

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

Tuesday, June 17, 2003

- 8:00 a.m. Student Affairs Committee Meeting
201 Welch Hall
- 8:00 a.m. Faculty Affairs Committee Meeting – (No meeting in June)
205 Welch Hall
- 9:00 a.m. Educational Policies Committee Meeting
205 Welch Hall
- 10:00 a.m. Finance Committee Meeting – Note time change for June
201 Welch Hall
- 12:00 p.m. Regular Board Meeting - Communication Section
201 Welch Hall
- 12:30 p.m. Adjourn for lunch
204 Welch Hall
- 1:30 p.m. Reconvene Regular Board Meeting
201 Welch Hall

• **AGENDA**

Call to Order
Roll Call Attendance

Tab A - Communications
Lunch
Reconvene Regular Board Meeting
Call to Order
Roll Call Attendance

Tab B – Resolution
Banner Student Process Team - Accounts Receivable
Men’s Swimming Team – MAC Champions

Tab C - Minutes of March 18, 2003, Regular Board Meeting

Tab D - President’s Report

CONSENT AGENDA

- Section 1 REPORT: Treasurer's Report – new format (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: 2002-03 General Fund Budget Status (FC)
- Section 7 REPORT: Technology Plan Implementation (FC)
- Section 8 Academic Affairs Administrative/Professional Appointments/Transfers (EPC)
- Section 9 Staff Appointments (EPC)
- Section 10 Separations/Retirements (EPC)
- Section 11 Emeritus Faculty Status (EPC)
- Section 12 Faculty Appointments (EPC)
- Section 13 Faculty Reappointments (EPC)
- Section 14 Faculty Tenure (EPC)
- Section 15 Faculty Promotions (EPC)
- Section 16 Emeritus Staff Status (EPC)

REGULAR AGENDA

Student Affairs Committee

- Section 17 Monthly Report and Minutes (SAC)

Educational Policies Committee:

- Section 18 Monthly Report and Minutes (EPC)
- Section 19 2003-04 Sabbatical Leaves (EPC)
- Section 20 2003-04 Faculty Research and Creative Activity Fellowships (EPC)
- Section 21 2003 Spring-Summer Awards for Research & Creative Activity (EPC)
- Section 22 Appointment of Charter School Board Members (EPC)
- Section 23 POLICY CHANGES (EPC)
- Section 24 POLICY: Student Involuntary Administrative Withdrawal Policy (EPC)

Finance Committee:

- Section 25 Monthly Report (FC)
- Section 26 FY 2003-04 General Fund Operating Budget (FC)
- Section 27 FY 2003-04 Tuition and Mandatory Fees (FC)

- Section 28 FY 2003-04 Auxiliary Fund Operating Budgets (FC)
- Section 29 FY 2003-04 Room and Board Rates (FC)
- Section 30 FY 2004-05 General Fund Scholarships, Awards, and Grants (FC)
- Section 31 Employee Incentive Plan (FC)
- Section 32 Lease: EMU and Genoa Business Park L.L.C. (FC)
- Section 33 Sale of Real Property – 1764 Stonebridge Drive South,
Pittsfield Twp., MI (FC)
- Section 34 Revised Parking Plan (FC)
- Section 35 Lease: EMU and David J. Stanton & Associates (Wendy's) (FC)
- Section 36 POLICY: Program Costs for Extended Programs (FC)
- Section 37 POLICY REVISION: Acquisition/Disposal of Real Estate Property
And Options on Property Policy (FC)

EASTERN MICHIGAN UNIVERSITY

Board of Regents' Meeting

The preliminary minutes of the March 18, 2003, Board of Regents Meeting.

The Regular Meeting of the Eastern Michigan University Board of Regents was called to order by Chair Incarnati at 12:00 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
- Regent Joseph Antonini
- Regent Jan Brandon
- Regent Steven Gordon
- Regent Sharon Rothwell
- Regent Karen Q. Valvo

The Board members absent were:

- Vice Chair Rosalind Griffin
- Regent Michael Morris

Members of the Administration present were:

- President Samuel Kirkpatrick
- Vice President Paul Schollaert
- Vice President Patrick Doyle
- Vice President Courtney McAnuff
- Vice President Juanita Reid
- Vice President Jim Vick
- Vice President Stu Starnier

COMMUNICATIONS

Secretary Aymond announced there were four requests to address the Board, and, abiding by the Board guidelines, 7 1/2 minutes would be allowed for each speaker.

Gloria Gallegos, a representative for the Students of Color, spoke in favor of the new student union project.

Dr. Yvonne Abdoo, a member of College Heights/University Estates Neighborhood Association, spoke about EMU communication and collaboration with the community.

Hillary Glowski, President of the Student Body, had closing remarks.

Susan Moeller, representing the AAUP, spoke against faculty cuts at EMU.

The Communications portion of the agenda concluded at 12:16 p.m.

The Board recessed for lunch.

The Regular Meeting of the Eastern Michigan University Board of Regents was reconvened at 1:30 p.m. and an attendance roll call was taken.

The Board Members present were:

Chairman Philip Incarnati
Vice Chair Rosalind E. Griffin
Regent Joseph Antonini
Regent Jan Brandon
Regent Steven Gordon
Regent Sharon Rothwell
Regent Karen Q. Valvo

The board member absent was:
Regent Michael Morris

The member of the Cabinet absent was:
Vice President Juanita Reid

RESOLUTION:

BANNER FINANCIAL AID PROCESS

Regent Valvo moved and Regent Griffin seconded to support the Resolution for the Banner Financial Aid Process.

WHEREAS, the Banner Financial Aid Process Team has successfully completed the implementation of the financial aid portion of the Banner enterprise computing system within planned timeframes and budgets; and

WHEREAS, the Banner Financial Aid Process Team consistently has demonstrated leadership for the Banner project and commitment to teamwork and cooperation; and

WHEREAS, the Banner Financial Aid Process Team has focused on improving business processes to enhance the reputation of Eastern Michigan University as an example of best practices in higher education enterprise;

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

Motion Carried.

MINUTES OF JANUARY 21, 2003 REGULAR BOARD MEETING

Regent Gordon moved and Regent Griffin seconded to approve the minutes of the January 21, 2003, Regular Board of Regents Meeting.

Motion Carried.

PRESIDENT'S REPORT

In these very challenging times, when the economy and national security dominate our conversations and our thoughts, I would like to borrow from Congressman John and begin my report with the words of legendary radio host Gabriel Heatter, "There is **good** news tonight."

Last week in this room I had the pleasure of joining Congressman Dingell, and representatives from Senators Levin and Stabenow's offices, to formally accept \$3.1 million in special federal appropriations through the Departments of Defense and Justice to EMU.

The first award, \$2.1 million from the Department of Defense, was awarded to EMU's prestigious Coatings Research Institute. The award allows us to partner with the Army to research corrosion control coatings technology and anti-biochemical hazard coatings to extend the service life of vehicles. It is anticipated that the results of this work will enable the Army to prevent and control corrosion, which costs the Department of Defense upwards of \$20 billion annually.

The second award, for \$1 million, will enhance the University's efforts in the community through the establishment of a Center for Community Building and Civic Engagement. The Center will be housed within our highly successful Institute for the Study of Children, Families and Communities, and will be a catalyst for community-based program development and implementation, leadership training and technical assistance. The Center's initial focus will be on preventing youth violence and developing an agenda that encourages community building.

Both awards are a tangible result of Eastern Michigan University's on-going commitment to partnerships with government, community organizations and industry to address challenges of regional and national significance. Both awards also are also tied to broader issues of national security. Eastern Michigan University will contribute directly to the solution of high tech coating challenges faced by the Department of Defense and play a role in the homeland security component of Michigan's Technology Tri-Corridor initiative for economic development. We know that our nation can be no stronger than our communities. Our new Center for Community Building and Civic Engagement has as its primary objective the building of stronger communities at a time when their challenges have never been more onerous.

I acknowledge the outstanding work of Professors Ronald Woods and Ted Provder and their colleagues for their leadership in developing these exciting initiatives, and Vice President Juanita Reid and our team in Washington who were instrumental in helping to secure these landmark special appropriations.

Faculty, staff and academic programs continue to provide "good news" in many venues.

- Rick Rogers, a history and philosophy instructor, was the first recipient of Eastern Michigan University's Full-time Lecturers Outstanding Teaching Award.
- Barbara Jones, a corporate relations manager in our Career Services Center, was honored today at a luncheon as the 2003 Athena award recipient. The award, presented by the Ypsilanti Area Chamber of Commerce Women's Council, recognized Barb for her outstanding contributions to women in business.
- Earl Potter, Dean of the College of Business, was named a "Changemaker" by Business Direct Weekly for his role in helping to improve communication among businesses in the region.
- The Alfred E. Sloan Foundation has awarded \$45,000 to the University for work on the development of a master's program in bioinformatics. EMU's proposal was ranked first among over 60 because of its strong partnerships with business and industry in southeastern Michigan—a great example of community engagement and a program designed around the real needs of the life science industry.
- The Board of Trustees of the American Council of Construction Education recently approved accreditation of the construction management program for six years.
- The Institute for Community and Regional Development has recently received two grants totaling \$250,000 from the Michigan Department of Environmental Quality to conduct research and develop plans related to watershed management and source water assessment.

Our students, and former students, are always a great source of “good news.”

- EMU students Angelina Hamilton and Elena Frey were recently featured in an Associated Press piece for their volunteer efforts as part of the Alternative Spring Break program. Angelina, a former EMU President for the Day, and Elena were part of group of 60 EMU students who gave up their spring break in order to do volunteer work at various sites throughout the United States. EMU students worked on projects as diverse as tutoring elementary children at the School for the Deaf and Blind in Spartansburg, South Carolina, to working with HIV/AIDS patients at The Living Center in Boston. EMU has an 11-year history of students volunteering for Alternative Spring Break projects.
- The “Eastern Echo” received 12 Michigan Collegiate Press Association awards last month and in early March received the 2002 Society of Professional Journalists’ Region IV Mark of Excellence award.
- The VISION office recently coordinated a board builders training workshop in collaboration with the NEW Center and the American Humanics program to prepare students to serve as board members of non-profit organizations. This program was made possible by a grant from Michigan Campus Compact
- Sam Stocker, a sophomore from Royal Oak, was one of eight delegates selected nationwide to represent the Boy Scouts of America in presenting their annual report to President George W. Bush.
- Freshman Korey Mahoney, from East Lansing, was recently featured on the Golf Channel’s College Central program for his record-setting performance at the 2003 Big Red Classic. Mahoney won medalist honors at the Ocala, Florida tournament, and his first round score of 64 set course, tournament and EMU records for a single round of competition.
- The EMU men’s track and field team won their seventh consecutive Mid-American Conference indoor championship. Boaz Cheboiywo was named the men’s most valuable performer. Cheboiywo won the mile, 3,000 meters and 5,000 meters, all in record time. Brad Fairchild was named co-coach of the year.
- The men’s swim team won their 23rd MAC championship in 27 years. The Eagles captured 12 first-place awards and eight swimmers were named to the All-MAC first team. Diving coach Buck Smith was named the MAC diving coach of the year.

- Our alumni continue to excel and be recognized in a variety of ways. Most significantly this month, the third class of inductees for the Education Alumni Hall of Fame was named and will be honored at ceremonies next week. The inductees include Bill Morris, former President of the American Association of School Administrators and a Trustee of the EMU Foundation; Bob Parks, distinguished EMU track and cross-country coach; James Wilsford, former National “Superintendent of the Year;” the late Frank Manley, former executive of the Mott Foundation; and the late David Eugene Smith, eminent scholar in mathematics education and in the history of mathematics.

There is also “good news” to report regarding campus initiatives.

- As part of our initiative to enhance the University Honors program, this past week we recognized 20 EMU students who have been selected to receive special funded research support for their honors thesis through a competition enabled by a private gift from Diamler Chrysler Foundation. The undergraduate research activities linked to the Honors program are a hallmark of its high quality.
- As part of our campus-wide wellness initiatives, the EMU Wellness Committee is sponsoring Random Acts of Wellness Week activities this current week. Over 50 activities are being offered to support one’s growth and development across the various dimensions of wellness, and include the Wellness Walkers, a workshop on overcoming burnout, and seminars on stress management.
- Later this week, the Continuous Improvement Advisory Committee will review our initiatives in this area and the North Central Association Academic Quality Improvement Project (AQIP) with our senior administrative staff and faculty leadership as we plan to adopt this evidence-based planning and decision making process for regional reaccreditation.
- The Board’s Finance Committee heard a report earlier today on the implementation of new advancement initiatives following restructuring of the EMU Foundation and the employment of new leadership and professional staff. It is critically important for us to enhance our private giving, especially as we lose state public funds. This is a youthful work in progress, but the building blocks are now in place. And, our faculty and staff provide a model for philanthropy through their annual campaign, with 646 donors contributing \$317,000 so far this year.
- I am pleased to report that following action at the last Board meeting, the University has successfully completed the sale of a comprehensive package of bonds, including \$40.5 million to finance the new student union project. These bonds received a warm welcome from the tax-exempt market and outperformed other comparable issues that were being offered. The issue favorably exceeded all initial projections, and as a result, the University will pay \$9 million less in debt service than originally planned. In addition, after a very comprehensive request for qualification process, the University has selected five design build teams to submit guaranteed maximum price proposals to build the new union and renovate McKenny.

- Last year, as part of our set of initiatives to redesign Human Resource operations and services, we asked a special task force to plan a University-wide employee reward and recognition program that could build upon the various unit, departmental and divisional awards that have existed historically at EMU. They have now issued their recommendations and I am pleased to report that I have approved a new EMU recognition and reward program which builds on excellence and will recognize the exemplary accomplishments of full-time faculty and staff across all employee groups for performance in six key areas that reflect our institutional mission, values and strategic directions. We will award up to six “Institutional Values in Action” awards for the following areas: (1) Support for teaching, learning, scholarship, research, and creative activity; (2) Innovation, continuous improvement and customer service; (3) Diversity, human dignity, multicultural/international involvement; (4) Public engagement; (5) Contribution to the undergraduate and graduate experience; and (6) Team excellence for collaborative efforts that exemplify outstanding team work. Shortly, I will appoint a new campus-wide committee to develop nomination details and evaluation criteria and to recommend winners for awards to be made next fall in conjunction with a new fall convocation that will focus on the state of the University and on recognizing these distinguished individuals and teams. The awards carry a prize of \$3,500 each, with private funding graciously being provided by the EMU Foundation.
- Applications for freshman admission are up 4 percent and our efforts to diversify our class, and extend outreach to our Great Lakes neighbors, are beginning to have a positive return on investment. Applications from Ohio are up 4 percent and those from Illinois are up over 11 percent.

As you know, each year I exchange places with a student for a day. This year I had the good fortune to exchange places with Todd Wise, a senior from Ohio. Todd attended a full array of meetings scheduled for the day, including traveling to Lansing to hear the Governor’s State of the State Address. Meanwhile, back on campus, I followed his schedule, which remarkably, included six classes, lunch with a study group and dinner at a sorority. I can report first-hand that our students are very hard working and committed to their education and that our learning environment is one in which students are exposed to a wide-variety of teaching styles from outstanding faculty. The day gives both of us an opportunity to interact with a diverse group of people. It is one of my favorite days of the year. I always learn something from the experience. I know Todd did. When asked by a reporter about his day as the President, he responded by saying he was “pretty exhausted,” because being President was almost like having, “a full-time job.”

Against that backdrop of good news, I’d like to spend a few minutes reviewing the budget situation.

As you know, the Governor has recommended an additional 6.5 percent reduction in higher education appropriations. When added to the 3.5 percent in cuts enacted in December and February, our state funding will be cut by 10 percent. Although her recommended cut was less than rumored, \$8.7 million still represents a very deep cut for us. While we understand the difficult choices that the Governor had to make and are prepared to do our fair share, it will be a challenge to implement them.

We intend to approach the task of reducing our base budget in a very planful manner. The people who are responsible for our various programs and services, and who know them best, will be responsible for making budgetary reductions and reallocations within their respective areas in the same way that they are responsible for building and managing their budgets under more favorable conditions.

This will be no easy task. In order to protect mission-critical priorities, strategic directions and our guiding principles, we will need to make reductions in programs, services and, regrettably, personnel.

Our work will be guided by the following:

1. We will have a balanced budget. We will work on both fronts, reducing expenditures and finding new and expanded sources of income.
2. We will honor our contractual obligations. We will not break our contracts, although we will seek cooperation from those who have contractual relationships with the University to investigate ways to reduce costs.
3. We will utilize comprehensive strategies. We will not simply cut; we will work to reduce cuts to the University, protect revenue-generating enterprises, enhance private and federal support, reallocate existing resources and support our continuous improvement and cost savings initiatives.
4. We will support learning. We cannot afford to diminish student learning, reduce access to classes or decimate the long-term strength of our academic program.
5. We will protect student aid. We should not diminish our scholarship programs that help students achieve their dreams for a quality life and ensure comparatively high access at EMU.
6. We will support strategic initiatives. We cannot ignore strategic initiatives that are reshaping the institution, especially those focusing on enrollment growth and student retention—the lifeblood of our enterprise.
7. We will not jeopardize the health and safety of the University community.
8. We will pursue capital improvements. The University will move forward with key capital improvement projects and its advocacy for external support for renewed academic facilities.
9. We will make cuts to the base budget. Given the reality of the state's situation, the bulk of our budget cuts will be cuts to the base. One-shot savings will only postpone the problems we face. Many operations and support budgets are low and have been cut already. We want to limit less essential, non-personnel expenditures first. However, since

most of our base budget is for personal services, people will be affected by fewer coworkers, limited overtime and other impacts.

Our budget planning is underway and will continue as we monitor the budget as it advances through the legislature. Later this month I will be appearing before the House and Senate in the hopes of stemming further cuts as the final budget is negotiated.

Facing this budget crisis, I am reminded that the Chinese use two brush strokes to write the word crisis. One stroke stands for danger, the other for opportunity. As we make the serious decisions that face us, I can assure you that we will always be aware of the danger, but will look for the opportunity if affords us.

Finally, you are all welcome to join us immediately following the Board Meeting in 205 Welch for a reception to honor our financial aid Banner implementation team. Since our last Board meeting, we also had a recognition event for the Banner admissions team since admissions is now fully implemented.

Thank you.

TREASURER'S REPORT

Section 1

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

Motion Carried.

INTERNAL AUDIT

Section 2

Regent Antonini moved and Regent Griffin seconded that the Internal Auditor's activity report for the period January through February 2003 be received and placed on file.

Motion Carried.

GRANTS/CONTRACTS

Section 3

Regent Antonini moved and Regent Griffin seconded that 76 grants and contracts totaling \$2,256,775 for the period 1/1/03 through 2/28/03 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 February 27, 2003.

Motion Carried.

ACCOUNTS RECEIVABLE

Section 5

Regent Antonini moved and Regent Griffin seconded that the Student Accounts Receivable Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of February 28, 2003, be received and placed on file.

