this now-essential instruction tool. Although limited success in adapting the building systems for high technology usage have been realized, these systems are no longer able to further accommodate instructional and program needs. Demands for electrical power and temperature control continue to increase. Allocation of limited University resources to infrastructure, often at the expense of aesthetics, instrumentation, and furnishings has also resulted in the need for modernization. Existing space design and configuration is not compatible with optimum delivery of instruction.

A fire in the mechanical penthouse in March 2000 resulted in damage to the roof, much of the air handling equipment, and excessive smoke damage. Fire restoration proceeds of over \$10 million allowed the University to clean and restore the building to its pre-fire state. However, extensive renewal of major building systems remains.

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

**EASTERN MICHIGAN UNIVERSITY
CAPITAL OUTLAY REQUEST FY 2005
IMPLEMENTATION PLAN**

can stay and engage themselves in academic life. The clustering of common areas will help to enhance our interdisciplinary initiatives and promote team building. It will also provide an environment to build learning communities among our first-year students, a proven factor in academic success and retention. The upper floors will be reconfigured to focus on strategically designed classroom space, faculty-student areas for consultations, study groups, and faculty offices and facilities. This focus will be extensively on multi-purpose rooms with moveable furniture.

Other essential elements of the proposal include:

- Building addition to accommodate large classroom and lecture spaces and student common areas while projecting a new image for the College of Arts and Sciences.
- Addition of new technology components to enhance the learning environment.
- Upgrade the existing infrastructure to meet the future demands for the facility. These items include:
 - Adding a new dedicated electrical primary service
 - Replacing and modifying the HVAC
 - Upgrading the existing elevators
 - Wire building for information technology
 - Making necessary repairs including replacement of architectural, structural, mechanical and electrical systems
 - Upgrade building to comply with ADA requirements
 - Address all code issues including life safety.

Construction of a covered walkway connecting Pray-Harrold with the College of Education Building, which would both enhance student safety and allow for shared utilization of special media laboratories and proposed common spaces will be in place. Reconfiguration of classrooms will also be achieved, providing more varied and flexible space and enhancing instructional delivery. The interior finishes will be replaced, and integrated technology will be available throughout the building. Furnishings and instrumentation needed to effectively deliver instruction will be provided.

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

Other Alternatives Considered

Consideration to construct a brand-new classroom building was widely debated. However, as stated above, the \$10 million fire restoration addressed some of the buildings basic shortcomings. If the modernization can continue and complete the renewal of building systems, building envelope, integrated technology, furnishings, finishes, and instrumentation, Pray-Harrold will be an outstanding facility for at least another 30 years. It is estimated that to construct a new facility of equal benefit would cost \$57 million. This is approximately \$16

**EASTERN MICHIGAN UNIVERSITY
CAPITAL OUTLAY REQUEST FY 2005
IMPLEMENTATION PLAN**

million more than the cost of the remaining work to be done. Also, because of the size of the building, volume of use and the diversified programs conducted, leased space or long-distance learning are not viable alternatives. If the project is not authorized, an opportunity will be missed to significantly enhance the learning experience of a substantial number of students.

Economic Benefit to State of Michigan

Multiple economic benefits would accrue to the State of Michigan as a result of authorizing and funding this project. Included is the ongoing economic benefit of a well-educated work force to attract and retain industry within the state and the quality of life educated citizen's harvest from challenging and rewarding careers.

In addition, the local economy would benefit because of the construction project's economic activity, and the university would benefit from lower operating costs throughout the life cycle of a modern, energy-efficient facility.

Match Resources

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

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 22
DATE:
December 2, 2003

RECOMMENDATION

REPORT: The 2002-2003 Eastern Michigan University Foundation Annual Report

ACTION REQUESTED

It is requested that the Eastern Michigan University Board of Regents receive and place on file the Eastern Michigan University Foundation Annual Report for the year ended June 30, 2003.

STAFF SUMMARY

In accordance with Section C.4. of the Agreement Between Eastern Michigan University and the Eastern Michigan University Foundation, it is our responsibility and privilege to present for your review the annual report of the Eastern Michigan University Foundation for the year ended June 30, 2003. The annual financial audit of the Foundation and its subsidiaries was performed by Plante & Moran, PLLC, and they have reviewed and approved the content of the report presented, and provided an unqualified financial opinion.

Total endowment assets reported at year-end were \$30,319,418. This represents a .6 percent decrease from the value at fiscal year end 2002, which was \$30,517,632. Contributions during 2002-2003 were \$5,576,981. Contributions designated toward endowments totaled \$1,113,246.

During this fiscal year, the return on investment of 1.5 percent exceeded the target investment policy benchmark return of 1.4 percent. Total return since inception on September 30, 1992, of 9.1 percent surpasses the benchmark of 7.9 percent.

Current expendable gifts distributed to Eastern Michigan University for programs and scholarships totaled \$4,400,564 for the year ended June 30, 2003. Of that total, \$2,407,838 represented gifts of property, equipment and other support. In addition, funding from endowed scholarships and endowments totaled \$835,201, a 6.1 percent decrease from the previous year.

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 23
DATE: December 2, 2003

RECOMMENDATION

2002-03 EAGLE CREST MANAGEMENT CORPORATION ANNUAL REPORT

ACTION REQUESTED

It is recommended that the FY 2003 Eagle Crest Management Corporation Annual Report be received and placed on file.