Motion Carried.

2002-03 GENERAL FUND BUDGET STATUS REPORT

Section 6

Regent Antonini moved and Regent Griffin moved that the 2002-03 General Fund Budget Status Report as of January 31, 2003 be accepted and placed on file.

Motion Carried.

**REPORT: Information and Communications
Technology Initiatives**

Section 7

Regent Antonini moved and Regent Griffin seconded that the Board accept the ICT Initiatives progress report and financial status report.

Motion Carried.

STAFF APPOINTMENTS

Section 8

Regent Antonini moved and Regent Griffin seconded that the Board approve 22 staff appointments for the period January 2, 2003 through February 23, 2003.

DATE: March 18, 2003
 BOARD REPORT FOR: 03/18/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 STAFF APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Banks, Nicole	Dean of Students	AP-11	Associate Dean of Students	01/20/03	\$62,288	100	B	F	New Hire
Wilson, Shauna	Public Engagement and Special Events	AP-09	Director of Special Events	01/20/03	\$45,000	100	W	F	New Hire
Nardell, Lisa	Legal Affairs	AP-06	Legal Assistant	01/02/03	\$35,000	100	AP	F	New Hire
Rose, Timothy	Intercollegiate Athletics - Football	AC-13	Assistant Head Coach - Football	02/01/03	\$73,000	100	W	M	New Hire
Oden, Anthony	Intercollegiate Athletics - Football	AC-12	Assistant Football Coach	02/26/03	\$50,000	100	B	M	New Hire
Putney, Scot	ICT	PT-10	Platform Specialist Senior	01/27/03	\$62,000	100	W	M	New Hire
Ruffin, Mechelle	Financial Aid	PT-08	Senior Financial Aid Advisor	02/27/03	\$35,516	100	B	F	New Hire
Copsey, Suzanne	University Marketing	PT-07	Marketing & Communications Associate II	02/17/03	\$35,500	100	W	F	New Hire
Forsyth, Rebecca	Children's Institute	PT-07	Teacher II	01/08/03	\$33,048	100	W	F	New Hire
Hawkins, Celeste	McKenny Union/Campus Life	PT-07	Program Coordinator (America Reads)	01/09/03	\$16,500	50	B	F	New Hire

DATE: March 18, 2003
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EASTERN MICHIGAN UNIVERSITY
 STAFF APPOINTMENTS

<u>NAME</u>	<u>CLASS RANK</u>	<u>DEPARTMENT</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>
Suarez, Kirsten	PT-07	Center for Quality	Program Assistant II	01/06/03	\$32,000	100	H	F	New Hire
Enrick, Melissa	PT-06	Accounting	Accountant I	01/06/03	\$31,637	100	W	F	New Hire
Arntz, Michael	CP-01	Public Safety	Safety Officer	01/06/03	\$33,441	100	W	M	New Hire
Cummins, Timothy	CS-05	College of Arts and Sciences	Senior Secretary	01/27/03	\$26,118	100	W	M	New Hire
Johnson, Benjamin	CS-05	Industrial Technology	Senior Secretary	01/02/03	\$26,118	100	W	M	New Hire
Michalak, Garylyn	CS-05	Convocation Center	Senior Secretary	02/24/03	\$26,118	100	W	F	New Hire
Thompson, Stella	CS-05	LRT	Library Assistant III	01/06/03	\$13,059	50	W	F	New Hire
Banks, Pauline	CS-04	McKenny Union/Campus Life	Secretary II	02/03/03	\$11,557	50	W	F	New Hire
Stafiej, Kristina	CS-04	Teacher Education	Secretary II	01/27/03	\$23,118	100	W	F	New Hire
Sandoval-Altamirano, Federico	FM-06	Eastern Eateries	Custodian	02/16/03	\$21,882	100	H	M	New Hire

DATE: March 18, 2003
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EASTERN MICHIGAN UNIVERSITY
 STAFF APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Shafer, Terri	Physical Plant	FM-06	Custodian	01/12/03	\$21,882	100	W	F	New Hire
Sutter II, Dale	Physical Plant	FM-06	Custodian	02/16/03	\$21,882	100	W	M	New Hire

SEPARATIONS/RETIREMENTS

Section 9

Regent Antonini moved and Regent Griffin seconded that the Board approve 28 separations and retirements as shown on the following listings:

DATE: ch 18, 2003
 BOARD REPORT FOR: 03/18/03
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EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

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 RETIREMENTS/
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<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>
Braden, Joseph L.	Marketing	F-24	Professor	09/01/70	01/09/03	\$100,407	100	W	M	Retired
Truzzi, Marcello	Sociology	F-24	Professor	08/15/74	02/02/03	\$91,837	100	W	M	Deceased
Nordstrom, J. David	Interdisciplinary Technology	F-16	Professor	01/01/01	12/31/02	\$66,140	100	W	M	Retired
Garrett, Joy	Office of the Registrar	AP-12	Registrar	03/12/84	03/14/03	\$73,693	100	W	F	Resigned
Winters, William	Continuing Education-Non Tradition Credit Program	AP-10	Director, Distance Learning	05/06/02	02/10/03	\$58,000	100	W	M	Released
Gregory, Bruce	Intercollegiate Athletics - Mens Football	AC-13	Football Operations Manager	04/17/98	12/31/02	\$43,381	100	W	M	Assignment Ended
Wolthausen, Kevin G.	Intercollegiate Athletics - Mens Football	AC-12	Asst. Coach (Ftbl/Mfn-Wim Basketbl)	07/01/02	01/05/03	\$50,000	100	W	M	Resigned
Bridge, James F.	Intercollegiate Athletics - Mens Football	AC-11	Assistant Football Coach	03/01/02	02/26/03	\$48,000	100	W	M	Resigned
Belfry, Wilmont	ICT-Tech Assessment	PT-10	Platform Specialist Senior Mainframe Analysis/Programmer Senior	05/03/93	01/23/03	\$61,800	100	W	M	Deceased
Tatum, James L.	ICT-Application Development	PT-10		05/31/00	01/10/03	\$66,593	100	B	M	Discharged
Wehe, Donna	Health Service Specialist Clinic	PT-09	Nurse Practitioner	10/09/95	12/23/02	\$29,473	50	W	F	Resigned

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EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

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 RETIREMENTS/
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<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>
Rekhter, Natalia	Career Services - Coop Education	PT-08	Career Development Associate	09/01/00	01/10/03	\$39,253	100	W	F	Resigned
Daulton, Victoria	CE Regional Centers Jackson	PT-07	Regional Manager Continuing Education	03/04/85	02/06/03	\$31,151	100	W	F	Resigned
Mulligan, Emily	University Marketing	PT-07	Marketing & Communication Associate II	10/11/00	01/02/03	\$31,151	100	W	F	Resigned
Stinson, Edward	Financial Aid Office	PT-07	Financial Aid Advisor	07/25/01	02/20/03	\$31,151	100	W	M	Resigned
Wilson, Laurie	Continuing Education Administration	PT-07	Coordinator Marketing & Events	04/29/02	02/11/03	\$36,050	100	W	F	Resigned
Andaya, Ireneo	Continuing Education Administration	PT-06	Accountant I	01/24/00	12/16/02	\$29,175	100	A	M	Resigned
Perry, Barbara	Continuing Education Regional Programming	PT-06	Program Assistant I	12/03/91	01/22/03	\$33,048	100	B	F	Retired
McClure, Merri R.	Education - Office of Dean	CS-06	Administrative Secretary	10/02/68	01/31/03	\$38,564	100	W	F	Retired
Longshore, John	Provost & Vice President for Academic Affairs	CS-05	Senior Secretary	11/25/99	01/24/03	\$26,118	100	W	M	Resigned
Skeel, Tina	Leadership & Counseling	CS-05	Senior Secretary	12/15/98	01/16/03	\$13,059	50	W	F	Resigned
Varney, Carol A.	Management	CS-05	Senior Secretary	09/08/81	02/01/03	\$25,813	100	W	F	Resigned

EASTERN MICHIGAN UNIVERSITY
SEPARATIONS/ RETIREMENTS

DATE: ch 18, 2003
BOARD REPORT FOR: 03/18/03
ALPHABETICAL LISTING WITHIN
CLASSIFICATION LEVEL WITHIN
EMPLOYEE GROUP

<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>
Ward, Sandra	Office of the Registrar	CS-05	Customer Service Representative	11/09/98	01/23/03	\$25,113	100	W	F	Resigned
Moore, Bethany L.	Community Service	CS-04	Secretary II	04/17/01	01/07/03	\$11,557	50	W	F	Resigned
Barden, Patricia	Physical Plant	FM-06	Custodian	09/10/02	02/07/03	\$21,882	100	B	F	Discharged
Eskew, Samantha	Physical Plant	FM-06	Custodian	11/13/00	02/04/03	\$25,771	100	W	F	Resigned
Hall, Leslie	Physical Plant	FM-06	Custodian	10/21/01	02/13/03	\$23,795	100	B	F	Resigned
Arnold, Kimberly	Eastern Eateries	FM-01	Pol/Pan	10/06/97	11/18/02	\$22,900	100	W	F	Resigned

EMERITUS FACULTY STATUS

Section 10

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

Donald B. Phillips (Posthumously)

Professor, Department of Chemistry from 1973 – October 29, 2002
(30 years)

Motion Carried.

FACULTY PROMOTION

Section 11

Regent Antonini moved and Regent Griffin seconded that the Board accept and place on file the report entitled Promotion of Faculty Member for 2002-2003.

Name	Department	College	Promoted To
Bednekoff, Peter	Biology	CAS	Associate Professor

Motion Carried.

STUDENT AFFAIRS COMMITTEE

Section 12

Regent Rothwell moved and Regent Griffin seconded that the Agenda for March 18, 2003, and the Minutes of January 21, 2003, be received and placed on file.

Motion Carried.

EDUCATIONAL POLICIES COMMITTEE

Section 13

Regent Valvo moved and Regent Antonini seconded that the Agenda for March 18, 2003, and the Minutes of the January 21, 2003 meeting be received and placed on file.

Motion Carried.

BOARD POLICIES RECOMMENDED FOR REMOVAL/DELETION

Section 14

Regent Valvo moved and Regent Griffin seconded that the Board approve the removal of the 20 University policies listed on the following pages.

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

Policy Number	Policy Name	Rationale for Removal/Deletion	Cabinet Member Responsible
1.4	Continuation of State Board of Education Rules	The State Board of Education Rules have been replaced over the years with University Policies, Procedures and practices. This policy should be removed from the Policy Manual and forwarded to University Archives.	McKanders
1.9	Requirement of Regents Approval: Program Revision Requests	Program revisions and operating budgets are submitted annually to the Board; variances to the operating budget are reported at each meeting. Material program and budget revisions are submitted for Board approval on an ad-hoc basis.	Aymond (Kirkpatrick)
3.4.1.5	Workers Compensation	Workers Compensation is governed by state laws. Reserves are established and funded annually based on the experience and review of external auditors. Third-party administrators are selected through a competitive bidding process in accordance with Purchasing Policy.	Doyle
6.2.9	Grade Point Average Computation for Transfer Students	Grade Point Average Computation for Transfer Students is a standard practice in higher education and is published in the University catalog. This computation is not generally viewed as a "policy" matter.	Schollaert
6.3.3	Exchange Program Participants-Administration Fee	The University's "Tuition and Fee Policy" governs the assessment of all tuition and fees. A separate policy for Exchange Program Participants-Administration Fee is not required.	Schollaert
8.4.2	Publicity	This item is not a policy-level issue and is facilitated by departmental guidelines. Inclusion of these guidelines is planned for the next student and employee handbooks.	Vick
8.4.7	Statement of Purpose for the Co-Curricular Program	This information does not qualify as a policy statement. The intent of the statement is inherent in the University's Mission Statement.	Vick
8.4.8	The Office of Campus Life	This information does not qualify as a policy statement. It reflects the purpose of Campus Life as viewed in 1972.	Vick
8.6	Placement Bulletin Subscription Service	This subscription service was discontinued in 1991.	Vick
11.1.1	Endowment Fund Objectives and Investments Policies	This policy is no longer applicable. The University's Endowment was transferred to the EMU Foundation in 1991.	Doyle

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

Policy Number	Policy Name	Rationale for Removal/Deletion	Cabinet Member Responsible
11.1.10	Contractual Period-Daily Rate of Pay	This information is obsolete and now covered under union contracts.	Doyle
11.1.11	Payroll	This does not rise to policy level and is administered through Payroll procedures.	Doyle
12.1.2	Ohio Tuition Reciprocity Agreement	This agreement is a contractual item rather than a policy. The Board is requested from time-to-time to approve this contract through a separate Board action.	Doyle
14.2.2	Residence Hall Hours	This topic does not rise to the policy level.	Vick
14.2.4	Off Campus Housing Regulations and Policies	These matters are covered in the Student , Conduct Code, the Civil Rights policy, and Residence Hall contracts. A policy statement is not applicable.	Vick
14.3	Room Rates—Guest Housing and Conference Center	This statement is obsolete, and a policy statement is not applicable.	Vick
14.4	Official University Publications	This statement is outdated. In accordance with sub-delegation authority given to the President, all publications require the review of University Marketing prior to formal printing.	Abent
14.5	Entrepreneurial Activities	The policy is obsolete. No updated replacement is recommended.	Vick
14.6.1	Locker Room Fees	This information is outdated. A separate policy statement is not applicable.	Vick
14.6.2	Membership Fees for Nonstudent Users of R/I Facility	This information is outdated. A separate policy statement is not applicable.	Vick

Effective Date	Date of Revision
1-27-64	
Chapter Name	Chapter No.
POWERS AND LIMITATIONS OF THE REGENTS	1.4



Policies, Rules and Regulations

Chapter No.	Page
1.4	1 of 1

Issue
CONTINUATION OF STATE BOARD OF EDUCATION RULES

The Board of Regents of Eastern Michigan University shall continue the regulations, rules, and procedures of the State Board of Education in force for Eastern Michigan University on December 31, 1963, until modified or rescinded.

Authority for Creation or Revision

Minutes of the Board of Regents, January 27, 1964; para. 1.08.09.



Policies, Rules and Regulations

Effective Date	Date of Revision	Chapter No.	Page
12-5-73	12-15-82	1.9	1 of 1
Chapter Name POWERS & LIMITATIONS OF THE REGENTS			
Issue REQUIREMENT OF REGENTS APPROVAL: PROGRAM REVISION REQUESTS			

All program revisions and requests of any nature, such as budget requests, are to be submitted to the Board of Regents for approval prior to being sent to Lansing.

Authority for Creation or Revision

Minutes of the Board of Regents, December 5, 1973; para. .1302M.
Minutes of the Board of Regents, October 16, 1974; para. .1415M.
Minutes of the Board of Regents, December 15, 1982; para. .2645M.



Policies, Rules and Regulations

Effective Date	Date of Revision	Chapter No.	Page
5-15-74		3.4.1.5	1 of 1
Chapter Name			
EMPLOYMENT/AFFIRMATIVE ACTION			
Issue			
WORKERS' COMPENSATION			

Eastern Michigan University apply to the Michigan Department of Labor, Bureau of Workers' Compensation, for authority to self-insure under the Workers' Compensation Act, and subject to such approval - (approval received, effective July 1, 1974.)

A booked reserve of \$100,000 will be established to provide for potential employer liability under the Workers' Compensation Act, and that this reserve be established from working capital.

All paid Workers' 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.

Authority for Creation or Revision

Minutes of the Board of Regents, May 15, 1974; para. .1357M.



Policies, Rules and Regulations

Effective Date	Date of Revision	Chapter Name	Chapter No.	Page
9-24-85		ACADEMIC PROGRAM & REQUIREMENTS	6.2.9	1 of 1
Issue				
GRADE POINT AVERAGE COMPUTATION FOR TRANSFER STUDENTS				

The following will be implemented beginning with the Fall 1986 semester:

1. Transfer credit will not be given for any courses taken at another institution for which a grade below C was earned. Nevertheless, all grades earned at another institution, including those below C, will be considered when evaluating the academic record of a transfer student for admission to EMU.
2. The EMU grade point average for all transfer students will be computed based on the grades/honor points earned in courses completed at EMU only. Honor points earned in courses taken at other institutions will not be included in the computation of the EMU grade point average. Honors recognition and both probation and dismissal decisions for all transfer students will be based on their EMU grade point average only. Grades/honor points earned in courses taken at other institutions will not be considered in making these decisions, since they are not included in the computation of the EMU gpa.
3. Failing grades earned in EMU courses cannot normally be removed/upgraded by transferring credit for subsequently repeating the course and earning a passing grade at another institution. Exceptions to this policy may be granted by the Provost or his designee, if unusual circumstances exist and if prior approval is given in writing.
4. All transfer credit will be entered on the EMU permanent record card/transcript with the designation CR (credit) only. No grades and/or honor points will be listed, in accord with transfer policy, and only those courses for which a grade of C was earned will be listed.

Authority for Creation or Revision

Minutes of the Board of Regents, September 24, 1985; para. .3179M.



Policies, Rules and Regulations

Effective Date	Date of Revision	Chapter No.	Page
7-25-79		6.3.3	1 of 1
Chapter Name		Issue	
ACADEMIC PROGRAM & REQUIREMENTS		EXCHANGE PROGRAM PARTICIPANTS - ADMINISTRATION FEE	

An administration fee of \$100.00 per semester is charged to Eastern Michigan University students and foreign exchange students participating in University-sponsored foreign exchange programs.

This fee will be applied first to students traveling to and from Germany in the Language and International Trade Program. We envision future expansion of the program to encompass other countries.

American students going to Germany will not be required to pay tuition at the German school because of the German system of free higher education. German students coming to the United States, and Eastern Michigan University, will not be primarily interested in registering for credit-producing courses, again, because of the peculiarities of the German system. Their primary focus will be in our structured CO-OP program. These factors were of considerable significance in the development of financial arrangements.

The special fee - \$100.00 - will offset University costs in arranging the exchange experience. These fees will be deposited to offset tuition and fees which would otherwise be charged against students coming to Eastern.

The foreign student will be registered in any course(s) in which he or she participates, which for the most part, will include a two-week orientation program and a three-hour CO-OP course. Our charges to the foreign student will consist of the normal registration fee, regular tuition charges, appropriate health service fee, and/or student government fees. These charges against the individual foreign student's account will be offset by transfers out of the aforementioned agency fund account.

Any credit for work completed by EMU students in Germany will be considered as a transfer credit and recorded as a responsibility of the appropriate department, registrar, and program coordinator - without charge.

Authority for Creation or Revision

Minutes of the Board of Regents, July 25, 1979; para. .2115M.