STAFF SUMMARY

Eagle Crest Management Corporation (ECMC) is a wholly-owned, for-profit subsidiary of the Eastern Michigan University Foundation. ECMC provides management services for the University's Golf Course and Conference Center assets. In addition, ECMC provides food and beverage services, media and business services, and housekeeping/maintenance services to the Golf Course and Conference Center.

For fiscal year 2003, Eagle Crest Management Corporation realized a net income of \$34,892 which exceeded budget and last year results. The Conference Center achieved a net income of \$61,581, and the Golf Course suffered a loss of \$160,895.

Kathryn Vachon, Executive Director of Eagle Crest Management Corporation, will provide a report on the FY 2003 business activities.

FISCAL IMPLICATIONS


Eagle Crest continues to support the EMU Foundation and provides a dividend of \$58,000 from fiscal 2002-03 profits.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date _____



EAGLE CREST MANAGEMENT CORPORATION
REPORT TO EMU BOARD OF REGENTS FINANCE COMMITTEE
December 2, 2003

Eagle Crest continued to face challenges in 2002-2003 due to a soft economy. Increased competition and less demand contributed to dwindling revenues in all areas. Eagle Crest Management Corporation, however, achieved \$34,892 in net income, exceeding budget and last year results. The Conference Center achieved net income of \$61,581. The Golf Course suffered a loss of \$ 160,895 with rounds of play down only slightly.


Many initiatives were implemented or continued to help support revenue generation and quality improvement.

- The management team and Eagle Crest Board of Directors developed a strategic plan for the organization that will be implemented throughout the coming year.
- Doug Zorn was hired as Business Development Manager, responsible for revenue improvement for all entities. He has generated over \$100,000 in future business.
- Continuation of the Executive Card Program at the Golf Course has generated \$49,780 in revenues from golfers that have not traditionally played Eagle Crest.
- Dale Mercer succeeded in securing a three-year contract to host the Michigan High School Athletic Association Boy's and Girl's Championships at the Eagle Crest Golf Club with the first championship taking place October 17 and 18, 2003.
- Updated menus and pricing were implemented in June in conjunction with the Marriott Hotel providing enhanced offerings for customers.
- Employee Teams have been working together to effect upgraded food presentations at both the golf course and conference center.
- Our relationship with Davey Golf continues to help us improve golf course conditions and plan for future improvements. Positive comments this year have increased significantly in this area.
- Development of the Misty River Leadership Training offered by Eagle Crest has resulted in a unique new product not offered by other conference centers or hotels in the area.

Future initiatives for the year 2003-2004 will be implemented in support of the four key goals of our strategic plan:

- Strengthening the Eagle Crest Bottom Line
- Building an Effective Team to Insure Quality Service
- Planning for New and Replacement Infrastructure to Accommodate a World Class Facility
- Connecting with Other Entities Involved in Eagle Crest Decision Making





As we move forward, we want to thank members of the Eagle Crest Board of Directors, EMU Foundation Board of Directors, and the Eastern Michigan University Community for your support of Eagle Crest. Many of you met the call to arms and supported Eagle Crest by bringing your organization's business to Eagle Crest, devoting your time and resources in assisting us to generate new business and products, and providing referrals to your business associates.

As a result, Eagle Crest is proud to continue to support the EMU Foundation and provide a dividend of \$58,000 from fiscal year 2002-2003 profits.



EAGLE CREST
CONFERENCE RESORT

**Eagle Crest Owned and Managed Entities
Consolidated Income and Expense Statement
Fiscal Year 2002-2003**

Eagle Crest Owned and Managed Entities

	YTD Actuals Jun-03	% Rev	YTD Budget Jun-03	% Rev	Variance	Var %	Last YTD Jun-02	% Rev	Variance	Var %
Sales	4,082,876	111%	5,167,409	111%	(1,084,533)	-21%	4,637,064	112%	(554,188)	-12%
Cost of Goods	419,572	11%	528,298	11%	(108,726)	-21%	486,517	12%	(66,945)	-14%
Net Revenue	3,663,304	100%	4,639,111	100%	(975,807)	-21%	4,150,547	100%	(487,243)	-12%
Expenses	3,663,705	92%	4,401,534	92%	(737,829)	-17%	4,103,122	92%	(439,417)	-11%
Net Income Before Tax	(400)	0%	237,577	5%	(237,977)	-100%	47,425	1%	(47,825)	-101%
Taxes	6,922	0%	67,677	1%	(60,755)	-90%	32,747	1%	(25,825)	-79%
Net Income after Tax	(7,322)	0%	169,900	4%	(177,222)	-104%	14,678	0%	(22,000)	-150%

**An after profit 2002-2003 dividend in the amount of \$58,000 was paid to Eastern Michigan University Foundation

**Eagle Crest Owned and Managed Entities
Consolidated Income and Expense Statement
Fiscal Year 2002-2003**

Eagle Crest Management Corporation

	YTD Actuals Jun-03	% Rev	YTD Budget Jun-03	% Rev	Variance	Var %	Last YTD Jun-02	% Rev	Variance	Var %
Food & Beverage	1,309,608	76%	1,635,199	77%	(325,591)	-20%	1,523,201	79%	(213,593)	-14%
Media & Business Center	404,607	23%	493,050	23%	(88,443)	-18%	464,051	24%	(59,444)	-13%
Housekeeping & Maintenance	265,954	15%	328,187	16%	(62,233)	-19%	265,845	14%	109	0%
Management Fees	80,435	5%	77,935	4%	2,500	3%	80,815	4%	(380)	0%
Total Sales	2,060,604	119%	2,534,371	120%	(473,767)	-19%	2,333,912	120%	(273,308)	-12%
Cost of Goods Sold	336,178	19%	420,175	20%	83,997	20%	394,826	20%	58,648	15%
Net Revenue	1,724,426	100%	2,114,196	100%	(389,770)	-18%	1,939,086	100%	(214,660)	-11%
Salaries, Wages & Taxes	735,032	43%	958,346	45%	223,314	23%	869,080	45%	134,048	15%
Benefits & 401K	122,373	7%	146,019	7%	23,646	16%	126,836	7%	4,463	4%
Contracted Services	23,426	1%	26,052	1%	2,626	10%	38,813	2%	15,387	40%
Operational Expenses	272,689	16%	298,310	14%	25,621	9%	286,199	15%	13,510	5%
Allocated Expenses	337,591	20%	401,110	19%	63,519	16%	318,575	16%	(19,016)	-6%
Total Expenses	1,491,110	86%	1,829,837	87%	338,727	19%	1,639,503	85%	148,383	9%
Depreciation	89,447	5%	82,500	4%	(6,947)	-8%	127,500	7%	38,053	30%
Personal/Property Tax	29,830	2%	28,296	1%	(1,534)	-5%	31,314	2%	1,484	5%
Interest Expense	14,226	1%	14,210	1%	(16)	0%	23,498	1%	9,272	39%
Total Other Expenses	133,503	8%	125,006	6%	(8,497)	-7%	182,312	9%	48,809	27%
Net Income	99,814	6%	159,353	8%	(59,539)	-37%	117,271	6%	(17,457)	-15%
Federal Income Tax	24,146	1%	49,677	2%	25,531	51%	7,500	0%	(16,646)	-222%
SBT Tax	(17,224)	-1%	18,000	1%	35,224	166%	25,247	1%	42,471	168%
Dividend	58,000	3%	58,000	3%	-	0%	50,000	3%	(8,000)	-16%
Total Net Income	34,892	2%	33,676	2%	1,216	4%	34,524	2%	368	1%

**Eagle Crest Owned and Managed Entities
Consolidated Income and Expense Statement
Fiscal Year 2002-2003**

Eagle Crest Conference Center

	YTD Actuals Jun-03	% Rev	YTD Budget Jun-03	% Rev	Variance	Var %	Last YTD Jun-02	% Rev	Variance	Var %
Room Rentals	733,682	100%	992,661	112%	(258,979)	-26%	887,700	100%	(154,018)	-17%
Office Services	5,985	1%	7,941	1%	(1,956)	-25%	4,202	0%	1,783	42%
Total Sales	739,667	101%	1,000,602	113%	(260,935)	-26%	891,902	100%	(152,235)	-17%
Cost of Good Sold	8,175	1%	2,725	0%	(5,450)	-200%	2,825	0%	(5,350)	-189%
Net Revenue	731,492	100%	997,877	112%	(266,385)	-27%	889,077	100%	(157,585)	-18%
Salaries, Wages & Taxes	127,989	17%	245,331	28%	117,342	48%	187,111	21%	59,122	32%
Benefits & 401K	30,795	4%	43,092	5%	12,297	29%	30,623	3%	(172)	-1%
Operational Expenses	305,038	42%	392,639	44%	87,601	22%	330,364	37%	25,326	8%
Allocated Expenses	206,989	28%	242,293	27%	35,304	15%	222,750	25%	15,761	7%
Total Expenses	670,811	92%	923,355	104%	252,544	27%	770,848	87%	100,037	13%
Total Net Income	60,681	8%	74,522	8%	(13,841)	-19%	118,229	13%	(57,548)	-49%

Eagle Crest Golf Club

	YTD Actuals Jun-03	% Rev	YTD Budget Jun-03	% Rev	Variance	Var %	Last YTD Jun-02	% Rev	Variance	Var %
Greens Fees	888,179	74%	1,155,965	76%	(267,786)	-23%	989,446	75%	(101,267)	-10%
Cart Rentals	220,804	18%	257,303	17%	(36,499)	-14%	228,958	17%	(8,154)	-4%
Sales Pro Shop	104,792	9%	154,997	10%	(50,205)	-32%	139,039	11%	(34,247)	-25%
Equipment Rental	5,810	0%	7,174	0%	(1,364)	-19%	6,231	0%	(421)	-7%
Driving Range	40,465	3%	33,017	2%	7,448	23%	25,602	2%	14,863	58%
Room Rental	22,555	2%	23,980	2%	(1,425)	-6%	21,974	2%	581	3%
Total Sales	1,282,605	106%	1,632,436	107%	(349,831)	-21%	1,411,250	107%	(128,845)	-9%
Cost of Good-Pro Shop	75,219	6%	105,398	7%	30,179	29%	88,866	7%	13,647	15%
Net Revenue	1,207,386	100%	1,527,038	100%	(319,652)	-21%	1,322,384	100%	(114,998)	-9%
Salaries, Wages & Taxes	165,232	14%	306,312	20%	141,080	46%	431,495	33%	266,263	62%
Benefits & 401K	3,052	0%	9,612	1%	6,560	68%	16,622	1%	13,570	82%
Direct Expenses	875,156	72%	846,149	55%	(29,007)	-3%	683,135	52%	(192,021)	-28%
Operational Expenses	142,597	12%	139,199	9%	(3,398)	-2%	180,087	14%	37,490	21%
Allocated Expenses	182,244	15%	222,064	15%	39,820	18%	199,120	15%	16,876	8%
Total Expenses	1,368,281	113%	1,523,336	100%	155,055	10%	1,510,459	114%	142,178	9%
Total Net Income	(160,895)	-13%	3,702	0%	(164,597)	-4446%	(188,075)	-14%	27,180	-14%

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 24
DATE: December 2, 2003

RECOMMENDATION

BOARD POLICIES RECOMMENDED FOR APPROVAL

ACTION REQUESTED

It is recommended that the Board of Regents approve the creation of one new policy and the revision of four others. (See attached information.)