Policies, Rules and Regulations

Effective Date	Date of Revision		
4-19-72			
Chapter Name	Chapter No.	Page	
STUDENT PROGRAMS & REQUIREMENTS	8.4.2	1 of 4	
Issue			
PUBLICITY			

POSTER REGULATIONS

General regulations - Bulletin boards are placed in the corridors of campus buildings for the convenience of University students and staff. It is the policy of the University to provide adequate bulletin board space in convenient locations so that members of the University community may become well informed. Some boards are assigned to individual offices and departments. Such boards are to be marked clearly and no material is to be posted here except at the direction of the chairperson of the department concerned.

Posters, displays, and/or other forms of publicity must be approved for posting and stamped in the Office of Campus Life. All posted material must comply with the regulations listed below. Other material may be removed by University personnel. The approval stamp includes the date on which the material must be removed.

Regulations

The maximum size of any poster shall be 16" x 24" and the minimum size is 8½" x 11".

All posters must be approved in the Campus Life Office, 117 Goodison. This is not to be done sooner than two weeks prior to the event.

No groups or recognized student organization may have more than one poster at a time on a bulletin board unless it is for an all-University event sponsored by the Campus Life Office. If several events are planned at a time, one poster should be designed to include all events.

The permission of departmental administrators or designee must be received before posting any material on their bulletin boards.

All posters to be posted in the dorms are to be approved by the Campus Life Office and taken to the secretary in the Housing Office. The secretary will have them approved and distributed to the dorms. Individuals are not allowed to post in dorms. A note should be attached to the posters indicating how many are to be posted in each dorm.

In order to maintain the natural beauty of the campus and to preserve the quality of the buildings, trees, and shrubs, there shall be no posting of notices on any trees, buildings, telephone

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STUDENT PROGRAMS & REQUIREMENTS	8.4.2	2 of 4
Issue		
PUBLICITY		

poles, wires, fire hydrants, parking meters, trash cans, public signs, windows, etc., on the campus. All notices are to be placed on bulletin boards provided by the University for that purpose.

Tape must not be used for posting materials--only thumbtacks.

Thumbtacks must not be used on woodwork, doors, or bulletin board frames.

Posters must not be stapled to bulletin boards.

In accordance with the state fire marshall's regulations, all posting within 30" from any light fixture must be of fireproof materials. For this reason, no posters, promotional materials, or decorations may be suspended from any light fixture.

Municipal, state, or national campaign posters are permitted on the campus if there is indication on the poster of the sponsoring group's name and if that group is a recognized student organization or a provisionally recognized student organization.

There shall be no signs or promotional materials stretched across the corridors of buildings, or between structures unless by special permission, arranged through the Campus Life Office.

University property may not be used for private gain, directly or indirectly.

Special provisions can be made for displaying posters during student government elections through the Office of Campus Life.

Courtesy and respect for the freedom of expression by others dictate that authorized posters are not to be marked on, destroyed, or removed by members of the University community. Anyone discovered defacing authorized posters will be subject to disciplinary action.

Eastern Echo boxes may be used only with the permission of the Echo staff.

To save yourself steps, be sure when you bring posters into the Office of Campus Life for approval that you have:

put the date, time, and place of the event on the posters with the name of the sponsoring group;

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STUDENT PROGRAMS & REQUIREMENTS	8.4.2	3 of 4
Issue		
PUBLICITY		

cleared any sale or solicitation in the Campus Life Office;
reserved the space for the event;
made the poster no larger than 16" x 24".

For Sale Notices: Are to be placed on bulletin boards designed in the Union--notices are to be posted on a 3x5 card, and must be approved by McKenny Union Main Office (behond ticket booth).

All posters must be removed 24 hours after the event.

No poster can discriminate by virtue of race, color, marital status, religion, creed, national origin, ancestry, sex, age, or handicap.

Community bulletin board: The bulletin board located by the south-east corner of the parking structure is designed as the board on campus which will not require the approval of the Office of Campus Life in order for a member of the University to post a notice. This bulletin board will be checked periodically and, when appropriate, notices will be removed. Notices on this bulletin board are subject to all the above regulations except for the regulations relating to approval and minimum size of a poster.

Note: This board will be completely cleared the first of each month.

Anyone violating the above regulations will be subject to disciplinary action by the University. Any questions regarding these regulations should be addressed to the Office of Campus Life, 117 Goodison Hall, 487-3045.

HANDBILLS OR FLYERS

Flyers or handbills may not be placed on windshields of cars. Commercial hand-outs by student organizations imply solicitation and the project must be cleared for solicitation or sales by the Campus Life Office before the handbills or flyers can be approved. The members of the organization must clean up any papers dropped on the floor or grounds following their distribution of the hand-outs.

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STUDENT PROGRAMS & REQUIREMENTS	8.4.2	4 of 4
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PUBLICITY		

LOUD SPEAKERS


The use of the loud speakers in the residence halls is determined by the resident unit administrator and the director of housing. Their permission must be obtained before any announcements may be made over these facilities.

As noted in the section on Rallies and Parades, the use of loud speakers is very limited because of class and residence hall activities. Permission for authorization to use public address systems and loud speakers by recognized student organizations is the responsibility of the Office of Campus Life. Applications requesting the use of public address systems and loud speakers are available from the Office of Campus Life.

Non-recognized student organizations or off-campus groups or agencies requesting to use loud speakers or public address systems are to submit their requests to the vice-president for business and finance.

Authority for Creation or Revision

Minutes of the Board of Regents, April 19, 1972; para. .1097M.

Effective Date		Date of Revision			<h1>Policies, Rules and Regulations</h1>
4-19-72					
Chapter Name			Chapter No.	Page	
STUDENT PROGRAMS & REQUIREMENTS			8.4.7	1 of 1	
Issue					
STATEMENT OF PURPOSE FOR THE COCURRICULAR PROGRAM					

Serving as a fitting reference for Eastern Michigan University's co-curricular program is the institution's statement of purpose summarized as follows:

To make available to all undergraduates intellectual training and knowledge that will add meaning, scope, richness and interest to their lives, no matter where they make their careers.

To provide for undergraduates an education which will equip them to make important cultural, social, and economic contributions to their community, their state, and their nation.

The cocurricular program expands in depth and breadth the educational experiences available in the curriculum. In a sense, it acts as a laboratory. As such, it provides student-directed opportunities for growth in leadership, adherence to group goals, initiative, creativity and self-evaluation. Defined in these terms, the cocurricular program moves with the intellectual life and liveliness of the academic community, as well as with the socio-cultural dynamics in the communities outside of the University.

Authority for Creation or Revision

Minutes of the Board of Regents, April 19, 1972; para. .1097M.



Policies, Rules and Regulations

Effective Date	Date of Revision	Chapter No.	Page
4-19-72		8.4.8	1 of 1
Chapter Name		Issue	
STUDENT PROGRAMS & REQUIREMENTS		THE OFFICE OF CAMPUS LIFE	

The Office of Campus Life is charged with the responsibility of providing a well-rounded extracurricular program for Eastern Michigan University students. This extracurricular program includes a number of activities, e.g., film series, concerts, lectures, workshops, art residencies, etc., as well as other programs and services.

The programs and activities of the Campus Life Office are planned and designed to enhance and enrich a student's college experience. The Office of Campus Life recognizes a developmental concept that focuses on student needs, and fosters personal identity and growth of students. Emanating from this framework are the following Campus Life goals and objectives:

1. To provide students with opportunities to achieve effective interpersonal relationships.
2. To foster among students a sense of personal identity and a feeling of worth.
3. To promote among students a sense of belonging to a worthwhile community.
4. To provide students with opportunities to develop, clarify, and integrate their personal value systems.
5. To provide students with opportunities that facilitate the development of intellectual curiosity and competency.
6. To provide students with opportunities to develop skills that enable them to cope with the environment and develop themselves as persons.
7. To provide a well-rounded extracurricular program for the University community.
8. To provide students with experiences that will serve to assist them in making a career choice as well as better preparing them for employment.

Authority for Creation or Revision

Minutes of the Board of Regents, April 19, 1972; para. .1097M.

Effective Date	Date of Revision
12-8-76	6-22-77
Chapter Name	
STUDENT PROGRAMS & REQUIREMENTS	



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8.6	1 of 1

Issue
PLACEMENT BULLETIN SUBSCRIPTION SERVICE

A charge of \$10 is made for each annual subscription to the University Placement Bulletin Service. Subscriptions are available on an annual basis.

Alumni are charged \$15 annually to register with the Career Planning and Placement Center. This fee covers counseling, completion of registration materials, credential preparation or update, and up to six sets of credentials. Beyond the initial six sets, there is an additional \$1.50 charge for each set of credentials prepared.

Authority for Creation or Revision

Minutes of the Board of Regents, December 8, 1976; para. .1729M.
 Minutes of the Board of Regents, June 22, 1977; para. .1814M.



Policies, Rules and Regulations

Effective Date	Date of Revision	Chapter No.	Page
9-19-79	10-26-83	11.1.1	1 of 15
Chapter Name			
BUSINESS & FINANCIAL OPERATIONS			
Issue			
ENDOWMENT FUND OBJECTIVES AND INVESTMENT POLICIES			

The Board of Regents of Eastern Michigan University recognizes its rights and obligations, as defined in State of Michigan Public Act No. 157, 1976, to provide for prudent management of those funds which have been entrusted to its custody for endowment purposes, and also of other funds which have been given to the University and have subsequently been assigned to function as Endowment Funds by this Board. It is the intention of this Board to provide for (a) permanent life of the aforementioned funds, and (b) the highest level of total returns possible without taking irrational risks. Act No. 157, 1976, provides for and gives the Board of Regents the following guidelines:

1. a standard of prudent use of appreciation in invested funds;
2. specific investment authority;
3. authority to delegate investment decisions;
4. a standard of business care and prudence to guide them in the exercise of their duties under the Act; and
5. a method of releasing restrictions on use of funds or selection of investments by donor acquiescence or court action.

OBJECTIVES

To provide a spendable endowment total-return income which is reasonably stable and predictable from year to year and equal to at least 10%. Any income above this level shall be reinvested as a partial offset against inflation.

INVESTMENT PHILOSOPHY

The University investment objectives call for a disciplined, consistent management philosophy that accommodates the occurrence of all those events which might be considered reasonable and probable. They do not call for a philosophy which represents extreme positions or opportunistic styles.

The investment portfolio shall be diversified both as to fixed income and equity holdings. The purpose of diversification is to provide reasonable assurance that no single security (investment) or class of securities (investments) will have a disproportionate or significant impact on the total portfolio.

The purpose of fixed income investments is to provide a highly predictable and dependable source of income, to reduce the variability of the total portfolio market value and, when applicable, to provide a source of funds for alternative investments.

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Issue		
ENDOWMENT FUND OBJECTIVES AND INVESTMENT POLICIES		

The purpose of equity investments is to provide current income, growth of income and appreciation of principal with the recognition that this requires the assumption of greater market variability and risk of loss.

PORTFOLIO COMPOSITION

The fixed income component of the portfolio shall be not less than 25% nor more than 45% of the current market value.

The equity component of the portfolio shall be not less than 55% nor more than 75% of the current market value. For this purpose, real estate (excluding secured loans), special situations, venture capital, convertible securities, and money market funds, will be considered as equity investments.

The allocation of assets (within the permissible limits) between fixed income securities and equities shall be based primarily on relative attractiveness and the investment/economic outlook over a three-to-five-year period.

Funds totaling more than 10% of current market value may be invested temporarily in the Common Fund for short-term investments, but only as required to facilitate the orderly transfer of new monies into other investment modes and/or the distribution of earned income to qualified recipients.

MANAGEMENT DELEGATION

Independent and separate professional investment managers will be retained by the Board of Regents for each of the two components of the fund -- Fixed Income and Equity. Selection of managers shall be based on third-party quantitative analysis of past total-return performance and compatibility of management philosophy with the investment objectives, philosophy, and policies of the Board as herein delineated.

In addition to the aforementioned managers, a market-timing advisor shall be retained and given sole discretion to effect transfers between the Fidelity Asset Investment Trust Fund and the Fidelity Cash Reserves Fund. Transfers shall be made in accordance with the advisor's interpretations of technical indices and statistical analyses related to common stock prices, with the objective of identifying upward and downward trends in the general equities market and enhancing university income through appropriately-timed transfers.

Ongoing performance of managers, once retained, shall be conducted on a continuous basis by a separately retained third-party consultant and reviewed by this Board on a semiannual basis.

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BUSINESS & FINANCIAL OPERATIONS	11.1.1	3 of 15
Issue		
ENDOWMENT FUND OBJECTIVES AND INVESTMENT POLICIES		

Selected managers will be granted full investment discretion within agreed-upon investment guidelines.

The purpose of fixed income investments is to provide a highly predictable and dependable source of income, to reduce the variability of the total portfolio market value and, when applicable, to provide a source of funds for alternative investments.

The purpose of equity investments is to provide current income, growth of income and appreciation of principal with the recognition that this requires the assumption of greater market variability and risk of loss.

FIXED INCOME SECURITIES

Specific investment guidelines for fixed income management are detailed in the "Statement of Investment Guidelines - Eastern Michigan University Pooled Endowment Fund - Fixed Income."

EQUITY INVESTMENTS - EQUITIES

Specific investment guidelines for equity management are detailed in the "Statement of Investment Guidelines - Eastern Michigan University Pooled Endowment Funds - Equities."

REAL ESTATE

Real estate investments may range from 0% to 10% of the aggregate portfolio. Emphasis should be placed upon investments producing a high current return - coupled with residual land and/or improvement values. Such investments require the prior approval of the Finance Committee.

CORPORATE SOCIAL RESPONSIBILITIES

The Board of Regents endorses those principles relating to voting of shares by fiduciary as delineated in the "Statement of Policies for Voting Shares of Stock Held in Trust Accounts" and "Statement of Principles for the Guidance of Bank Fiduciaries in Dealing with Issues of Corporate Social Responsibility" as adopted by the Executive Committee of the Trust Division, the American Bankers Association, February 4, 1973. These same principles are recommended by the Board to its Endowment Fund Managers and Custodian for their guidance.

No University funds shall be invested directly in any company maintaining property and doing business in South Africa unless the company has endorsed the following principles which have come to be known as the Sullivan Plan and also practices those principles diligently:

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BUSINESS & FINANCIAL OPERATIONS	11.1.1	4 of 15
Issue		
ENDOWMENT FUND OBJECTIVES AND INVESTMENT POLICIES		

1. Non-segregation of the races in all eating, comfort, and work facilities.
2. Equal and fair employment practices for all employees.
3. Equal pay for all employees doing equal or comparable work for the same period of time.
4. Initiation of and development of training programs that will prepare, in substantial numbers, Blacks and other non-whites for supervisory, administrative, clerical, and technical jobs.
5. Increasing the number of Blacks and other non-whites in management and supervisory positions.
6. Improving the quality of employees' lives outside the work environment in such areas as housing, transportation, school, recreation, and health facilities.

The Board of Regents also strongly recommends these same principles to the managers of any pooled or mutual funds in which University funds are invested. Additionally, the Regents endorse and recommend strong non-discriminatory employment practices in the treatment of women, physically disadvantaged, Hispanics, and all other minorities.

SPENDING RULE

1. The accounting treatments of realized gains or losses should not affect investment decisions.
2. As a general guideline that should apply to all assets managed, transactions should be entered into on the basis of best execution, which is interpreted normally to mean best realized price. When specific commissions are designated for payment of services rendered to the University, these transactions are an exception to the general rule.
3. All of the foregoing objectives and policies shall be monitored by the Finance Committee and reviewed annually by the Board of Regents.

THE COMMON FUND FOR SHORT-TERM INVESTMENTS

I. Policy

The portfolio under management of the Common Fund for Short-Term Investments represents the temporary holding-account portion of the Eastern Michigan University Endowment Fund. The Eastern Michigan University Board of Regents recognizes the fiduciary nature of the funds and the significant responsibilities associated with the

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management of the portfolio. The basic premise for the management of the portfolio is to meet the objectives as outlined in the statement below in a prudent manner. The Common Fund for Short-Term Investments has been retained as the manager, and the investment mediums considered appropriate are as short-term obligations of the United States Government and its agencies and short-term liquid reserves.

II. Guidelines

While the Regents understand that direct guidelines cannot be imposed individually upon an investment pool such as the Common Fund for Short-Term Investments, the following guidelines will be monitored by the Regents:

- A. In managing the portfolio, the emphasis will be on active cash and cash-equivalent management. Short-term trading will be deemed acceptable to take advantage of interest rate, quality, sector, and maturity shifts. Occasions, therefore, may arise where short-term profits or losses are taken within the investment strategy.
- B. The portfolio should be adequately diversified.
- C. All monies shall be invested and reinvested directly or through repurchase agreements in the following without legal or statutory restrictions, and in securities having maturities of one year or less.
 1. Obligations of, or fully guaranteed as to both principal and interest by, the United States of America.
 2. Obligations of the following agencies and organizations:
 - Banks for Cooperatives
 - Federal Financing Bank
 - Federal Intermediate Credit Banks
 - Federal National Mortgage Association
 - Federal Home Loan Banks
 - Federal Home Loan Mortgage Association
 - Federal Land Banks
 - Tennessee Valley Authority
 - Government National Mortgage Association
 - Export-Import Bank
 - United States Postal Service
 - Federal Housing Administration
 - Farmers Home Administration
 - Washington Metropolitan Transit Authority
 - International Bank for Reconstruction and Development
 - Inter-American Development Bank
 - Asian Development Bank
 - Student Loan Marketing Association

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3. Obligations of commercial banks or bank-holding companies organized under the laws of the United States of America or any State thereof rated in the three highest grades by Fitch or, if unrated, banks ranked within the largest 100 by deposit size. Included are certificates of deposit, bankers acceptances, finance bills, commercial paper, notes and debentures.
4. Obligations of corporation organized under the laws of the United States of America or any State thereof rated in the three highest grades by Moody's, Standard & Poor's, or Fitch. Included are commercial paper, notes and debentures.
5. Obligations of foreign institutions and corporations either payable in United States dollars or fully hedged against currency risk while held, and rated in the three highest grades by Moody's, Standard & Poor's, or Fitch, or a reputable foreign-rating agency. Included are Canadian Treasury Bills, commercial paper, bank deposits and bankers acceptances.

Without limiting the generality of the foregoing, the Trustee may lend securities held in the Trust Fund upon such terms as it deems appropriate, provided that the obligations of the borrowers shall be fully secured by cash or obligations referred to herein.

- D. Investment activities in the following are not appropriate:
1. Margin purchases or borrowing
 2. Private placements or other restricted securities (not freely marketable)
 3. Commodities
 4. Puts, calls, straddles, or hedging
 5. Equity securities, warrants, options or any securities convertible into equities
 6. Fixed income securities with a rating of below the three highest grades by Moody's, Standard & Poor's or Fitch's rating services
 7. No funds shall be invested in bonds, commercial paper or other obligations of any one person, firm or corporation - if as a result of such investment the total amount invested in bonds or other obligations issued or guaranteed by such person, firm or corporation would aggregate in excess of 10% of the then market value of the Fund.