STAFF SUMMARY

The one new policy and the four policies recommended for revision will eliminate redundancy, clarify focus, update content, and ensure that all policies are formatted similarly. The rationale for each action is included on the attached documents.

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
NEW BOARD POLICY**

Policy Number	Policy Name	Rationale for New Policy
11	Responsibility for Non-University Property	This new policy is being proposed to clarify the University's position (and past practice) on non-University property (i.e., the University is not responsible for loss, theft or damage to property not owed by the University).

Effective Date		Date of Revision		Policies, Rules And Regulations
		12-2-03		
Chapter Name		Chapter No.	Page	
BUSINESS & FINANCIAL OPERATIONS		11	Page 1 of 1	
		Issue		
		RESPONSIBILITY FOR NON-UNIVERSITY PROPERTY		

UNIVERSITY POLICY STATEMENT:

Eastern Michigan University's insurance covers only University-owned property.

UNIVERSITY PRACTICE:

The University's insurance covers all property owned by the University and does not cover non-University owned property (except in instances where the terms of a properly negotiated and signed contract might provide otherwise) such as, but not limited to the following:

1. Paintings and objects of art placed on semi-permanent display on the campus where ownership is not passed to the University
2. Personal property of students, employees and guests of the University
3. Property of vendors and service entities

RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Business and Finance, or his/her designee(s), has overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

SCOPE OF POLICY COVERAGE:

This policy covers all non-University owned property not covered by a discrete and properly negotiated and signed contract that provides otherwise.

Authority for Creation or Revision

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**EASTERN MICHIGAN UNIVERSITY
REVISED BOARD POLICIES**

Policy Number	Policy Name	Rationale for Revising Policies
11.1.3	Banking Services	This policy has not been dramatically changed from its present state. The requirement that all funds collected for EMU must be properly deposited has been added to the practice section of the policy. The "Responsibility for Implementation" section was re-written in the EMU format.
11.1.4	Reserves	The present policy, written in a procedural format and mentioning specific reserves, has been re-written in the EMU format. The revised policy focuses on the review of all reserves in order to protect the interests of the University. The revised policy also references generally accepted accounting principles (GAAP) and external audit reviews, whereas the current policy referenced specific limits.
11.1.5	Selection of External Auditor	The present policy has been re-written in the EMU format. The policy statement clarifies the specific responsibility of the Board of Regents for the appointment of the external auditors. The requirement to select new auditors every five years has been deleted, leaving the length of appointment at the discretion of the Board. The practice section, as opposed to the policy statement, addresses the administration's role in the selection process.
12.1.1	Residence Classification for Tuition Purposes	The present policy, written in a procedural format, has been re-written in the EMU format strictly as a policy statement. The procedure has been deleted from the policy, but has been revised and is ready for implementation.



Policies, Rules And Regulations

Effective Date	Date of Revision		
1-10-66	12-02-03		
Chapter Name	Chapter No.	Page	
BUSINESS & FINANCIAL OPERATIONS	11.1.3	Page 1 of 1	
Issue			
BANKING SERVICES			

UNIVERSITY POLICY STATEMENT:

Eastern Michigan University shall employ regulated banking services to assist in the administration of its fiscal operations.

UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. Selection of financial institutions to perform banking services shall be based upon at a minimum, evaluation of the financial institution's:
 - A. Fiscal condition
 - B. Internal processing procedures and controls
 - C. Scope of services offered
 - D. Cost effectiveness of services
 - E. Convenience of location
2. No account shall be established with a banking institution under the name of Eastern Michigan University without the explicit authorization of the Vice President for Business and Finance.
3. All funds collected on behalf of Eastern Michigan University must be deposited into an approved University bank account.

RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Business and Finance, or his/her designee(s), has overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

SCOPE OF POLICY COVERAGE:

This policy applies to all banking services contracted by Eastern Michigan University.

Authority for Creation or Revision

Minutes of the Board of Regents: January 10, 1966. para. .334M;
 Minutes of the Board of Regents: March 15, 1972, para. .1086M;
 Minutes of the Board of Regents: December 8, 1976; para. .1726M;
 Minutes of the Board of Regents: November 19, 1980; para. .2329M;
 Minutes of the Board of Regents: April 26, 1989; para. .3994M.

Effective Date	Date of Revision
1-10-66	4-26-89 12-2-03
Chapter Name	Chapter No.
BUSINESS & FINANCIAL OPERATIONS	11.1.3



Policies, Rules And Regulations

Page
Page 1 of 3

Issue
BANKING SERVICES

UNIVERSITY POLICY STATEMENT:

Eastern Michigan University shall employ regulated banking services to assist in the administration of its fiscal operations.

UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. Selection of financial institutions to perform banking services shall be based upon at a minimum, evaluation of the financial institution's:
 - A. Fiscal condition
 - B. Internal processing procedures and controls
 - C. Scope of services offered
 - D. Cost effectiveness of services
 - E. Convenience of location
2. No account shall be established with a banking institution under the name of Eastern Michigan University without the explicit authorization of the Vice President for Business and Finance.
3. All funds collected on behalf of Eastern Michigan University must be deposited into an approved University bank account.

RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Business and Finance, or his/her designee(s), has overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

SCOPE OF POLICY COVERAGE:

This policy applies to all banking services contracted by Eastern Michigan University.

~~UNIVERSITY POLICY STATEMENT:~~

~~Eastern Michigan University shall employ regulated banking services to assist in the administration of its fiscal operations.~~

~~UNIVERSITY PRACTICE:~~

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.3	Page 2 of 3
Issue		
BANKING SERVICES		

University practices for implementing this policy include:

1. ~~Selection of financial institutions to perform banking services relating to the University's deposit, disbursement and credit activities shall be based upon not fewer than the following measures:~~
 - A. ~~Fiscal soundness of the financial institution~~
 - B. ~~The institution's and controls internal processing procedures and controls~~
 - C. ~~Scope of services offered~~
 - D. ~~Cost effectiveness of services~~
 - E. ~~Convenience of location~~
2. ~~No account shall be established with a banking institution under the name of Eastern Michigan University without the explicit authorization of the Treasurer and Vice President for Business and Finance.~~

RESPONSIBILITY FOR IMPLEMENTATION:


~~The Treasurer/Vice President for Business and Finance has responsibility for entering into any banking service arrangements. The Assistant Treasurer/Controller is authorized upon delegation by the Treasurer. The Assistant Treasurer/controller is responsible for the daily administration of University activities requiring banking services.~~

SCOPE OF POLICY COVERAGE:

~~This policy applies to all banking services contracted by Eastern Michigan University.~~

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.3	Page 3 of 3
Issue		
BANKING SERVICES		

Authority for Creation or Revision
Minutes of the Board of Regents: January 10, 1966. para. .334M; Minutes of the Board of Regents: March 15, 1972, para. .1086M; Minutes of the Board of Regents: December 8, 1976; para. .1726M; Minutes of the Board of Regents: November 19, 1980; para. .2329M; Minutes of the Board of Regents: April 26, 1989; para. .3994M.

Effective Date		Date of Revision			Policies, Rules And Regulations
2-21-73		12-02-03			
Chapter Name			Chapter No.	Page	
BUSINESS & FINANCIAL OPERATIONS			11.1.4	Page 1 of 1	
Issue					
RESERVES					

UNIVERSITY POLICY STATEMENT:

Eastern Michigan University will maintain financial reserves, properly recorded in its general ledger system, adequate enough to protect the University's interests in accordance with generally accepted accounting principles.

UNIVERSITY PRACTICE:

Throughout the year, and at fiscal year-end in tandem with the University's external auditors, general ledger reserve balances will be reviewed and evaluated against both reported liabilities and incurred but not reported liabilities. Funding of these liabilities will be budgeted annually and adjusted as needed.

Reserves include, but are not limited to, self-insured coverages such as employee health benefits, general liability, property loss, errors and omissions, unemployment compensation, workers' compensation, sick and vacation leave accruals, and other potential liabilities.

RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Business and Finance, or his/her designee(s), has overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

SCOPE OF POLICY COVERAGE:

This policy applies to all Eastern Michigan University financial reserves.

Authority for Creation or Revision

Minutes of the Board of Regents, February 21, 1973; para. .1194M.
Minutes of the Board of Regents, June 22, 1977; response to Audit of Construction.

Effective Date	Date of Revision
2-21-73	6-22-7712-2-03



Policies, Rules And Regulations

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.4	Page 1 of 3

Issue
RESERVES

UNIVERSITY POLICY STATEMENT:

Eastern Michigan University will maintain financial reserves, properly recorded in its general ledger system, adequate enough to protect the University's interests in accordance with generally accepted accounting principles.

UNIVERSITY PRACTICE:

Throughout the year, and at fiscal year-end in tandem with the University's external auditors, general ledger reserve balances will be reviewed and evaluated against both reported liabilities and incurred but not reported liabilities. Funding of these liabilities will be budgeted annually and adjusted as needed.

Reserves include, but are not limited to, self insured coverages such as employee health benefits, general liability, property loss, errors and omissions, unemployment compensation, workers' compensation, sick and vacation leave accruals, and other potential liabilities.

RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Business and Finance, or his/her designee(s), has overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

SCOPE OF POLICY COVERAGE:

This policy applies to all Eastern Michigan University financial reserves.

~~It shall be the policy of Eastern Michigan University to maintain -~~

~~Contingency Reserves - to provide for expenditures which are possible, even probable, but not certain in nature.~~

~~Expenditure Reserves - to provide for future expenditures, relatively certain to occur, but which are somewhat uncertain as to precise amount and time of occurrence.~~

~~Valuation Reserves - to provide for allowances on un-collectible accounts, with the rate of accrual and the level of the reserve based on, and adjusted, as experience dictates. The~~

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~~treasurer and the University financial staff are responsible for establishing reasonable reserves in accordance with collection experience.~~

~~Conditions governing Contingency Reserves and Expenditure Reserves shall be as follows:~~

~~CONTINGENCY RESERVES~~

~~Reserve for Self Insurance for Fire, Theft and Vandalism~~

~~An amount of \$100,000 is authorized and shall be restored annually to the authorized level, if funds permit.~~