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III. Objectives

- A. Preservation of capital by careful analysis of "market risks" in terms of the potential adverse effect of rising interest rates on the principal values in the portfolio. Also, to minimize exposure to credit risks by maintaining a high level of quality in the portfolio.
- B. The Common Fund for Short-Term Investments performance will be measured on a total-return basis, which is defined as earned income plus realized and unrealized capital appreciation or depreciation. The Board expects that over time this portfolio should equal or exceed the average bond equivalent yield on 90-day Treasury Bills for any comparable fiscal quarter.

IV. Communication

A quarterly report and statement will be supplied by the Common Fund for Short-Term Investments outlining the investment return, current economic outlook, and other matters deemed important by the Managers.

V. Review

It is the Board of Regents' intention to review this statement of investment Guidelines and Objectives at least annually. As the above are changed, or expanded, this document will be amended.

THE COMMON FUND FOR BOND INVESTMENTS

I. Policy

The portfolio under management of the Common Fund for Bonds represents the fixed income portion of the Eastern Michigan University Endowment Fund. The Eastern Michigan University Board of Regents recognizes the fiduciary nature of the funds and the significant responsibilities associated with the management of the portfolio. The basic premise for the management of the portfolio is to meet the objectives as outlined in the statement below in a prudent manner. The Common Fund for Bonds has been retained as a fixed income manager, and the investment mediums considered appropriate are corporate bonds, debentures and notes, as well as bonds, notes and bills of the United States Government, and its agencies, and short-term liquid reserves.

II. Guidelines

While the Regents understand that direct guidelines cannot be imposed individually upon an investment pool such as the Common Fund for Bonds, the following guidelines will be monitored by the Regents:

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- A. In managing the portfolio, the emphasis will be on active fixed income management. Short-term trading will be deemed acceptable to take advantage of interest rate, quality, sector, and maturity shifts. Occasions, therefore, may arise where short-term profits or losses are taken within the investment strategy.
- B. The portfolio should be adequately diversified.
 - 1. Investments should be limited to Federal Government and Government agency issues and to corporate issues having credit ratings of BAA to AAA.
 - 2. The fixed income portfolio shall be diversified between different sectors (government, agencies, corporates) and different issues within each sector with no one issue comprising more than 8% of the aggregate fixed income portfolio.
 - 3. A minimum of \$50,000,000 outstanding in each debt issue and call protection should be emphasized to assure stable current income and marketability.
- C. Investment activities in the following are not appropriate:
 - 1. Margin purchases or borrowing
 - 2. Private placements or other restricted securities (not freely marketable)
 - 3. Commodities
 - 4. Puts, calls, straddles, or hedging
 - 5. Equity securities, warrants, options, or any securities convertible into equities
 - 6. Fixed income securities with a rating of below BAA or BBB as determined by Moody's, or Standard & Poor's rating services.

III. Objectives

- A. Preservation of capital by careful analysis of "market risks" in terms of the potential adverse effect of rising interest rates on the principal values in the portfolio. Also, to minimize exposure to credit risks by maintaining a high level of quality in the portfolio.
- B. The Common Fund for Bonds investment performance will be measured on a total return basis, which is defined as interest income plus realized and unrealized capital appreciation or depreciation. The Board expects that over time this fixed income

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THE COMMON FUND FOR EQUITY INVESTMENT

I. Policy

The portfolio invested in the Common Fund for Equities represents a portion of the equity-assets of the Eastern Michigan University Endowment Fund. The Regents of Eastern Michigan University recognize the fiduciary nature of the funds and the significant responsibilities associated with the management of the portfolio. The basic premise for the management of the portfolio is to meet the objectives as outlined in the statement below in a prudent manner. The Common Fund has been retained as an equity manager, and the investment mediums considered appropriate for the account are equities, convertible securities, and short-term liquid reserves.

The assets are assumed to be invested with the care, skill, prudence and diligence under the circumstances prevailing from time to time that a prudent man acting in like capacity and familiar with such matters would use in the investment of a fund of like character, and with like aims.

II. Guidelines

While the Regents understand that direct guidelines cannot be imposed individually upon an investment pool such as the Common Fund, the following guidelines will be monitored by the Regents:

- A. In managing the portfolio, the emphasis will be on long-term investing instead of on short-term trading swings, but this is not to say that occasions will not arise where short-term profits or losses are taken.
- B. The portfolio should be adequately diversified. Holding of all securities of a single corporate entity should not exceed 5% of the portfolio at cost, and the holdings of all securities of an industry group should not exceed 20% of the portfolio at cost.
- C. Investment activities in the following are not appropriate:
(except for the hedging activity in the Common Fund's Hedged South African Free portfolio)
 1. Short sales, margin purchases or borrowing
 2. Private placements or other restricted securities (not freely marketable)

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3. Commodities
4. Puts, calls, straddles, or hedging except the possible writing of covered call options
5. Warrants or other options, except when acquired as part of the purchase of another security

III. Objectives

- A. The main objective of the portfolio is to achieve long-term growth, offset inflation and provide sufficient funds in order to cover future spend plan requirements.

The Common Fund for Equities should have as its objective that of maximizing the total long-term (five to ten year) rate of return consistent with preservation of capital.

- B. The Common Fund's separate managers should maintain portfolio segments characterized by their own long-term style profiles.
- C. The Common Fund for Equities investment performance will be measured on a total return basis, which is defined as dividend and interest income plus realized and unrealized capital appreciation or loss.

IV. Communication

A quarterly report and statement will be supplied by the Common Fund outlining the investment return, current economic outlook, and other matters deemed important by the Common Fund.

V. Review

It is the Board of Regents' intention to review this Statement of Investment Guidelines and Objectives at least annually. As the above are changed or expanded, this document will be amended.

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ENDOWMENT FUND - EQUITIES

(FIDELITY ASSET INVESTMENT TRUST, INC.)

I. Policy

The portfolio invested in Fidelity Asset Investment Trust, Inc. represents a portion of the equity-assets of the Eastern Michigan University Endowment Fund. The Regents of Eastern Michigan University recognize the fiduciary nature of the funds and the significant responsibilities associated with the management of the portfolio. The basic premise for the management of the portfolio is to meet the objectives as outlined in the statement below in a prudent manner. The Asset Investment Trust, Inc. has been retained as an equity manager, and the investment mediums considered appropriate for the account are equities, convertible securities, and short-term liquid reserves.

The assets are assumed to be invested with the care, skill, prudence and diligence under the circumstances prevailing from time to time that a prudent man acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims.

II. Guidelines

While the Regents understand that direct guidelines cannot be imposed individually upon an investment pool such as the Asset Investment Trust, Inc., the following guidelines will be monitored by the Regents:

- A. In managing the portfolio, the emphasis will be on long-term investing instead of on short-term trading swings, but this is not to say that occasions will not arise where short-term profits or losses are taken.
- B. The portfolio should be adequately diversified. Holding of all securities of a single corporate entity should not exceed 5% of the portfolio at cost, and the holdings of all securities of an industry group should not exceed 25% of the portfolio at cost.
- C. Investment activities in the following are not appropriate:
 1. Short sales, margin purchases, or borrowing
 2. Private placements, or other restricted securities (not freely marketable)
 3. Commodities

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4. Puts, calls, straddles, or hedging except the possible writing of covered call options
5. Warrants or other options, except when acquired as part of the purchase of another security

D. Specific guidelines and restrictions are set forth by prospectus.

III. Objectives

The main objective of the portfolio is to seek capital appreciation through investment in securities of companies that possess valuable fixed assets, or which are believed to be undervalued in the marketplace in relation to factors such as the company's assets, earnings, or growth potential.

Investments will generally be made in securities of companies which possess one or more of the following characteristics:

1. have valuable fixed assets, such as complex plant and equipment with high replacement cost, real estate with a current value substantially in excess of book value, or large reserves of exploitable natural resources;
2. are selling at low market valuations of assets relative to the securities markets in general, or which may be earning a very low return on assets currently, but have the potential to earn a higher return if industry fundamentals, such as diminished competition from imports or increased demand relative to supply, improve;
3. have a valuable consumer or commercial franchise, such as a well-recognized trademark or product name, or potentially valuable transportation routes, which, in the Advisor's opinion, is given little recognition in the marketplace;
4. are undervalued, in relation to their prospects for long-term growth in earnings, dividends, and book value; or
5. have recently experienced a change in management or control, and have a potential for a "turnaround" in earnings.

IV. Communication

A quarterly report and statement will be supplied by Fidelity Asset Investment Trust outlining the investment return, current economic outlook, and other matters deemed important by the Fund Manager.

V. Review

It is the Board of Regents' intention to review this State of Investment Guidelines and Objectives at least annually. As the above are changed or expanded, this document will be amended.

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ENDOWMENT FUND - EQUITIES

(FIDELITY CASH RESERVES)

I. Policy

The portfolio invested in Fidelity Cash Reserves represents a portion of the equity-assets of the Eastern Michigan University Endowment Fund. The Regents of Eastern Michigan University recognize the fiduciary nature of the funds and the significant responsibilities associated with the management of the portfolio. The basic premise for the management of the portfolio is to meet the objectives as outlined in the statement below in a prudent manner. The Fidelity Management & Research Company has been retained as Manager, and the investment mediums considered appropriate for the account are high-grade domestic and international money market instruments.

The assets are assumed to be invested with the care, skill, prudence, and diligence under the circumstances prevailing from time to time that a prudent man acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims.

II. Guidelines

While the Regents understand that direct guidelines cannot be imposed individually upon an investment pool such as the Fidelity Cash Reserves, the following guidelines will be monitored by the Regents:

- A. In managing the portfolio, the emphasis will be on current income with all assets invested in fixed income obligations maturing in one year or less.
- B. The portfolio should be adequately diversified. Holding of all securities of a single corporate entity should not exceed 5% of the portfolio at cost, and the holdings of all securities of an industry group should not exceed 25% of the portfolio at cost.
- C. Investment activities in the following are not appropriate:
 1. Short sales, margin purchases, or borrowing
 2. Private placements or other restricted securities (not freely marketable)
 3. Commodities
 4. Puts, calls, straddles or hedging except the possible writing of covered call options

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5. Warrants or other options, except when acquired as part of the purchase of another security.

D. Specific guidelines and restrictions are set forth by prospectus.

III. Objectives

- A. The investment objective of the portfolio is to seek as high a level of current income as is consistent with the preservation of capital and liquidity. The Manager seeks to achieve this objective by investing in the following high-grade money market instruments:
1. obligations issued or guaranteed as to interest and principal by the government of the United States or any agency or instrumentality thereof;
 2. U.S. dollar-denominated time deposits, certificates of deposit and bankers' acceptances of U.S. banks and their branches located outside of the U.S., and of U.S. branches of foreign banks, provided that the bank has capital, surplus and undivided profits (as of the date of its most recently published annual financial statements) with a value in excess of \$100,000,000 at the date of investment;
 3. commercial paper which, at the date of investment, is rated A-1 by Standard & Poor's Corporation, or Prime-1 by Moody's Investors Service, Inc., or, if not rated, is issued by companies which at the date of investment have an outstanding debt issue rated AAA or AA by Standard & Poor's, or Aaa or Aa by Moody's; and
 4. short-term (one year or less) corporate obligations which at the date of investment are rated AAA or AA by Standard & Poor's, or Aaa or Aa by Moody's.

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B. The portfolio may also be invested in "qualified repurchase agreements." Instruments subject to repurchase agreements may bear maturities in excess of one year.

IV. Communication

A quarterly report and statement will be supplied by Fidelity Cash Reserves outlining the investment return, current economic outlook, and other matters deemed important by the Fund Manager.

V. Review

It is the Board of Regents' intention to review this Statement of Investment Guidelines and Objectives at least annually. As the above are changed or expanded, this document will be amended.

Authority for Creation or Revision

Minutes of the Board of Regents, September 19, 1979; para. .2142M.
 Minutes of the Board of Regents, October 26, 1983; para. .2797M.



Policies, Rules and Regulations


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8-3-64	9-20-72		
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Issue			
CONTRACTUAL PERIOD - DAILY RATE OF PAY			

CONTRACTUAL PERIOD - DAILY RATES OF PAY

The contractual period for various classes of employees for the purpose of computing daily rates of pay is 180 days for teaching faculty. The daily rate of pay for non-teaching salaried personnel is to be calculated as 1/10 of the employee's bi-weekly rate.

Authority for Creation or Revision

Minutes of the Board of Regents, August 3, 1964; para. .119M.
 Minutes of the Board of Regents, September 20, 1972; para. .1153M.

Effective Date		Date of Revision		 <h1 style="margin: 0;">Policies, Rules and Regulations</h1>
8-3-64		6-7-65		
Chapter Name		Chapter No.	Page	
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Issue				
PAYROLL				

OBJECTIVE

There are two major objectives of the payroll system, in accordance with policies established by the Board of Regents:

The prompt and accurate payment of all staff for services rendered.

The preparation of records and reports necessary to good accounting and auditing practice, and as required by law.

POLICIES

New employees of the University are entered into the payroll system only after their appointments have been made in compliance with personnel policies and procedures.

Each department has responsibility for entering new employees on the payroll and for eliminating separated employees from the payroll.

The Payroll Department verifies the validity of all payroll data.

Hourly rated staff are paid weekly; annual salaried staff and all students are paid bi-weekly.

Paychecks are distributed to staff employees through work supervisors. Student employees pick up their checks at the Cashier's Office.

Paydays are Thursday of the second week following the end of each pay period for both weekly and bi-weekly payrolls.

The Payroll Report Voucher is the vehicle of communication between the employing departments, the Payroll Office and the Computer Center.

Payroll documents are prepared for each pay period to substantiate payment to each employee, the charge to each account and the authority for a deposit to the Payroll Account.

Reports of earnings and payroll information are required by specified government agencies.

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Variable deductions must be authorized in writing by each employee at the time of his or her employment interview or anytime thereafter.

In case of extreme emergency, Eastern Michigan University will make a payroll advance to an employee. The amount of the advance will not exceed 90 percent of the expected net amount of the employee's next paycheck. Advances are repaid by a deduction from the next paycheck.

The following information must be on file in the Personnel or Payroll Office before any individual may be put on the University's payroll:

- Signed withholding tax card forms (W-4).
- Signed withholding tax card (MI W-4 state income tax).
- Notice of appointment, properly signed by the department head, vice-president and president.

No deductions (aside from federal and state withholding and social security) may be made from an individual's check unless that individual has signed an authorization for such deductions.

Salaries of all staff members are subject to deductions for federal withholding tax, state withholding tax, and social security.

At any time a staff member has a change in exemptions, name, or address, he or she must fill out a new withholding tax card (W-4). The address shown on this card is the address to which W-2 statements will be sent at the end of the calendar year.

Generally, staff members may expect to receive their W-2 statements during the last week of January.

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PAYROLL ADVANCES

In case of extreme emergency, Eastern Michigan University will make a payroll advance to an employee. The amount of the advance will not exceed 90% of the expected net amount of the employee's next paycheck.

Advances are to be repaid by a deduction from the next paycheck.

PAY PERIODS

The University pays annual salaried staff on a bi-weekly basis; paydays are every other Thursday. Payment is made on the second Thursday following the end of each pay period. Checks are distributed by each department office.

Hourly rated staff are paid weekly.

Student employees pick up their checks at the Cashier's Office.

Authority for Creation or Revision

Minutes of the Board of Regents, August 3, 1964; para. .119M.
 Minutes of the Board of Regents, June 7, 1965; para. .237M.

Effective Date	Date of Revision
9-22-76	3-23-77
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Issue

BUDGET TRANSFERS

The Board of Regents authorizes the president of the University to approve budget transfers. The treasurer shall prepare a quarterly report to the Finance Committee of all budget transfers more than an aggregate \$1,000 in any one quarter.

Authority for Creation or Revision

Minutes of the Board of Regents, September 22, 1976; para. .1690M.
 Minutes of the Board of Regents, March 23, 1977; para. .1769M.

Effective Date	Date of Revision
3-15-78	8-9-91
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TUITION, FEES, FINES, DEPOSITS & REFUNDS	12.1.2



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Issue

OHIO TUITION RECIPROCITY AGREEMENT

This tuition reciprocity agreement is entered into between the Ohio Board of Regents, The Michigan State Department of Education, The Board of Regents of Eastern Michigan University and The University of Toledo pursuant to provisions of Section 3333.17 of the Ohio Revised Code and the provisions of Michigan Act No. 251 of the Public Acts of 1972 (Michigan Compiled Laws Section 390.503) and in compliance with rules and procedures of the aforementioned parties.

I. Purpose

The purpose of this Tuition Reciprocity Agreement is to continue to improve educational opportunities and to minimize the cost of such improvements for the tax payers and legislative bodies of both states by cooperative planning and joint educational effort. In addition to increasing student choice and enhancing the academic quality of both participating institutions, this Tuition Reciprocity Agreement aims to minimize costly duplication of educational programs, promote the maximum use of educational facilities, and creatively address the increasing problems of enrollment fluctuation and fiscal constraints in both participating states.

II. Terms

1. Duration and Termination

The provisions of this agreement shall extend by ten years the agreement entered into by the Michigan State Board of Education and The Ohio State Board of Regents which was originally entered into on April 21, 1978 and which was last renewed on April 25, 1987.

A review of this Agreement may occur from time to time at the request of any party hereto, provided all parties to this agreement are served with written notice of such request at least ninety (90) days prior to said review.

This agreement may be terminated at the request of the Ohio Board of Regents, The Michigan State Board of Education, Eastern Michigan University or the University of Toledo with Twelve (12) months prior written notice.

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OHIO TUITION RECIPROCITY AGREEMENT		

2. Ohio Residents Eligibility/Michigan Programs

Eastern Michigan University agrees to accept, at resident tuition rates any resident of Ohio wishing to enroll at Eastern Michigan University. Any student so admitted must meet all regular admission requirements of Eastern Michigan University, including those for the specific program for which admission is sought.

3. Michigan Residents Eligibility/Ohio Programs

The University of Toledo agrees to accept at resident tuition rates any resident of Monroe County (Michigan) wishing to enroll at The University of Toledo. Any student so admitted must meet all regular admission requirements of the University of Toledo, including those for the specific program for which admissions is sought.

4. Terms of Duration

Subject to the approval of the Ohio State Board of Regents and the state of Michigan State Board of Education, this agreement shall be effective for the 1992-1993 academic year through 2001-2002 academic year, commencing with the fall 1992 term and shall terminate at the conclusion of the summer 2002 term. Students admitted under the provisions of this agreement entered into by the Michigan State Board of Education and the Ohio State Board of Regents on April 21, 1978; October 19, 1979; July 17, 1981; July 12, 1982 and April 25, 1987 may continue to attend at resident tuition rates through the 2001-2002 academic year.

5. Continued Eligibility

Once enrolled as a reciprocity student, each student demonstrating satisfactory academic progress under existing criteria and standards of their institution will continue to receive reciprocity benefits under this agreement through graduation for the degree in which enrolled, as long as a reciprocity agreement exists. Student participation is subject to the terms and conditions of the reciprocity agreement in effect at the time of initial enrollment, and in the event of termination, each student will be informed by the enrolling institution of his/her future status and will be permitted, so long as attendance is continuous, to attend at resident rates for a period of four years beyond the termination date.

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OHIO TUITION RECIPROCITY AGREEMENT		

6. Notice, Application, and Waiver

The availability of resident tuition rates under this agreement shall be advertised to prospective and current students of Eastern Michigan University and The University of Toledo by any means deemed appropriate by those institutions.

All students who desire to receive resident tuition rates under this agreement must apply for such rates at the institution where they plan to enroll.

Failure to so apply in the manner required by each institution and in advance of enrollment will constitute a waiver of all rights under the terms of this agreement for that quarter or semester of enrollment and any preceding quarter or semester for which no application was made. Each institution is responsible for developing and implementing a process for applicants to use in order to apply for resident tuition rates under this agreement.

7. Annual Report

By August 31 of each year, Eastern Michigan University, and The University of Toledo agree to provide annual reports to the Michigan State Board of Education and The Ohio Board of Regents on the enrollment and fiscal implications of the Agreement, using forms prescribed for the purpose by those state agencies.

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OHIO TUITION RECIPROCITY AGREEMENT		

III. Controlling Board Approval

This agreement is not effective until approved by The State of Ohio Controlling Board and the Ohio Board of Regents pursuant to Section 3333.17 of the Ohio Revised Code; The Michigan State Board pursuant to provisions of the Public Act No. 251 of the Public Acts of 1972 (Michigan Compiled Laws Section 390.503); The Board of Trustees for The University of Toledo; and, The Board of Regents of Eastern Michigan University.

Elaine H. Hairston
Chancellor
Ohio Board of Regents

Gary D. Hawks
Interim Superintendent of
Public Instruction
Michigan State Board of Education

Date

Date ✓

Frank E. Horton
President
The University of Toledo

William E. Shelton ✓
President
Eastern Michigan University

Date

Date ✓

Authority for Creation or Revision

Minutes of the Board of Regents, March 15, 1978; para. 1905M.
Minutes of the Board of Regents, February 25, 1987; para. .3442M.
Minutes of the Board of Regents, August 9, 1991; para. 4399M.




Policies, Rules and Regulations

Effective Date	Date of Revision	Chapter No.	Page
3-15-72		14.2.2	1 of 1
Chapter Name		Issue	
AUXILIARY OPERATIONS		HOUSING: RESIDENCE HALL HOURS	

Effective with the 1972-73 school year, all students living in University residence halls assume responsibility for their own hours.

Authority for Creation or Revision

Minutes of the Board of Regents, March 15, 1972; para. .1088M.

Effective Date	Date of Revision	 Policies, Rules and Regulations
9-17-69	3-15-72	
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Issue		
OFF-CAMPUS HOUSING REGULATIONS AND POLICIES		

Eligibility

The University is a residence college and students are required to live in residence halls unless exempted from the regulation in accordance with the stated administrative policies and procedures in effect for the semester or school session in question. The director of housing is responsible for reviewing and evaluating conditions annually and recommending for presidential action the administrative policy in compliance with Chapter 4, page 1.

Open Housing

The University supports open housing. Any student who feels he or she has been discriminated against in selecting private housing because of race, color, creed, religion or national origin should contact the Off-Campus Housing Office for assistance in resolving the conflict.

Student Conduct

A student who chooses to live in off-campus housing must accept the responsibilities of an adult in the community. The student is not, however, exempted from the behavioral expectations of all students and remains subject to University discipline through the Dean of Students Office.

Responsibility

The student assumes full responsibility for the location, condition and contractual terms of the student's off-campus residence. The University is in no way a third party to any agreement between any student and a property owner or manager, nor does the University rate, inspect or supervise off-campus housing.

Authority for Creation or Revision

Rules and Procedures Governing Student Conduct as adopted by the Board of Regents, September 17, 1969; para. .1089M.
 Minutes of the Board of Regents, March 15, 1972; para. .1089M.



Policies, Rules and Regulations

Effective Date	Date of Revision	Chapter Name	Chapter No.	Page
5-21-75		AUXILIARY OPERATIONS	14.3	1 of 1
Issue				
ROOM RATES-GUEST HOUSING AND CONFERENCE CENTER				


Effective immediately, the room rates for guest housing and the Conference Center be established as follows:

Single \$8.00 per night
Double \$5.50 per night - per person

It is further recommended that the administration be authorized to negotiate room rates at a lesser amount when conferences are being considered.

Authority for Creation or Revision

Minutes of the Board of Regents, May 21, 1975; para. .1530M.

Effective Date	Date of Revision		<h1>Policies, Rules and Regulations</h1>
8-19-70			
Chapter Name	Chapter No.	Page	
AUXILIARY OPERATIONS	14.4	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			<h1>Policies, Rules and Regulations</h1>
6-27-89					
Chapter Name			Chapter No.	Page	
AUXILIARY OPERATIONS			14.5	1 of 1	
Issue					
ENTREPRENEURIAL ACTIVITIES					

UNIVERSITY POLICY STATEMENT:

The University recognizes and encourages entrepreneurial activities in partnership with private industry and the local/regional community. In support of these initiatives, certain exceptions to standard policies, rules, regulations and procedures may be observed in order to provide flexibility and maximization of program success in an entrepreneurial environment.

UNIVERSITY PRACTICE:

Modifications to standard University policy and procedure are evaluated on an ongoing basis and adopted to support entrepreneurial endeavors including the development of alternatives relating to conditions of employment, hiring practices and purchasing policies which will provide for the creation of a highly responsive environment, conducive to entrepreneurial efforts.

RESPONSIBILITY FOR IMPLEMENTATION:

The Executive Vice President, as chief operating officer, shall be responsible for ensuring proper implementation activities for eligible programs. University authorities (e.g. Human Resources, Legal Affairs, Internal Audit, Purchasing) shall maintain appropriate involvement as directed by the Executive Vice President.

SCOPE OF POLICY COVERAGE:

This policy is appropriate to Corporate Services, the Center for Organizational Risk Reduction and the Center for Entrepreneurship, Corporate Education Center and the Huron Golf Club. Other appropriate University functions may seek consideration under these guidelines by making a formal request, supported by rationale, to the Executive Vice President's office.

Authority for Creation or Revision

Minutes of the Board of Regents, June 27, 1989; para. .4038M.



Policies, Rules and Regulations

Effective Date	Date of Revision		
8-11-82			
Chapter Name	Chapter No.	Page	
AUXILIARY OPERATIONS	14.6.1	1 of 1	
Issue			
LOCKER ROOM FEES			

Regent Dyer moved and Regent Milford seconded that the Board of Regents approve the following schedule for locker fees in the Recreational/Intramural Facility and Warner Gymnasium, to take effect immediately:

<u>Rec/IM Facility</u>	<u>Fees</u>	<u>Term of Use</u>
Small Storage Locker	\$.10 deposit	Daily/Hourly
Large Storage Locker	.25 deposit	Daily/Hourly
<u>50-Meter Pool</u>		
Men's Locker Room (Instructional)	7.50 (\$4 return)	Semester
Men's Locker Room (Transient)	.50 (hold ID card)	Daily/Hourly
Women's Locker Room (Instructional)	7.50 (\$4 return)	Semester
Women's Locker Room (Transient)	.50 (hold ID card)	Daily/Hourly
<u>Warner Gymnasium</u>		
<u>Women's Locker Room</u>		
Instruction/Rec	7.50 (\$4 return)	Semester
Transient -- Rental/Open	.50 (hold ID card)	Daily/Hourly
Faculty/Staff	15.00	Yearly
Emeriti	-0-	Yearly
<u>Men's Locker Room</u>		
Instruction/Rec	7.50 (\$4 return)	Semester
Transient -- Rental/Open	.50 (hold ID card)	Daily/Hourly
Faculty/Staff	15.00	Yearly
Emeriti	-0-	Yearly

Motion carried.

Authority for Creation or Revision

Minutes of the Board of Regents, August 11, 1982; para. .2599M.



Policies, Rules and Regulations

Effective Date	Date of Revision
8-11-82	

Chapter Name	Chapter No.	Page
AUXILIARY OPERATIONS	14.6.2	1 of 1

Issue
MEMBERSHIP FEES FOR NONSTUDENT USERS OF R/I FACILITY

Full Membership Categories:

Students	-0-
Faculty/Staff	\$26.50 per semester
Faculty/Staff or Student Significant Other (Limit one per student, faculty or staff) . .	26.50 per semester
Alumni	40.00 per semester
Non-Affiliated Members	240.00 per semester
Emeriti	-0-

Limited Membership Categories:

Guest with Member Present	\$ 3.00 per day
Children of Students, Faculty, StaffTo Be Determined*
Affiliation Agreements with Area Education, Governmental and Service OrganizationsTo Be Determined*
Conference and Special Groups	To Be Individually Determined*
Off-Season and Promotional Membership . . .	To Be Individually Determined*

*Sliding scale related to the guest category and to be determined by management on basis of time and services rendered.

Authority for Creation or Revision

Minutes of the Board of Regents, August 11, 1982; para. .2598M.

Motion Carried.

Section 15 was removed prior to the Board Meeting.

**REISSUANCE OF CHARTER –
ANN ARBOR LEARNING COMMUNITY
HOPE ACADEMY**

Section 16

Regent Valvo moved and Regent Rothwell seconded the recommendation that the EMU Board of Regents reissue the Charters with the Ann Arbor Learning Community of Ann Arbor and Hope Academy of Detroit and authorize the president of the University to execute new five-year contracts with both.

Motion Carried.

**COMMENCEMENT SPEAKER AND
HONORARY DEGREE RECIPIENT**

Section 17

Regent Valvo moved and Regent Rothwell seconded the motion for the Board to approve the awarding of an Honorary Doctorate of Public Service to Mr. Philip H. Power.

Motion Carried.

OFFICIAL REPORTING DATES

Section 18

Regent Valvo moved and Regent Antonini seconded that the Board accept the following Opening of Term and Official Record dates for the 2003-2004 fiscal year.


	<u>Opening of Term</u>	<u>Official Record</u>
Summer 2003	July 3, 2003	September 19, 2003
Fall 2003	September 12, 2003	January 23, 2004
Winter 2004	January 14, 2004	May 21, 2004
Spring 2004	May 6, 2004	July 16, 2004

Motion Carried.

STUDENT CONDUCT CODE

Section 19

Regent Valvo moved and Regent Griffin seconded that the Board approved the attached amendments to the Eastern Michigan University Student Conduct Code as shown on the following pages.

Effective Date		Date of Revision		Policies, Rules And Regulations
9-17-69		12-1-92		
Chapter Name		Chapter No.	Page	
STUDENT PROGRAMS AND REQUIREMENTS		8.1	Page 1 of 19	
Issue				
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE				

UNIVERSITY POLICY STATEMENT

It is the policy of Eastern Michigan University to establish a student conduct code, to be administered by the Office of Student Judicial Services, for the purpose of maintaining a campus environment that is conducive to learning, protects the university's educational purposes, maintains reasonable order on campus, and protects the rights of all members of the University community. The Eastern Michigan University Student Conduct Code and the accompanying student disciplinary processes are intended to foster ethical development, personal accountability and civility toward others.

UNIVERSITY PRACTICE

The Student Conduct Code, below, outlines the practices to be utilized in administering the student disciplinary system at Eastern Michigan University.

SECTION I: PURPOSE

In support of the overall goals of Eastern Michigan University, the purpose of the Student Conduct Code, administered by the Office of Student Judicial Services, is to maintain a campus environment that is conducive to learning, protects the university's educational purposes, maintains reasonable order on campus, and protects the rights of all members of the University community. The Student Conduct Code and the accompanying student disciplinary processes are intended to foster ethical development, personal accountability and civility toward others.

The Code embraces several core philosophies: preservation of the rights of free speech and peaceable assembly; respect for freedom of inquiry and constructive criticism; a conviction that honesty and integrity are key values to the University community; and the belief that all members of the University should be part of a campus environment that respects differences of culture, gender, religion, race, age, lifestyle, or ability.

SECTION II: RESPONSIBILITY FOR IMPLEMENTATION

The President, as Chief Executive Officer of the University, has overall responsibility for implementation of the Student Conduct Code and the student disciplinary process and has delegated its overall management to the Vice President for Student Affairs and the Director of Student Judicial Services. The Student Judicial Services office is directly responsible for the daily administration of the University's student judicial system.

SECTION III: JURISDICTION

The University will have jurisdiction over 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.

A student committing a criminal offense, off-campus that is also a violation of the Student Conduct Code may be subject to University discipline.

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STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

The University may pursue disciplinary action against a student at the same time the student is facing criminal charges for the same offense, even if the criminal prosecution is pending, has been dismissed or the charges have been reduced.

SECTION IV: DEFINITIONS

A. For purposes of the Student Conduct Code only, the following definitions apply:

1. *FACULTY MEMBER* means any person hired by the University to conduct classes.
2. *INSTITUTION* or *UNIVERSITY* means Eastern Michigan University.
3. *MEMBER OF THE UNIVERSITY COMMUNITY* includes any person who is a student, faculty member, University official or any other person employed by the University.
4. *STUDENT* includes all persons enrolled for courses through or at EMU, both full-time and part-time, and those who attend educational institutions other than EMU but who reside in EMU residence halls. Persons who are not officially enrolled for a particular term but whose EMU record indicates a continuing relationship with the University are considered "students". Persons who have been accepted into EMU but have not yet enrolled for courses are considered "students".
5. *STUDENT GROUP* means a number of students who are associated with each other and have not complied with University requirements for registration as an organization.
6. *STUDENT IN GOOD STANDING* means a student who is in good academic standing AND who is not presently under any University disciplinary sanctions.
7. *STUDENT ORGANIZATION* means a number of students who have complied with University requirements for registration and/or recognition.
8. *UNIVERSITY PREMISES* includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University.
9. *UNIVERSITY SPONSORED ACTIVITY* means any activity on or off campus, which is initiated, aided, authorized or supervised by the University.

SECTION V: VIOLATIONS

The following behavior is subject to disciplinary action under this Code. An individual, a group of individuals or a student organization may be charged with any of the violations. In cases where a violation is committed by an individual member of a student organization, the entire organization may be held responsible, in addition to the individual member, when those members not directly involved participate in the activity by encouraging, witnessing or condoning the act in any manner.

A. **Academic Dishonesty**

Engaging in academic dishonesty in any form with respect to examinations, course assignments, research projects, grades, and/or academic records, including, but not limited to the following:

1. Cheating - using or attempting to use unauthorized materials, information or study aids in any academic assignment. Examples of cheating are: looking on someone else's paper; using any kind of "cheat" sheet or other enhancement during a test; allowing someone else to take an exam in your place; submitting the same work more than once for credit; using someone else's homework or lab

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assignments; collaborating with another student on any assignment or take-home test if told that collaboration was not allowed; assisting another student in committing an act of academic dishonesty by allowing another student to copy homework or an exam; taking an exam for someone else; or giving test information to students in other sections of the same class.

2. Falsification - intentional and unauthorized falsification or invention of any information or citation in an academic assignment. Examples of falsification are: making up data on an assignment; making up a source to cite in a paper; altering then resubmitting returned academic work; giving false information to a faculty or staff member to increase one's grade; or attempting to change, actually changing, altering grades or any other unauthorized tampering with grades.
3. Plagiarism - deliberate and knowing use of someone else's work or ideas as one's own. Examples of plagiarism are: quoting a source verbatim, or paraphrasing text from a given source, without properly citing the source; turning in a research paper that was written by someone else; or in any other way passing off someone else's work as one's own; or failing to give credit for ideas or materials taken from someone else.

B. Alcohol Violations

1. Possession or consumption of alcoholic beverages by persons under the legal drinking age as defined by Michigan law.
2. Dispensing, selling or supplying alcoholic beverages to a person under the legal drinking age as defined by Michigan law.
3. Possession or consumption of alcoholic beverages in violation of FEDERAL STATE AND LOCAL STATE laws.

NOTES:

1. Transportation in sealed containers to and from an authorized area or place is permissible if the person in possession is of legal age to possess alcoholic beverages as allowed by Michigan law.
2. Use of alcohol and controlled substances by Greek Organizations is covered under Student Conduct Code Section XI: Special Provisions Governing the University Recognition and Conduct of Greek Letter Social Organizations". Those provisions should be used to address alcohol violations committed by a Greek organization.

C. Computer Misuse

1. Unauthorized access, entry or use of a computer, computer system, network, software, password, account or data.
2. Unauthorized alteration or tampering with computer equipment, software, network, or data.
3. Unauthorized copying or distribution of computer software or data.
4. Use of computing facilities or equipment to send obscene, harassing or abusive messages.
5. Use of computers to falsify records, tamper with records or commit any act of academic dishonesty.
6. Any other act in violation of law and/or University policies and guidelines regulating computer-related use.

D. Discrimination by Student Organizations

Selecting its membership upon the basis of restrictive clauses involving race, religion, color, national origin, gender, age, SEXUAL ORIENTATION or disability unless any given student organization's membership restriction is shown to be specifically allowed by law.

E. Disruptive Conduct

1. Actions that impair, interfere with, or obstruct the normal operations of the University and/or interfere with the rights of other members of the University community or visitors. This includes intentional occupation of or blocking the entry or exit of University facilities, including but not limited to, buildings, classrooms, offices, hallways, entryways, conference rooms and campus grounds.

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2. Actions that impair, interfere with, or obstruct the orderly conduct, processes and functions within any classroom or other instructional setting. This includes interfering with a faculty member's or instructor's role to carry out the normal academic or educational functions of his/her class.
3. Participating in, leading or inciting others to disrupt scheduled and/or normal campus activities, events and programs.
4. Intentional obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
5. Disturbance of any member of the University community or visitor.
6. Solicitation on campus without prior approval from appropriate University officials. This includes, but is not limited to, the disbursement of any forms of promotional/informational material on University property or on items (e.g. motor vehicles) on University property, requests for donations, or the selling or vending of any merchandise or services.

F. Drugs

1. Possession or use of narcotics, prescription drugs or other controlled substances in violation of local, state or federal drug or narcotic laws.
2. Distribution, delivery or sale of narcotics, prescription drugs or other controlled substances in violation of local, state or federal drug or narcotic laws.
3. Possession or use of drug paraphernalia.

G. Failure to Comply

1. Failure to comply with a lawful order of a University official, including a campus police officer, in the performance of his/her duty.
2. Failure to comply with the sanctions rendered during the student judicial process.
3. Failure to comply with a request to be interviewed by a University judicial officer during the investigation of a conduct code violation. (Students may choose not to appear and present testimony at a student judicial proceeding after meeting with the judicial officer.)