~~Reserve for Unemployment Compensation~~

~~An amount of not less than \$100,000 and not more than \$200,000, to be based on actual and expected use, is authorized.~~

~~Reserve for Worker's Compensation Insurance~~

~~Eastern Michigan University received authority from the Michigan Department of Labor, Bureau of Worker's Compensation, to self insure under the Worker's Compensation Act, effective July 1, 1974.~~

~~A booked reserve of \$100,000 will be established to provide for potential employer liability under the Worker's compensation Act, and that this reserve be established from working capital.~~

~~All paid Worker's Compensation claims will be charged to the reserve~~

~~The University shall be authorized to purchase administrative services on an annual contract from Corporate Services, Inc.~~

~~The employee benefit reserve account be closed and transferred to the General and Auxiliary Funds in a proportion to their respective interests in the employee benefit reserve account.~~

~~EXPENDITURE RESERVES~~

~~Maintenance Reserve~~

~~For each housing trust (or bank loan) in which the trust (or loan) agreement does not require a trustee held reserve for extraordinary maintenance, the University shall maintain a reserve account for that purpose.~~

~~Annual provisions in amounts equal to 1% of the original indebtedness shall be made into each reserve account until an amount equal to 10% of the original indebtedness has been accumulated.~~

~~Routine maintenance expenses will be charged against current operating budgets. Extraordinary maintenance and capital improvement expenditures will be charged against appropriate reserve accounts.~~

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~~The determination of a maintenance task as either routine or extra-ordinary will be made by the Physical Plant staff. Generally, those tasks that cost over \$50 (parts and labor) will be extraordinary and those tasks under \$50 (parts and labor) will be routine.~~

~~Sick Leave Reserve~~

~~The administration is authorized to fund sick leave reserves by the respective funds in accordance with actuary requirements as reported to the Finance Committee. It is further recommended that the increased reserve be provided through recoupment of sick leave wages, and that all sick leave payments be made from booked reserve. It is further recommended that the present policy provision, providing for funding a reserve for annual leave, be deleted, and that annual leave expenses be a charge to the appropriate operating budget account.~~

Authority for Creation or Revision

Minutes of the Board of Regents, February 21, 1973; para. .1194M.
 Minutes of the Board of Regents, June 22, 1977; response to Audit of Construction.

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SELECTION OF EXTERNAL AUDITOR					

UNIVERSITY POLICY STATEMENT:

External auditors shall be appointed by the Board of Regents to perform the annual financial audits.

UNIVERSITY PRACTICE:

At least every five years the administration shall invite proposals from qualified audit firms, conduct a formal evaluation, and make a recommendation to the Board of Regents for final consideration.

RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Business and Finance, or his/her designee(s), has overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

SCOPE OF POLICY COVERAGE:

This policy applies to the annual audits of Eastern Michigan University.

Authority for Creation or Revision

Minutes of the Board of Regents, November 15, 1978; para. .2013M
 Minutes of the Board of Regents, January 28, 1981; para. .2345M



Policies, Rules And Regulations

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SELECTION OF EXTERNAL AUDITOR				

UNIVERSITY POLICY STATEMENT:

External auditors shall be appointed by the Board of Regents to perform the annual financial audits.

PRACTICE:

At least every five years the administration shall invite proposals from qualified audit firms, conduct a formal evaluation, and make a recommendation to the Board of Regents for final consideration.

RESPONSIBILITY FOR IMPLEMENTATION:


The Vice President for Business and Finance, or his/her designee(s), has overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

SCOPE OF POLICY COVERAGE:

This policy applies to the annual audits of Eastern Michigan University.

~~External auditors shall be appointed on an annual basis and may be reappointed for a period of five consecutive years. The same firm will, normally, not be reappointed after five consecutive years.~~

~~Prior to the appointment of a new external auditor, the administration shall invite proposals, conduct a formal evaluation, and recommend two firms for final consideration by the Board of Regents.~~

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RESIDENCE CLASSIFICATION FOR TUITION PURPOSES				

UNIVERSITY POLICY STATEMENT:

A person enrolling at Eastern Michigan University will be classified as a resident or non-resident for tuition purposes. Residency will be determined in accordance with the University Residency Procedure. Residency classification for tuition purposes does not apply to online courses.

UNIVERSITY PRACTICE:

As described in the University Residency Procedure, residency will be determined in the Admissions Office at the time a student is initially admitted to the University. Students have the right to appeal the decision through the appeals office (designated by those responsible for the implementation of this policy), and if still not satisfied, appeal to a final authority, the Residency Appeals Committee.

RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Business and Finance and the Vice President for Enrollment Services, or their designee(s), have overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

SCOPE OF POLICY COVERAGE:

The policy applies to all admitted students.

Authority for Creation or Revision
Minutes of the Board of Regents, November 17, 1971; para. .1047M Minutes of the Board of Regents, August 26, 1987; para. .3537M

RESIDENCE CLASSIFICATION FOR TUITION PURPOSES
PROPOSED PROCEDURE

I. GUIDELINES FOR DETERMINING RESIDENCE CLASSIFICATION

No student is eligible for classification as a resident for tuition purposes unless the student has demonstrated that he/she has established domicile in Michigan. Demonstration of a Michigan domicile is generally evaluated as follows:

A. Minors and Dependents over 18

The domicile of a student who is not yet 18 years of age follows that of the student's parents or legal guardian. If that student's parents or legal guardians would qualify in accordance with the University's Guidelines for Determining Residence Classification, that student shall be considered a Michigan resident for tuition purposes.