H. Falsification/Fraud/False Testimony

1. Furnishing false information to the University, including false reporting of emergencies, knowingly making false accusations or giving false testimony during the disciplinary process.
2. Misuse, reproduction, alteration or forgery of any University related documents, records, identification, keys, access codes or property.
3. Providing a worthless check or money order in payment to the University or to a member of the university community.

I. Fire and Safety

1. Damage to, removal of or tampering with any fire safety systems, firefighting equipment or other emergency warning equipment.
2. Intentional or reckless burning or setting fire to any building or piece of property owned or controlled by the University.

J. Gambling

Gambling or participation in games of chance on campus for money or other things of value except as provided by law.

K. Guests

Students are responsible for informing their guests about campus regulations and may be held accountable for the behavior of their guests.

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L. Harassment/Stalking

1. Conduct (not of a sexual nature) that creates an intimidating, hostile, or offensive campus, educational or work environment for another person or group.
2. Conduct (not of a sexual nature) that threatens, intimidates, humiliates, or otherwise harms another person or group.
3. Stalking, defined as following or otherwise contacting, via any means, another person repeatedly for no legitimate purpose, so as to put that person in fear for his/her life or personal safety, or to cause that person substantial emotional distress. Stalking includes:
 - a. Repeatedly following or harassing another person.
 - b. Contacting a person after being asked or ordered not to contact the person.
 - c. Violating any provision of the Michigan Stalking Law.

M. Hazing

1. Any action or activity committed by either active members, associate members or pledges of an organization which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing includes, but is not limited to:
 - a. Interference with a student's academic or work performance.
 - b. Forced consumption of any food, alcohol, other drugs, or any other substance.
 - c. Forced physical activity.
 - d. Deprivation of food or sleep.
 - e. Physical acts such as branding and paddling
 - f. Requiring participation in any activity that violates University policies or any local, state or federal law.
 - g. Other violations as outlined in the Interfraternity Council, Panhellenic Council or National Pan-Hellenic Council Constitutions.
2. Any action or situation, which intentionally or unintentionally endangers a student who is attempting admission into or affiliation with any student organization.

NOTES:

1. In cases where the activity is performed by an individual member of a student organization, the total organization may be held responsible, when those members not directly involved participate in said activity by encouraging, witnessing, or condoning the act in any manner.
2. Any individual and/or organization found guilty of hazing will be subject to a minimum penalty of suspension.

N. Physical Abuse and Endangerment

1. Physical violence or attempted physical violence toward another person or group.
2. Threat of physical violence against another person or group.
3. Any action that endangers the health, safety or welfare of a person or group.
4. Attempt to HARM or actual harm to oneself.

O. Property/Facilities/Services

1. Theft of University property or property of a member of the University or visitor.
2. Damage, destruction, or defacement of University property or property of a member of the University or visitor, including littering.
3. Wrongful appropriation of University property or property of a member of the University or visitor.
4. Public posting, selling of, or in any other way, distribution of notes of class lectures, course handouts and outlines, and/or any other University-supplied materials without the express written permission of the instructor.
5. Unauthorized possession and/or use of University property or property of a member of the University or visitor, including knowingly being in possession of stolen goods. This includes unauthorized use of vehicles, equipment, services, the University name and logo.

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6. Unauthorized entry into University facilities, including but not limited to buildings, classrooms, hallways, entryways, conference rooms, and campus grounds.
7. Bringing animals and/or pets into University buildings, except where properly authorized. Use or operation of rollerblades, skates, skateboards, bicycles, and similar items inside University facilities, unless expressly permitted.
8. Violation of any policy or guidelines pertaining to specific usage of a University facility.

P. Sexual Misconduct/Sexual Harassment

1. Any sexual act that occurs without the consent of the other person or occurs when the other person is unable to give consent.
2. Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments or gestures, or other forms of verbal or physical conduct or communications constituting sexual harassment.
3. Obscene or indecent behavior, which includes, but is not limited to, indecent exposure or the display of sexual behavior that would reasonably be offensive to others.

Q. Weapons/Firearms/Explosives

1. Possession, storage or use of firearms and other weapons, including non-lethal weapons such as pellet guns and paintball guns.
2. Possession, storage or use of firecrackers, gunpowder, ammunition, explosives or incendiary devices, or other articles or substances which could endanger health or safety.

R. Other Violations

1. Violation of any other published or posted University regulations not specifically mentioned in this Section, including, but not limited to, the EMU Policy Manual(s); *EMU'S POLICY MANUAL*; *RESIDENCE HALL CONTRACT*; Residence Hall Contract and the Guide to Campus Living; Campus Life Council regulations and guidelines for organizations; Student Government monetary allocation guidelines; EMU published undergraduate and graduate catalogs; *EMU'S POLICY MANUAL* and ORD Research Guidelines.
2. Aiding and abetting another in any violation of laws and/or University policies.
3. Attempt or intent to commit any violation outlined in the Student Conduct Code.
4. Off-Campus Conduct as described in the Student Conduct Code, Section III: Jurisdiction.

SECTION VI: SANCTIONS FOR MISCONDUCT

The purpose of University discipline is to be corrective and educational as well as punitive. The disciplinary experience is intended to make clear to students the limits of acceptable behavior and to give students who violate the rules an opportunity to more fully understand the rules and incorporate the experience into his/her overall development. Assigned discipline may include a combination of sanctions for a particular incident. The sanctions which may be incurred include, but are not limited to, the following:

A. Sanctions for Students and/or Student Groups

1. VERBAL WARNING NOTICE THAT CONTINUATION OR REPETITION OF PROHIBITED CONDUCT MAY BE CAUSE FOR ADDITIONAL DISCIPLINARY ACTION
2. **Formal Reprimand:** An official written statement of the University's disapproval of a student's actions and a warning that any future violation(s) will be dealt with more severely.
3. **Disciplinary Probation:** An official notice that the student's conduct is in violation of the Student Conduct Code but does not warrant suspension or permanent dismissal. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student commits another conduct code violation during the probationary period. During the Probation period, a student will be

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- considered “not in good standing” and may be excluded from some programs and curricular or extra-curricular activities, including running for and/or holding office in any student organization.
4. Suspension: An involuntary separation of the student from the University for a definite period of time and/or until certain conditions for readmission are met. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. (Suspension requires administrative review and approval by the President or his/her designee.)
 5. Deferred Suspension: The sanction of Suspension may be placed in deferred status provided that the student completes other assigned sanctions by the specified deadline dates. Failure to complete all sanctions and provide proof of completion by the deadline date(s) will result in the automatic enactment of the suspension without charges or hearing. If a student is found responsible for another violation of the Student Conduct Code during the period of deferred suspension, the student may be permanently dismissed from the University.
 6. Permanent Dismissal: An involuntary permanent separation from the University. (Permanent dismissal requires administrative review and approval by the President or his/her designee.)
 7. Delay and/or Denial of Degree Award: During the period disciplinary charges are pending against a student, the University may deny and/or delay issuance of a degree. Further, the University may refuse to issue a degree to a student who is serving a suspension or has been permanently dismissed from the University.
 8. Revocation of degree: An awarded degree may be revoked for violations of the Student Conduct Code, which occur prior to the award of the degree but are discovered after the degree has been awarded, where the violation is sufficient to justify the suspension or permanent dismissal of the student. (Revocation of a degree requires administrative review and approval by the President or his/her designee.)
 9. Other Secondary Sanctions may be imposed instead of or in addition to those specified above. Secondary sanctions include, but are not limited to:
 - a. Restitution (compensation for loss, damage or injury)
 - b. Fines (for alcohol or drug violations)
First Offense = \$100; Second Offense = \$200; Third Offense = \$300
 - c. Community Service
 - d. Educational activities such as a reflective writing assignment or attendance at an event directly related to the violation committed. (e.g. alcohol/drug workshop; diversity awareness training)
 - e. Restrictions (temporary or permanent loss of privileges or the use of a University facility or service)

B. Sanctions for Student Organizations

1. Verbal Reprimand: An official written statement of the University's disapproval of a student organization's actions and a warning that any future violation(s) will be dealt with more severely.
2. Formal Reprimand: An official written statement of the University's disapproval of a student organization's actions and a warning that any future violation(s) will be dealt with more severely.
3. Disciplinary Probation: An official notice that the student organization's conduct is in violation of the Student Conduct Code but does not warrant suspension of or permanent termination of the organization's University status. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student organization commits another conduct code violation during the probationary period. During the Probationary period, a student organization may also be excluded from campus activities, forfeit student monetary allocations, and lose Campus Life status.
4. Suspension: An involuntary withdrawal of student organization status from the University for a definite period of time and/or until certain conditions for renewal of recognition are met. During this time, the University will not in any way recognize nor support the continued operation of said student organization. The Student organization must re-apply to the University for renewed recognition following any period of suspension. The suspension shall be reported to said organization's national office, if applicable. (Suspension requires administrative review and approval by the President or his/her official designee.)

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5. Deferred Suspension: The sanction of Suspension may be placed in deferred status provided that the student organization completes other assigned sanctions by the specified deadline dates. Failure to complete all sanctions and provide proof of completion by the deadline date(s) will result in the automatic enactment of the suspension without charges or hearing. If a student organization is found responsible for another violation of the Student Conduct Code during the period of deferred suspension, the student organization may have its University status permanently terminated.
6. Permanent Termination of University Status: An involuntary permanent withdrawal of student organization status from the University. The University will not in any way recognize nor support the continued operation of said student organization. The permanent termination shall be reported to said organization's national office, if applicable. (Permanent termination requires administrative review and approval by the President or his/her official designee.)
7. Other Secondary Sanctions may be imposed instead of or in addition to those specified above. Secondary sanctions include, but are not limited to:
 - a. Restitution (compensation for loss, damage or injury)
 - b. Fines (for alcohol or drug violations)
First Offense = \$300; Second Offense = \$400; Third Offense = \$50
 - c. Community Service
 - d. Educational activities such as a reflective writing assignment or attendance at an event directly related to the violation committed. (e.g. alcohol/drug workshop, diversity awareness training)
 - e. Restrictions (temporary or permanent loss of privileges or the use of a University facility or service)

C. Enhanced Sanctions

Any violation of the Student Conduct Code against any individual, group or student organization which is shown to be motivated by the individual's, group's or student organization's racial identity, religion or religious beliefs, disability, national origin, gender, sexual orientation or other personal characteristic will subject a student/student organization to a more severe sanction than would ordinarily accompany that violation.

D. Counseling Assessments and Counseling

In addition to any sanctions assigned, a student may also be required to undergo a counseling assessment and/or participate in counseling. Issuance of sanctions may be postponed pending the results of the counseling assessment.

SECTION VII: ORGANIZATION OF THE UNIVERSITY JUDICIAL SYSTEM

A. University Judicial Board

1. Composition - The University Judicial Board will consist of five (5) enrolled students and two (2) alternates; two (2) full-time faculty members and one (1) alternate; and two (2) full-time members of the University community and one (1) alternate. A student member must be a student in good standing in order to be selected for and remain on the University Judicial Board.
2. Selection of board members - In consultation with the Director of Student Judicial Services, student members will be appointed by the Student Government; faculty members will be selected by Faculty Council; and the full-time members from the University community will be selected by the President or his/her designee.
3. Terms of Office - Board members will be appointed for a two-year term. They may be reappointed by the person or body who appointed them. A Chief Justice will be elected by a majority vote of all of the University Judicial Board members.
4. Removal from office - A board member may be removed from the board for poor attendance by a simple majority vote of the total University Judicial Board.
5. Jurisdiction - The University Judicial Board will serve as the panel to hear the case of any student(s)/student organization seeking resolution of the case through the formal hearing process.

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6. Procedural Considerations

- a. Selection of the University Judicial Board members for any given case depends on the availability of the members at the time scheduled for the hearing.
- b. A quorum for a given hearing will exist with the presence of any five (5) members. DURING VACATION PERIODS OR SUMMER SESSION, THE UNIVERSITY JUDICIAL BOARD HAS THE AUTHORITY TO CONDUCT A DISCIPLINARY HEARING WITH ONLY THREE (3) MEMBERS PROVIDED THAT AT LEAST ONE OF THOSE JUSTICES IS A STUDENT.
- c. The Chief Justice will exercise control over the proceedings.

B. Judicial Appeals Board

1. Composition - The Judicial Appeals Board will consist of two (2) enrolled students; two (2) full-time faculty members; and two (2) full-time members of the University community. A student member must be a student in good standing in order to be selected for and remain on the Judicial Appeals Board.
2. Selection of board members - In consultation with the Director of Student Judicial Services, student members will be appointed by the Student Government; faculty members will be selected by Faculty Council; and the full-time members from the University community will be selected by the President or his/her designee.
3. Terms of Office - Board members will be appointed for a three-year term. They may be reappointed by the person or body who appointed them. A Chief Justice will be elected by a majority vote of all of the Judicial Appeals Board members.
4. Removal from office - A board member who is consistently unavailable for appellate reviews may be removed from the board by a simple majority vote of the total Judicial Appeals Board.
5. Jurisdiction - The Judicial Appeals Board will serve as the panel to review decisions rendered by the University Judicial Board during the formal hearing process. Both the charged party and the University will have the right to appeal a University Judicial Board decision.
6. Procedural Considerations
 - a. Selection of the Judicial Appeals Board members for any given case depends on the availability of the members at the time scheduled for the appeal.
 - b. A quorum will exist with the presence of the Chief Justice and any two (2) other Judicial Appeals Board members, EXCEPT that any three (3) Judicial Appeals Board members may hear the appeal if the Chief Justice can not be available within a reasonable time, not to exceed fourteen (14) work days from the date of receipt of the written appeal.

**SECTION VIII: RIGHTS OF CHARGED STUDENT(S)/STUDENT ORGANIZATIONS
IN DISCIPLINARY PROCEEDINGS**

- A. The following rights apply to a student conduct proceeding that has reached the level of a formal hearing, EXCEPT that Rights One (1) through Four (4) apply also to any investigative meeting held with Student Judicial Services and to the Informal Disposition Conference. Student(s)/student organizations will have the right to:
1. Remain silent and not have that silence used against them.
 2. Have a voluntary advisor present who may participate in the proceedings. The advisor must be a member of the university community, and if the advisor is another EMU student, she/he must be a student in good standing.
 3. Engage an attorney, at the student/student organization's own expense only when criminal prosecution is pending on charges stemming from the same incident. The attorney may appear at the proceedings with the student(s) to provide advice, but may not represent the student(s)/student organization, directly question or cross-examine witnesses, or, in any other way, participate in the proceedings.
 4. Be given a written statement of the charges against them, in accordance with the provisions of Section IX.B. of the Student Conduct Code.
 5. Adequate notice of dates set for all hearings, and related conferences and meetings.

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6. Reasonable review of the disciplinary case file maintained by Student Judicial Services prior to a formal hearing and/or appeal.
7. Question and cross-examine the complainant and all witnesses.
8. Present witnesses and submit any pertinent, supportive documentation. The hearing board, by a 2/3 vote of members present at the hearing, may limit the number of witnesses in order to avoid dilatory tactics.
9. An open or closed hearing. A hearing will be considered open if no person is excluded until the room's capacity has been reached EXCEPT that a person may be removed if his/her behavior is disruptive to the hearing process. A closed hearing will include only the charged student(s)/student organization, Student Judicial Services official(s), witnesses, and members of the particular judicial board hearing the case.
10. Challenge a judicial board member on the grounds of bias, conflict of interest or any other factor that could preclude the board member from rendering an impartial and fair decision. The board member may be disqualified upon majority vote of the remaining members of the board present at the hearing, conducted by secret ballot. If the board votes to exclude the challenged board member from that particular hearing, the hearing will continue with the remaining board members present, even if the number of board members remaining is less than the number required by the Student Conduct Code to reach a quorum for that hearing.
11. A written statement of the outcome of the proceeding, and a description of the appeal procedure.
12. Make a taped recording of the proceeding at their own expense.
13. Appeal the decision of the university judicial board, subject to the provisions of the Student Conduct Code, Section IX.E: Appeal of Formal Hearing Results.

SECTION IX: UNIVERSITY DISCIPLINARY PROCEDURES

A. Reporting

Any member of the university community may initiate a complaint against a student or student organization for an alleged violation of the Student Conduct Code through the Student Judicial Services office.

COMPLAINTS AGAINST STUDENT ORGANIZATIONS SHALL BE FILED WITH THE STUDENT JUDICIAL SERVICES OFFICE. ALLEGED VIOLATIONS OF THE STUDENT CONDUCT CODE SHALL BE FILED WITH THE STUDENT JUDICIAL SERVICES OFFICE.

For purposes of this Code, an incident report generated by the Department of Public Safety or an incident report generated by University Housing will be considered a complaint to be reviewed by Student Judicial Services for possible Student Conduct Code violations.

B. Charges and Notice

1. Student Judicial Services will investigate each complaint, and if the circumstances surrounding the complaint indicate that a violation of the Student Conduct Code may have occurred, disciplinary charges may be issued. The student(s)/student organization will be notified of the charges in writing. Notice of the charges will be considered adequate if it is sent to the student(s)/student organization's last known address registered with the University OR to the address given by a student on either an EMU Department of Public Safety's Incident Report or on a Housing Incident Report.
2. Proper written notice to a student/student organization will include the following:
 - a. Recitation of facts surrounding the incident, in as sufficient detail as possible as to date, time, and location;
 - b. Statement of the specific conduct code provision(s) violated;
 - c. Any penalty assigned or other action taken;
 - d. Amount of time in which the student(s)/student organization has to respond to the notice;
 - e. Ramifications of not responding to the notice within the time limit; and
 - f. Copy of "Rights of Charged Students/Student Organizations in Disciplinary Proceedings".
3. Student Judicial Services may place a judicial hold on a student's academic record, and/or may go forward with disciplinary action against a student/student organization in either of the following situations:

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- a. The student or student organization fails to respond to a charge letter sent by Student Judicial Services within the applicable time limit.
- b. The student withdraws from the University after allegedly committing a violation, whether or not Student Judicial Services has yet had the opportunity to charge the student with a conduct code violation.
- c. THE STUDENT OR STUDENT ORGANIZATION REPRESENTATIVE HAS BEEN ADVISED OF THE RIGHTS AND PROCEDURES OF THE UNIVERSITY JUDICIAL BOARD.

C. Disposition of Cases

A disciplinary case may be handled in one of the following two formats:

1. Informal Disposition Conference - The student(s)/student organization representative and a Student Judicial Services judicial officer will meet informally to discuss the alleged violation(s). If the substantive facts and sanction(s) can be agreed upon by the judicial officer and the charged student(s), a disciplinary action agreement will be prepared and signed by both sides. A signed disciplinary action agreement will constitute a waiver of the right to a formal hearing and any appeal, and an acceptance of the finding(s) and sanction(s). The President or his/her designee must approve any suspension, permanent dismissal or permanent termination of a student organization's university status.
2. Formal Hearing - If, during the informal disposition conference, the student(s)/student organization disputes the findings by Student Judicial Services that a violation has occurred or if an appropriate sanction(s) cannot be agreed upon, the case will be referred to the University Judicial Board for a formal hearing.

D. Procedures for Formal Hearings

1. Notice of Hearing - After the formal hearing is scheduled, Student Judicial Services will notify the student(s)/student organization involved of the date, time and place of the hearing and of the pre-conference.
2. Pre-conference - At least two (2) days prior to the formal hearing, a pre-hearing conference will be scheduled by Student Judicial Services for any charged student(s)/student organization. The two (2) day requirement may be modified by mutual consent of the charged student(s)/student organization and Student Judicial Services. The conference will include the presiding officer of the University Judicial Board or a designee, the Director of Student Judicial Services or a designee, any individual designated to represent the University, and the charged student(s)/student organization and their advisor.

The purpose of the pre-hearing conference will be to identify those issues and facts which will be presented at the hearing, to exchange information as to witnesses likely to be called, to answer procedural questions, and to settle those matters which may be agreeably concluded. The conference will not be used to settle the issue of whether or not the violation was committed or to challenge any recommended sanctions. Failure of the charged student(s)/student organization or the advisor to appear will in no way affect any of their procedural rights and will not prohibit a hearing from being set and being held.

3. Formal Hearing Premises - The following premises will govern any formal hearing:
 - a. The focus of inquiry in a University hearing will be the determination of whether a violation of University rules occurred, and such decision will be totally unrelated to any criminal or civil decisions against the student(s)/student organization arising from the same incident.
 - b. Formal rules of evidence will not apply to University proceedings, nor will deviations from these prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the charged student(s)/student organization or the University may result.
 - c. The charged student(s)/student organization will be presumed to have not violated the Student Conduct Code until it is proven otherwise.
 - d. The burden of proof during a formal hearing will rest with the University. The University must prove its case by a preponderance of the evidence; meaning that the evidence, considered in

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its entirety, indicates that, more likely than not, the charged student(s)/student organization committed the violation(s).

- e. The Student Judicial Services officer may recommend a sanction to the University Judicial Board during the formal hearing, but the University Judicial Board will have the authority to reject the recommendation and issue any sanction(s) deemed appropriate.
- f. All formal hearings will be tape-recorded. Tapes will remain the property of the University and will serve as the official record of the proceedings.

4. Disposition of the Case

- a. University Judicial Board decisions as to culpability of the charged student(s)/student organization and sanctions to be issued will be made by a simple majority of the University Judicial Board members present at the hearing. After hearing the case, board members will go into closed session to reach a decision.
- b. Decisions of the University Judicial Board will be in writing. The decision will state what rule was violated, the behavior constituting the violation, and any sanctions issued. Within two (2) working days, the written decision will be submitted to the Director of Student Judicial Services. If the recommended sanction is not a suspension permanent dismissal of the student or permanent termination of University status, the Director of Student Judicial Services will mail the decision to the student(s)/student organization within two (2) working days after being submitted to that office by the University Judicial Board.
- c. If the recommended sanction is either a suspension, permanent dismissal or permanent termination of University Status, the Director of Student Judicial Services will submit the decision to the President or his/her designee for review. The President or his/her designee will either accept or reject the University Judicial Board's decision to suspend, permanently dismiss the student, or permanently terminate the University status of a student organization. If the decision is rejected, the President or his/her designee will provide to Student Judicial Services a written rationale for the rejection of the University Judicial Board's sanction. A rejection of the University Judicial Board's sanction will constitute an automatic appeal to the Judicial Appeals Board.
- d. The President or his/her designee will have five (5) working days after submission of the University Judicial Board's decision to take action. If no action is taken during that time, the University Judicial Board's decision will be considered approved.
- e. Student Judicial Services will mail the written decision to the student(s)/student organization within one (1) working day following any presidential action. If the five (5) working days lapse without the President or his/her designee taking action, Student Judicial Services will mail the University Judicial Board's written decision to the student(s)/student organization on the sixth (6) working day following the submission of the decision to the President or his/her designee for review.

E. Appeal of Formal Hearing Results

1. Right to Appeal - Student(s)/student organizations or the University (represented by Student Judicial Services) may request that the University's Judicial Appeals Board review the decision rendered at the conclusion of the formal hearing process. Student(s)/student organization(s) may challenge the finding of the University Judicial Board that a violation occurred and/or the sanction(s) assigned. Conversely, the University may challenge the finding of the Board that no violation occurred or that the sanction(s) issued were not severe enough for the violation committed.
2. Appeal Process for Student(s)/Student Organizations - The following steps should be followed by student(s)/student organizations in order to file an appeal:
 - a. A written request for an appeal must be submitted to Student Judicial Services within seven (7) working days from the date of the written decision from the formal hearing. THE APPEAL WILL BE IMMEDIATELY FORWARDED TO THE JUDICIAL APPEALS BOARD FOR CONSIDERATION. Unless extenuating circumstances can be shown, failure to appeal within the allotted time will render the University Judicial Board's decision final.

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- b. The written request for an appeal must state the grounds for appeal (citing the appropriate grounds from the "Grounds for Appeal" list below); a discussion of the evidence and facts in support of the appeal; and a recommended solution.
 - c. The request for an appeal must be typed and should include any supporting documentation that should be considered by the Judicial Appeals Board.
 - d. Grounds for Appeal - The following will be considered the only grounds for an appeal:
 - 1) There were procedural errors in the case or in the interpretation of University rules and regulations serious enough to deny the student(s)/student organization a fair hearing.
 - 2) There is new evidence of a substantive nature not previously available at the time of the hearing, which would have materially affected the decision.
 - 3) The severity of the sanction is disproportionate to the violation(s) committed.
 - 4) The decision of the Board was not supported by the evidence presented at the hearing.
3. Appeal Process for the University - The following steps should be followed by the University in order to file an appeal:
- a. A written request for an appeal must be submitted by Student Judicial Services to the Judicial Appeals Board within seven (7) working days from the date of the written decision from the formal hearing. A copy of the appeal will also be made available to the student(s)/student organization. Unless extenuating circumstances can be shown, failure to appeal within the allotted time will render the University Judicial Board's decision final and conclusive.
 - b. The written request for an appeal must state the grounds for appeal (citing the appropriate grounds from the "Grounds for Appeal" list below); a discussion of the evidence and facts in support of the appeal; and a recommended solution.
 - c. The request for an appeal must be typed and should include any supporting documentation that should be considered by the Judicial Appeals Board.
 - d. Grounds for Appeal - The following will be considered the only grounds for an appeal:
 - 1) There were procedural errors in the case or in the interpretation of University rules and regulations serious enough to affect the University's chance of proving its case.
 - 2) The sanction is too lenient given the violation(s) committed.
 - 3) There is new evidence of a substantive nature not previously available at the time of the hearing, which would have materially affected the decision.
 - 4) The decision of the Board was not supported by the evidence presented at the hearing.
4. Scheduling an Appeal
- a. The Judicial Appeals Board will convene an appeal hearing as soon as possible after receiving the written appeal. A quorum will exist with the presence of the Chief Justice and any two other board members, EXCEPT that any three board members may handle the appeal if the Chief Justice cannot be available within a reasonable time, not to exceed fourteen (14) calendar days from the receipt of the written appeal.
 - b. After the appeal is scheduled, Student Judicial Services will notify the student(s)/student organization involved of the date, time and place of the hearing.
5. Appeal Hearing Premises - The following premises will govern any appeal hearing:
- a. Deviations from these prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to the charged student(s)/student organization or the University may result.
 - b. On appeal, the burden of proof rests with the appellant to clearly exhibit that one of the four grounds for an appeal has been met; this is not a re-hearing of the entire case.
 - c. All appeal hearings will be tape-recorded. Tapes will remain the property of the University and will serve as the official record of the proceedings.

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- d. Any sanction(s) issued by the University Judicial Board will not take effect until the appeal process is completed.
6. Disposition of the Appeal
- a. PRIOR TO THE APPEAL HEARING, the Judicial Appeals Board will meet in closed session to review the written decision of the University Judicial Board, the written appeal, any supporting documentation provided by the Appellant, and the tape recording of the formal hearing.
 - b. After reviewing the case materials, the Judicial Appeals Board will convene the Appeal Hearing and call in both parties to the appeal. The student(s)/student organization may bring an adviser to the Hearing who may speak on their behalf. The adviser must be a member of the University community, and if the advisor is a student, he/she must be a student in good standing.
 - c. The party who filed the appeal will be allowed fifteen (15) minutes to present his/her case to the Judicial Appeals Board. The Board members may then ask questions of the appellant. The opposing side will then be given fifteen (15) minutes to present its counter-arguments, after which the Board members can ask questions of that party.
 - d. The Judicial Appeals Board will again go into closed session to reach a decision in the case, then reconvene the hearing and read its decision.
 - e. The Judicial Appeals Board may take one of the following actions:
 - 1) Uphold the decision of the University Judicial Board in its entirety.
 - 2) Alter the sanctions imposed by the University Judicial Board EXCEPT that the Board can not increase the severity of the sanctions if the appeal was filed by the student(s)/student organizations.
 - 3) Send the case back to the University Judicial Board for a new hearing only if there were errors in procedures or interpretation of University rules and regulations or there is new evidence in the case. A decision issued by the University Judicial Board in a case sent back to it by the University Appeals Board may not be appealed again and will be the final decision, pending approval by the President or his designee in accordance with *sub-section f* below.
 - 4) Dismiss the case against the student(s)/student organization.
 - f. In cases where the Judicial Appeals Board, or the University Judicial Board upon a re-hearing of the case, issues a suspension, permanent dismissal of the student or permanent termination of University status of a student organization, the decision will be sent to the President or his/her designee for review. The President or his/her designee will have five (5) working days after submission of the decision to either affirm or alter the decision. This decision will be final. If no action is taken during that time, the appellate decision, or the decision from a re-hearing will be considered approved.
 - g. Student Judicial Services will mail the written decision to the student(s)/student organization within one (1) working day following any presidential action. If the five (5) working days lapse without the President or his/her designee taking action, Student Judicial Services will mail the written decision to the student(s)/student organization on the sixth (6) working day following the submission of the decision to the President or his/her designee for review.

SECTION X: SPECIAL DISCIPLINARY PROVISIONS GOVERNING ACTS OF ACADEMIC DISHONESTY

- A. Academic dishonesty is both an academic matter between a student and his/her faculty member and a violation under the Student Conduct Code subject to University disciplinary action. An act of academic dishonesty may and should be handled by the faculty member, the student, and, if appropriate, the faculty member's department head and/or the dean over that particular academic department. Sanctions that can be assigned by a faculty member range from giving a reduced grade on the particular work in question to

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failing the student for the entire course. In addition, some academic departments and programs have their own policies for dealing with academic dishonesty and/or violations of Professional Codes of Ethics which allow the department or program to impose sanctions ranging from probation to program dismissal. A sanction assigned by a faculty member and/or an academic department or program is an academic, not a disciplinary sanction.

- B. If the matter is resolved satisfactorily between the student and the faculty member, and the faculty member decides not to refer the student for university disciplinary action, the faculty member may still report the incident to Student Judicial Services. Student Judicial Services will maintain a record of the reported incident and may elect to pursue university disciplinary action against a student who is reported to that office for a subsequent act of academic dishonesty.
- C. If the faculty member decides that a stronger sanction is needed instead of or in addition to any academic sanctions assigned by that faculty member, the incident may be referred to Student Judicial Services for review and possible university disciplinary action. Once the referral is made to Student Judicial Services, the incident will be handled in the same manner as would any other allegation under the Student Conduct Code.
- D. In cases where the student denies the allegation of academic dishonesty, the faculty member may elect to postpone assigning any academic sanctions until after the student has gone through the university disciplinary process. If at the end of that process, the charge of academic dishonesty is upheld, the faculty member may then assign an academic sanction. The academic sanction is independent of any disciplinary actions taken against the student by the University.
- E. Academic sanctions assigned by the faculty member in agreement with the student or assigned by the faculty member after the charge of academic dishonesty has been validated through the University disciplinary system cannot be grieved under the University's Grade Grievance Procedure.

SECTION XI: SPECIAL PROVISIONS GOVERNING THE UNIVERSITY RECOGNITION AND CONDUCT OF GREEK LETTER SOCIAL ORGANIZATIONS

- A. Because of the importance of the Greek social system and because of the unique circumstances under which it operates, the following conditions have been established between the University and the Greek social organizations. These provisions set out the requirements for maintaining University recognition and good standing and delineate specific violations that may be handled through the Greek system's own judicial process rather than under the University's Student Conduct Code.
- B. The University reserves the right to retain jurisdiction over cases in which the conduct violates both these provisions and the University's Student Conduct Code AND the University determines that the misconduct is of such severe nature as to impair, obstruct, interfere with or adversely affect the mission, processes or functions of the University.
- C. The University may take action against an individual member of a student organization for misconduct that is both a violation of this provision and of the Student Conduct Code, regardless of any separate disciplinary action taken against the student organization.
- D. This section of the Student Conduct Code applies only to the relationship between the University and the Greek social organizations and has no bearing on relations between chapters and national and/or alumni agreements.

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- E. Good standing must be maintained in order for Greek social organizations to participate in Greek sponsored activities. Failure to do any of the following will constitute a violation of these provisions of the Student Conduct Code and will subject the Greek social organization to disciplinary action, including possible loss of good standing, as described within these provisions under sub-sections F and G:
1. Registering annually as a recognized student organization with the Office of Campus Life;
 2. Participating in the appropriate Greek governing bodies (Greek Council and either Black Greek Council, Interfraternity Council, or Panhellenic Council);
 3. Submitting roster and grade release forms for active members and pledges/associates during the first month of the semester;
 4. Following all rules and guidelines for Greek Rush; and
 5. Abiding by all terms and conditions of the alcohol and controlled substance guidelines below:
 - a. The possession, use and/or consumption of alcoholic beverages while on chapter premises during an official event or in any situation sponsored or endorsed by the chapter or organization must be in compliance with any and all applicable laws and University rules and policies.
 - b. No chapter or organization members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the legal drinking age.
 - c. The possession, sale, and/or use of any illegal or controlled substance at any chapter, organization or University sponsored event are strictly prohibited.
 - d. Alcohol or controlled substances will be prohibited at any and all rush activities.
 - e. Open parties where alcohol is provided by the host chapter, meaning those with unrestricted access by non-members of the organization, without specific invitation, will be prohibited.
 - f. All organizations must provide, at no charge, an alternative non-alcoholic beverage and food at any event where alcohol is provided.
 - g. There will be no solicitation or encouragement of alcohol consumption by contest or promotion at any chapter event where alcoholic beverages are present.
- F. Greek organizations whose members are in violation of this policy, regardless of whether the individuals are identified, will be subject to one or more of the sanctions listed in the Student Conduct Code, Section VI.B: Sanctions for Student Organizations.
- G. The following process will be utilized in any incident alleging a violation of these policy provisions by a Greek Social organization:
1. The incident will be referred to the respective Greek Judicial Board for hearing and original adjudication (i.e. sorority cases will be handled by Panhellenic Council, fraternity cases will be heard by IFC and black Greek cases will be heard by Black Greek Council). Each Greek Council will establish its own judicial board and its own set of hearing procedures for handling the incident. The chair of the respective Greek Judicial Board will immediately inform Student Judicial Services about any incident referred to it.
 2. A decision rendered by the respective Greek Judicial Board may be appealed by either the party alleging the violation or by the Greek social organization being accused of a violation. The appeal will be made to the Greek Council Judicial Board, which may accept, modify or reject any sanction issued by the Greek Judicial Board.
 3. Student Judicial Services will receive written transcripts of all final judicial decisions, whether from the respective Greek Judicial Board (if there was no appeal of its decision) or from the Greek Council Judicial Board (for decisions that were appealed). Student Judicial Services will review the decision and may accept or reject the proposed sanctions.
 4. In the event Student Judicial Services rejects the final decision, the Director will provide a written explanation of the rejection and a recommended alternative.
 5. In the event that Student Judicial Services and the Greek board rendering the final decision cannot reach an agreement, the case will be referred to the Eastern Michigan University Judicial Appeals Board as outlined in the Eastern Michigan University Student Conduct Code. In this

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instance Student Judicial Services will notify the national or international headquarters of the organization involved. In the case of local organizations, the Alumni Association will be notified.

SECTION XII: INTERIM SUSPENSIONS AND OTHER INTERIM SANCTIONS

- A. For alleged violations of this Code, interim sanctions, including but not limited to, interim suspension, reassignment to alternate housing, limitation of access to designated University housing facilities and/or campus facilities by time and location, and limitation of privilege to engage in specified University activities may be imposed by the President or his/her designee. Such interim sanctions are to be utilized only when there is reason to believe that the student(s)/student organization's conduct poses a substantial threat of harm oneself or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions.
- B. FOR INTERIM SUSPENSIONS ONLY, a student will be denied access to the residence halls, and/or to the campus (including classes), and to all other University activities or events, which the student might otherwise be eligible to participate in or attend. A student organization will lose its University student organization status and will be denied access to any University activities or events which the student organization might otherwise be eligible to participate in or attend.
- C. A student/student organization will be notified of an interim sanction or interim suspension, orally, by written notice served on the student/student organization, or by written notice sent to the last address on record on record. The interim sanctions or interim suspension takes effect the day it is issued by the President or his/her designee.
- D. A student/student organization issued an interim suspension or interim sanctions will be given an opportunity to appear before the Vice President of Student Affairs or a designee within three (3) working days in order to discuss the following issues only:
 - 1. the reliability of the information concerning the student/student organization's alleged misconduct.
 - 2. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to himself/herself, to others, or to property.
- E. The Vice President for Student Affairs or his/her designee may affirm or alter the interim sanctions or interim suspension based on the discussion with the student/student organization. If the decision is affirmed, the Vice President or his/her designee will inform the student/student organization of that decision at the conclusion of the discussion. Regardless of whether the interim sanctions or interim suspension is affirmed or altered, the Vice President or his/her designee will direct that a formal hearing before the University Judicial Board take place within ten (10) days. If the University fails to schedule the formal hearing within the ten (10) day period, the interim sanctions or interim suspension will cease although the original charges will not be dropped and will still be handled through the University's disciplinary process.

SECTION XIII: EMERGENCY POWERS OF THE PRESIDENT

- A. The President, as Chief Executive Officer of the University, is charged with the maintenance of that degree of order and safety necessary to the successful continuation of the University's lawful mission, and he/she is further charged with the authority to protect the members of the University community and University property.