Students 18 years of age or over who are claimed as dependents for federal income tax purposes by their parents or guardians at the time of registration and for the tax year preceding the year in which they register will be classified for tuition purposes as though they were minors.

B. Independent Students

An independent student 18 years of age or older is considered eligible for resident classification if the student has demonstrated that he/she has established domicile in Michigan.

C. Spouse

The domicile of a student who otherwise would be classified as nonresident for tuition purposes will follow that of the student's spouse, if the spouse is eligible for classification as a Michigan resident for tuition purposes. (Applicable only to U.S. citizens or to aliens admitted to the United States in accordance with Subsection E.)

D. Aliens

An alien (non-citizen) student shall be eligible for classification as a Michigan resident for tuition purposes if he/she is domiciled in the United States and also qualifies in accordance with the University's Guidelines for Determining Residence Classification.

In order to demonstrate that he/she is domiciled in the United States, the student must be a permanent resident, or an alien with one of the following visa classifications, or an alien with other documentation from the Immigration and Naturalization Service (INS) that reflects such status.

Visa classifications: E-1 – treaty trader, spouse and children; E-2 – treaty investor, spouse and children; G-4 – international organization officer, or employee and members of immediate family; H-1 - temporary worker of distinguished merit and ability; H-2 - temporary worker performing services unavailable in the U.S.; H-3 - trainee; H-4 - spouse or child of H-1, H-2, or H-3; J-1 - exchange visitor (limited to persons engaged as trainee, teacher, professor,

or research scholar); J-2 - spouse or child of J-1 as limited above; L-1 - intracompany transferee; L-2 - spouse or child of L-1.

E. Migrant

Migrant status is one factor considered when determining if a student is domiciled in Michigan for tuition purposes. Michigan migrants are defined as individuals who have made their livelihood in seasonal work in the state of Michigan, and have traveled interstate for this purpose. Migrant students shall be considered Michigan residents for tuition purposes if they or their parents or legal guardian were employed IN MICHIGAN for at least two months during each of three of the preceding five years. Verification of employment as migrant workers should be secured from the Michigan Farm Labor and Rural Manpower Services Office. Other appropriate evidence also may be considered to establish their status as a migrant worker.

F. Spouse or Dependent of a U.S. Military Service Person

The spouse or dependent of a person currently serving in a branch of the U.S. Military Service (excluding reserve programs) or of a person who died while serving in a branch of the U.S. Military Service shall be eligible for classification as a Michigan resident for tuition purposes if that military service person qualified in accordance with the University's Guidelines for Determining Residence Classification immediately before entering the Military Service as a Michigan resident.

G. U.S. Military Service Veteran

A veteran of a branch of the U.S. Military Service (excluding reserve programs) shall be eligible for classification as a Michigan resident for tuition purposes if that person qualified in accordance with the University's Guidelines for Determining Residence Classification immediately before entering the Military Service as a Michigan resident.

H. The following criteria shall be applied when reviewing a student's classification. It is recognized that one of the following criteria shall, standing alone, necessarily be controlling. All factors indicating an intent to make Michigan the student's domicile will be considered by the University in classifying a student.

1. Domicile in Michigan of family, guardian, or other relatives or persons legally responsible for the student.
2. Former domicile in Michigan and maintenance of significant connections therein while absent.
3. Self-supporting reliance upon Michigan sources for financial support. (Verification of Michigan income tax liability must be provided.)
4. Continuous presence in Michigan during periods when not enrolled as a student.
5. Long-term military commitments in Michigan.
6. Acceptance of an offer of permanent employment in Michigan. (In a position not normally filled by a student.)

7. Ownership of real estate in Michigan.
- I. Please note: The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to affect classification of a student as a resident.
 8. Voting or registration for voting.
 9. Employment in any position normally held by a student.
 10. The lease of living quarters.
 11. A statement of intention to acquire a domicile in Michigan.
 12. Automobile registration, Drivers License.
 13. Other public record, e.g., birth records.


II. GUIDELINES FOR DETERMINING A CHANGE IN RESIDENCE CLASSIFICATION

A student's residence status may be reviewed at each subsequent registration. If a student's circumstances should change to the extent that he/she would no longer be considered a Michigan resident for tuition purposes, as herein described, that student shall be reclassified as a nonresident for tuition purposes 12 months thereafter.

Since a student normally comes to Eastern Michigan University for the primary or sole purpose of attending the University rather than to establish domicile in Michigan, one who enrolls in the University as a nonresident shall continue to be so classified throughout his/her attendance as a student, unless and until he/she demonstrates that his/her previous domicile has been abandoned and a Michigan domicile is established.

It shall be the responsibility of all students, prior to registering, to raise questions in the Student Accounting Office regarding their right to be registered as a resident for tuition purposes. An appeal must be submitted by the 100% add/drop date of the semester in question. Appeals received after this date will be considered for the next appropriate semester.

A tuition reciprocity agreement with Ohio, entered into by the Michigan State Board of Education and the Ohio Board of Regents in 1980, allows an Ohio resident to attend Eastern Michigan University at Michigan resident tuition rates.

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RESIDENCE CLASSIFICATION FOR TUITION PURPOSES				

UNIVERSITY POLICY STATEMENT:

A person enrolling at Eastern Michigan University will be classified as a resident or non-resident for tuition purposes. Residency will be determined in accordance with the University Residency Procedure. Residency classification for tuition purposes does not apply to online courses.

UNIVERSITY PRACTICE:

As described in the University Residency Procedure, residency will be determined in the Admissions Office at the time a student is initially admitted to the University. Students have the right to appeal the decision through the appeals office (designated by those responsible for the implementation of this policy), and if still not satisfied, appeal to a final authority, the Residency Appeals Committee.

RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Business and Finance and the Vice President for Enrollment Services, or their designee(s), have overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

SCOPE OF POLICY COVERAGE:

The policy applies to all admitted students.

~~I. REGULATIONS FOR DETERMINING RESIDENCE CLASSIFICATION~~

~~A person enrolling at Eastern Michigan University shall be classified as a resident or non-resident for tuition purposes. A student's residence status shall be determined at the time of his/her initial admission to the University. In order to determine the domicile of a student, the following regulations will be utilized.~~

~~A. Establishment of Residence~~

~~No student shall be eligible for classification as a resident for tuition purposes unless the student has demonstrated that he/she has established domicile in Michigan.~~

~~B. Minors and Dependents over 18~~

~~The domicile of a student who is not yet 18 years of age follows that of the student's parents or legal guardian. If that student's parents or legal guardian~~

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~~would qualify in accordance with the University's regulations for Determining Residence Classification, that student shall be considered a Michigan resident for tuition purposes.~~

~~Students 18 years of age or over who are claimed as dependents for federal income tax purposes by their parents or guardians at the time of registration and for the tax year preceding the year in which they register will be classified for tuition purposes as though they were minors.~~

~~C. Nondependent Students~~

~~An independent student 18 years of age or older is considered eligible for residence classification if the student has demonstrated that he/she has established domicile in Michigan.~~

~~D. Spouse~~

~~The domicile of a student who otherwise would be classified as nonresident for tuition purposes will follow that of the student's spouse, if the spouse is eligible for classification as a Michigan resident for tuition purposes. (Applicable only to U.S. citizens or to aliens admitted to the United States in accordance with Subsection E.)~~

~~E. Aliens~~

~~An Alien (noncitizen) student shall be eligible for classification as a Michigan resident for tuition purposes if he/she is domiciled in the United States and also qualifies in accordance with the University's Regulations for Determining Residence Classification.~~

~~In order to demonstrate that he/she is domiciled in the United States the student must be a permanent resident, or an alien with a G-4 visa, or an alien with other documentation from the Immigration and Naturalization Service that reflects such status.~~

~~F. Migrants~~

~~Migrants status is one factor considered when determining if a student is domiciled in Michigan for tuition purposes. Michigan migrants are defined as individuals who have made their livelihood in seasonal work in the state of Michigan, and have traveled interstate for this purpose. Migrant students shall be considered Michigan residents for tuition purposes if they or their parents or~~

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~~legal guardian were employed IN MICHIGAN for at least two months during each of three of the preceding five years. Verification of employment as migrant workers should be secured from the Michigan Farm Labor and Rural Manpower Services Office. Other appropriate evidence also may be used by migrant workers to establish their status.~~

~~G. Spouse or Dependent of a U.S. Military Service Person~~

~~The spouse or dependent of a person currently serving in a branch of the U.S. Military Service (excluding reserve programs) or of a person who died while serving in a branch of the U.S. Military Service shall be eligible for classification as a Michigan resident for tuition purposes if that military service person qualified in accordance with the University's Regulations for Determining Residence Classification immediately before entering the Military Service as a Michigan resident.~~

~~H. U.S. Military Service Veteran~~

~~A veteran of a branch of the U.S. Military Service (excluding reserve programs) shall be eligible for classification as a Michigan resident for tuition purposes if that person qualified in accordance with the University's Regulations for Determining Residence Classification immediately before entering the Military Service as a Michigan resident.~~

~~II. GUIDELINES AND CRITERIA FOR DETERMINING RESIDENCE CLASSIFICATION~~

~~Since a student normally comes to Eastern Michigan University for the primary or sole purpose of attending the University rather than to establish domicile in Michigan, one who enrolls in the University as a nonresident shall continue to be so classified throughout his/her attendance as a student, unless and until he/she demonstrates that his/her previous domicile has been abandoned and a Michigan domicile is established.~~

~~The following guidelines and criteria shall be applied when reviewing a student's classification. It is recognized that no one of the following criteria shall, standing alone, necessarily be controlling. All factors indicating an intent to make Michigan the student's domicile will be considered by the University in classifying a student.~~

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~~A. The following facts and circumstances, although not necessarily conclusive, have probate value in support of a claim for residence classification:~~

- ~~1. Domicile in Michigan of family, guardian, or other relatives or persons legally responsible for the student.~~
- ~~2. Former domicile in Michigan and maintenance of significant connections therein while absent.~~
- ~~3. Self supporting reliance upon Michigan sources for financial support. (Verification of Michigan income tax liability must be provided.)~~
- ~~4. Continuous presence in Michigan during periods when not enrolled as a student.~~

~~5. Long term military commitments in Michigan.~~

~~6. Acceptance of an offer of permanent employment in Michigan. (In a position not normally filled by a student.)~~

~~7. Ownership of real estate in Michigan.~~

~~B. Please note: The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to effect classification of a student as a resident under these regulations.~~

~~1. Voting or registration for voting.~~

~~2. Employment in any position normally filled by a student.~~

~~3. The lease of living quarters.~~

~~4. A statement of intention to acquire a domicile in Michigan.~~

~~5. Automobile registration, Drivers License.~~

~~6. Other public record, e.g., birth records.~~