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- B. When faced with mass disruptions, activity of a violent and destructive nature, or other dangerous violations of University rules of a serious enough nature to threaten the University, the President, after consultation with and approval of the Board of Regents, may declare a "state of emergency" and do any of the following:
1. Impose and have enforced a curfew on all or portions of the University campus.
 2. Curtail or suspend services.
 3. Close the University or portions of the University entirely for the period of emergency.
 4. Issue an emergency suspension and forbid the presence on campus of any student(s)/student organization(s) if they have been sufficiently identified to him/her as participants in activities which violated University policy and led to the conditions described above. Suspensions issued under this section of the code are effective immediately upon notice to the student(s)/student organization(s).
 5. Appoint a Special Hearing Board on an ad hoc or extraordinary basis to make a recommendation as to whether any emergency suspensions issued should be continued. The Special Hearing Board will convene and make its recommendations to the President within seven (7) calendar days from the effective date of the emergency suspension. Regardless of the recommendation to the President as to the continuation of the emergency suspension, the President will direct Student Judicial Services to convene a formal hearing before the University Judicial Board within ten (10) days of the date of the Special Hearing Board's recommendation to the President in order to rule on the original charges brought against the student(s)/student organization(s).
 6. Take other actions that may be explicitly stated in or implied by any laws governing the authority of the University and/or the President in emergency situations.

NOTES: Due to the unique circumstances and severe conditions that would lead the President to exercise any of his/her emergency powers, an emergency suspension issued under this section of the Code is to be considered different from an interim suspension issued under the conditions stated in Section XIII. The issuance and review of an emergency suspension will be handled in accordance with the procedures outlined above in sub-sections 4 and 5.

- C. The Board of Regents, regardless of granting any emergency powers to the President, in no way restricts its own powers and prerogative to carry out its obligations and duties as imposed by the Constitution and laws of the State of Michigan.

SECTION XIV: STUDENT DISCIPLINARY FILES AND RECORDS

- A. Student Judicial Services will establish a student disciplinary file whenever a case is referred for investigation of a possible conduct code violation. A student or student organization's file will be destroyed if the investigation indicates that no violation occurred. The file of a student/student organization found to have violated the conduct code will be retained for four (4) years from the date of the sanction or until the student's graduation from the University, whichever comes first. Student conduct records may be retained longer or permanently if the student was suspended or permanently dismissed or if there is reason to believe the case could result in future litigation.
- B. A notation will be made on the student's official University transcript if the student was suspended, permanently dismissed or given an "E" grade in a course as a result of academic dishonesty.
- C. The release of student disciplinary records will be governed by applicable federal and state laws governing the privacy of educational records.

SECTION XV: REVIEW OF THE STUDENT JUDICIAL SYSTEM

- A. Student Judicial Services will convene a Student Judicial System Review Committee at least every ~~FOUR~~ ~~(4)three(3)~~ years that will be responsible for carrying out the following tasks:

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 19 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

1. Reviewing the goals and effectiveness of the University's disciplinary system;
2. Reviewing the effectiveness of the types of sanctions issued;
3. Recommending changes to the Student Conduct Code;
4. Recommending changes in the judicial processes and procedures established and followed by Student Judicial Services; and
5. Recommending training sessions and publications on topics related to the mission of Student Judicial Services to educate the campus community about student conduct and the campus judicial processes.

B. The Committee will be appointed and chaired by the Director of Student Judicial Services and will include one representative from the following areas: Dean of Students; Legal Affairs; Housing; Health Services; Counseling Services; Student Government; Faculty Council; Department of Public Safety; Chief Justice of the University Judicial Board; and Chief Justice of the Judicial Appeals Board.

C. Amendments to the Student Conduct Code that receive the support of the Review Committee will be forwarded, in accordance with University procedures, to the Board of Regents for approval.

RESPONSIBILITY FOR IMPLEMENTATION

The President, as Chief Executive Officer of the University, has overall responsibility for implementation of the Student Conduct Code and the student disciplinary process and has delegated its overall management to the Vice President for Student Affairs and the Director of Student Judicial Services. The Student Judicial Services office is directly responsible for the daily administration of the University's student judicial system.

SCOPE OF POLICY COVERAGE

This policy applies to all students, student groups, and student organizations as defined in Section IV of the Student Conduct Code.

Authority for Creation or Revision

Minutes of the Board of Regents, September 17, 1969; para. .816M.
 Minutes of the Board of Regents, August 19, 1970; para. .921M.
 Minutes of the Board of Regents, March 27, 1991; para. .4356M.
 Minutes of the Board of Regents, December 1, 1992; para. .4630M.

Motion Carried.

FACULTY AFFAIRS COMMITTEE

Section 20

Regent Brandon moved and Regent Griffin seconded that the Board approve the Agenda for March 18, 2003, and the Minutes of January 21, 2003.

Motion Carried.

FINANCE COMMITTEE

Section 21

Regent Antonini moved and Regent Brandon seconded that the Board accept and place on file the Working Agenda for March 18, 2003 and the Minutes for the January 21, 2003 Finance Committee.

Motion Carried.

REPORT: EMU ADVANCEMENT UPDATE

Section 22

Regent Antonini moved and Regent Griffin seconded that the Board accept the University Advancement Update Report.

Motion Carried.

MEETING ADJOURNED

Regent Incarnati moved and Regent Antonini seconded that the Regular meeting of the Board of Regents be adjourned at 1:58 p.m.

Respectfully Submitted,

Dana C. Aymond
Secretary to the Board of Regents

COMMUNICATIONS SECTION

RESOLUTION

WHEREAS, the Banner Student Process Team has successfully completed the implementation of the student process portion of the Banner enterprise computing system; and

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

WHEREAS, the Banner Student Process Team has demonstrated its commitment to improving business processes and procedures to make Eastern Michigan University an outstanding example of best practices in the higher education enterprise;

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

RESOLUTION

Whereas, the Eastern Michigan University Men's Swimming and Diving Team compiled an overall record of 10 wins and one loss and a Mid-American Conference record of five wins and no losses during the 2002-03 season and won their fourth consecutive conference title; and

Whereas, the Eastern Michigan University Men's Swimming and Diving Team finished undefeated in Mid-American Conference meets for the fifth straight year and for the 18th time in school history and it's 23 conference title; and

Whereas, at the 2003 Mid-American Conference Championships, the Eastern Michigan University Men's Swimming and Diving Team won 12 of the possible 20 events; and

Whereas, senior Justin Breitigam won three separate events: the 200-yard individual medley relay, the 400-yard individual medley relay and the 200-yard butterfly and sophomore diver Andy Seibenick won the one-meter diving event, senior Kevin Doak won the 100-yard backstroke event, senior Sean Joyce won the 1650-yard freestyle event, senior Ryan Meekins won the 100-yard freestyle event, and junior John Bartlet won the 200-yard breaststroke event; and

Whereas, the 200-yard freestyle relay event team of Jeff Luhn, Kevin Doak, Ryan Meekins and Doug Fleming won, as did the 400-yard freestyle relay event team of Jeff Luhn, David Ruch, Ryan Meekins and Doug Fleming; and the 200-yard Medley Relay event team of Kevin Doak, Ondrej Pekarovic, Doug Fleming and Ryan Meekins won as did the 400-yard Medley Relay event team of Kevin Doak, John Bartlet, Doug Fleming and Jeff Luhn; and

Whereas, Justin Breitigam, John Bartlet, Jeff Luhn, Ryan Meekins, Doug Fleming, Kevin Doak, Sean Joyce and Andy Seibenick were all named first team All-Mid American Conference team and Ondrej Pekarovic and Branislav Hronsky were named second team All-Mid American Conference team and Justin Breitigam, Sean Joyce, John Bartlet, Branislav Hronsky and Doug Fleming were all named to the Academic All-Mid-American Conference team; and

Whereas, Diving Coach Buck Smith was named Mid-American Conference Diving Coach of the Year; and

Whereas, Eastern Michigan Head Coach Peter Linn has led the Eastern Michigan Men's Swimming and Diving team to 13 conference championships during his tenure and nine undefeated MAC seasons and;

Now, therefore, be it resolved, that the Eastern Michigan University Board of Regents congratulates the Men's Swimming and Diving Team, Head Coach Peter Linn, Diving Coach Buck Smith, and Assistant Coach David Griffore for their success and commends them for the honor and distinction they have brought themselves and Eastern Michigan University.

ORAL REPORT TO BE MADE BY THE PRESIDENT

**PRESIDENT'S REPORT
EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS' MEETING
JUNE 17, 2003**

The period from mid-March, the time of the last Board meeting, through the end of the semester always brings a flurry of activities. This year was no exception and was perhaps even more frenetic as we were forced to juggle budget cuts along with year-end celebrations and the close of another academic year.

Clearly the state budget and the impact of lost appropriations have been foremost in our thoughts and activities. As I reported at the March meeting, we have taken a very strategic approach to address the anticipated reduction of more than \$8.7 million in state appropriations.

We have squeezed dollars out of every budget, implemented energy-saving campaigns, sought out purchasing partners, eliminated travel and professional development programs, frozen open positions and, in total, eliminated 84 positions from an already over-stretched workforce in an attempt to reduce or avoid costs. And, we have ratcheted up revenue enhancement activities to stave off further cuts. We have done this within the context of protecting mission-critical programs, activities and services. As an institution that has been historically under-resourced both in terms of dollars and people, this has been painful, but it also has been achieved with great cooperation and innovative thinking across the campus.

I shared that sentiment with the Senate Subcommittee on Higher Education as part of my testimony in May. Speaking candidly, I told the subcommittee that the current inequitable funding problems were the result of decades of financing higher education by politics not policy, exacerbated by the addition of the tier system—a system I believe is contrary to the basic principle that all Michigan students should receive equitable funding for their post-secondary education regardless of the institution they choose to attend.

I also told the subcommittee that differential cuts for state universities, such as those recommended by the House, made little sense and were poor public policy. I challenged them to find any rational explanation for a policy that would award one institution \$3,629 for each of 238 new students while not awarding any relief to EMU for 254 new students.

My comments, and those of several of my presidential colleagues, found a partially sympathetic ear. The Senate version of the appropriations bill dismantles the tier system and attempts to set a per-student funding floor, but does little to address the gross inequities between the 15 public state universities.

The House and Senate versions will go to committee where differences will be hammered-out and a combined bill sent to the Governor. We continue to lobby for support during the process, but given the best of circumstances, our cut remains at \$8.7

million. The University also faces an additional nearly \$10 million in unavoidable cost increases for previously negotiated labor contracts, health care, financial aid and unfunded state mandates.

Two actions before the Board today, a request to implement an enhanced retirement program for faculty who have long service at EMU and are ready to retire, and one to increase tuition, will help us bridge the financial budget gap and provide the institution with strategic flexibility.

The first of these, the Employee Incentive Program, is for our long-term faculty who want to retire yet face the prospect of less than expected income due to declines in the equity market and economy generally. Our offer to the faculty is enabled by the Tax Reform Act which permits us to extend retirement fund payments, on a tax deferred basis, for five years beyond separation from employment. It is the right thing to do for our faculty and it is a strategy which enables us to realign resources, reduce faculty budgets without reducing positions, and avoid layoffs. The window for faculty to come forward and accept this plan is very narrow and must be achieved within the next two weeks.

We also have labored long and hard over how to best meet the needs of the University while maintaining our academic quality and EMU's tradition of accessibility and affordability. We recognize that a tuition increase will have an impact on our students and we are prepared to help. More than half of our students, nearly 52 percent, receive more than \$100 million in financial aid of some type. Since 2001, our campus-based financial aid budget has increased 68 percent. As currently projected, 16 percent of our tuition and fees for Fiscal '04 will go directly back to students through campus-based financial aid.

Since we have a robust agenda, I will shorten my report today, by mentioning several other developments for your information:

- An updated strategic plan was developed over the course of the last year and approved by both the University Strategic Planning Committee and the Cabinet this spring. Included in the plan are initiatives that advance each of the six university directions and those that are especially strategic in the current environment of budget constraints. The plan also highlights key areas that are important to sustain from the last planning cycle. We will have much more to say about the strategic plan as we approach the Fall semester.
- Explore Eastern, the Presidential Scholarship Competition and campus visits all experienced at least a 15 percent attendance increase over last year, spring and summer enrollment is up, and we are on-target to meet budgeted goals for Fall semester.
- Today we are requesting the Board to approve a long-term lease to open a continuing education facility in Brighton. Scheduled to open in the fall, it will

serve residents in the I-96, US 23 corridor area—one of the fastest growing areas in the state. Initially we will offer graduate programs from the College of Education and the College of Health and Human Services, and undergraduate programs from the College of Technology.

- The Advisory Board for EMU's Jean Parsons Center for the Study of Art and Science located in Lake Ann, has appointed the First Artist in Residence for the Center, sculptor M. Catherine Shinick. Ms. Shinick received degrees from both EMU and the Rhode Island School of Design.
- Four very comprehensive guaranteed maximum price design/build proposals for the new student union and the reassignment of McKenny space have now been received, and a structured blind review of the proposals will take place over the course of the next week.
- EMU is collaborating with the Washtenaw County Health Department, the University of Michigan, and our local hospitals to effectively develop a preventive plan to address the outbreak of SARS worldwide. To date, EMU has established a website for updated information and travel advisories, conducted information sessions for employee groups, and developed a pre-arrival plan for incoming students this fall.
- The results from the April 2003 Michigan Test for Teacher Certification have been posted and I am pleased to announce that once again EMU graduates continue to do well. We had a 100 percent pass rate in 14 of the 37 fields tested and were at or above the state pass rate in 31.
- EMU's baseball team won its first MAC championship in 21 years and earned its first NCAA tournament appearance since 1982. The women's track team also won the MAC Championship.
- We launched a reformatted magazine as part of a new communications plan for University Advancement. More than 105,000 copies of THE EDGE were mailed in May to friends and alumni of the University. The printed version of the magazine will be supplemented by a monthly electronic issue which we will launch this week.
- Students from our Historic Preservation program are helping to restore a British cannon that may be as much as 276 years old. The 1,325-pound cannon was recovered from the Detroit River in 1987 and bears the broad arrow of British government weapons manufactured between 1727 and 1760. When restored, the cannon will be housed at the Michigan Historical Museum in Lansing.
- For the second consecutive year, EMU won a Work/Life Balance Designation Award from the Washtenaw Work/Life Consortium. EMU was recognized for providing comprehensive health and dental coverage, paid sick and vacation time,

an employee assistance program, on-site childcare, recreational facilities and flexible scheduling.

As indicated in our regular Information and Communications Technology (ICT) update for the Board, all elements of our plan are on course. Especially noteworthy is the successful implementation of online student registration and additional web enhancements that enable students to access course confirmations, bills, unofficial transcripts and financial aid accounts on the web, and the completion of the second round of computer replacements in our Refresh Program, which included ten academic labs available to students. Our Banner Student Process Team is being recognized by the Board today, and a reception for team members, to which all are invited, will occur across the hall immediately following our meeting.

Other milestones in our continuous improvement efforts include the following:

- Accreditation of our College of Education Clinics by the American Speech-Language-Hearing Association.
- The University is proceeding with the conversion to distribute student financial aid refunds electronically through the University's new Eagle Express Card. Our previous card is being replaced by a new "One Card" that all students will receive and will accommodate all of their card needs. This is a significant time saver and service enhancement, eliminating the printing and distribution of over 16,000 checks and the lines that students previously encountered to receive their financial aid refunds.
- Results of the third Student Services Satisfaction Survey are now completed and they demonstrated a double digit increase in the levels of student satisfaction with services in financial aid, registration, records, advising and student business services. Some of the services involved in the study include telephone service, forms clarity, accuracy of information, speed of service and staff service attitudes.

The spring has been an excellent time for fundraising at EMU, and April was an especially productive month—our most successful in seven years. Several highlights of our private fundraising include:

- An anonymous gift of \$250,000 was provided to enhance the John W. Porter Endowed Chair in Urban Education to further support graduate student research in collaboration with the Porter Chair.
- An equipment gift-in-kind, a mass spectrometer, has been received from Pfizer and valued at \$300,000. Pfizer also announced this year's Pfizer Undergraduate Research Award winners, who represent the third group of minority undergraduates to benefit from the opportunity to conduct research with Pfizer scientists.

- We completed the second annual Walk for Women's Athletics with more than 340 walkers and nine community sponsors who helped raise over \$32,000 for student scholarship aid.
- WEMU set an on-air fundraising record for the spring with more than \$120,000 pledged, \$10,000 above its original goal to successfully offset anticipated budget cuts.
- The College of Technology and its Coatings Research Institute and graduate and undergraduate programs in polymers and coatings have received an equipment donation valued at over \$400,000 from the Eastman Kodak Company.

Many special events occurred on campus this spring. I will name just a few:

- More than 200 staff and faculty turned out for a first-ever EMU Pride Day for campus cleanup and beautification. Participants planted flowers, many donated by staff, and helped pick up litter around campus. A number of us also participated in the annual YPSI Pride Day. More than 2,500 participants from throughout the city and township turned out to plant flowers, pick up trash, sweep, paint, landscape and otherwise beautify the community.
- A group of 63 outstanding students and five brave staff members participated in our third annual EMU LeaderShape last month. This six-day, intensive leadership camp helps students to discover their guiding values and principles in the context of leading with integrity.
- The Office of Alumni Relations, together with the Development Office, has continued its energetic in-state outreach program and hosted alumni, donors and friends in downtown Detroit in early May, followed by our first ever alumni gathering in Grand Rapids, with a forthcoming one in Traverse City.
- EMU's Center for Organizational Risk Reduction is a cosponsor of the Homeland Security Leadership Series in Detroit this month. Shelby Slater, an EMU alumnus, is Director of Detroit's Office of Homeland Security. This event is the first of five programs to be conducted nationwide.
- Alumni, K-12 educators, community college educators, business leaders and public officials have been invited to learn more about EMU, strengthen relationships to enhance enrollment, gather data for future planning, and help assess institutional strengths and challenges in anticipation of submitting an application to the Higher Learning Commission for our regional reaccreditation process. Focus groups involving these individuals are planned for this week in Romulus and Troy.

- Also this week the Charter School Summer Fine Arts Camp is being held on EMU's campus, involving 300 middle school students from around the state who will receive drama, vocal and instrumental instruction.

It is always a pleasure for me to share with you some of the honors and activities of our faculty, staff, students and alumni. Again, in the interest of time, I will mention just a few.

- EMU students Brett Pedersen and Chris Roberson won the 2003 American Collegiate Intramural Association's National Fitness Championship in Orlando, Florida.
- EMU and Dr. Jerry Robbins, Dean of the College of Education, were invited to testify before the U.S. House Committee on Education and the Work Force and its Subcommittee on 21st Century Competitiveness relating to the reauthorization of the Higher Education Act Title II on Teacher Training. Dean Robbins was accompanied by Vice President Juanita Reid and recent graduate Sergio Garcia.
- At the recent National JazzWeek Summit, the nation's jazz radio and industry conference, peers recognized Linda Yohn, Music Director at WEMU, as Programmer of the Year for smaller markets and WEMU was recognized as Station of the Year in smaller markets.
- Cathy Lower, our Director of Licensing, recently published her first book, "Creepy Colleges and Haunted Universities." Along with co-author Cynthia Thuma, Lower chronicles "true ghost stories" as told across the nation's college campuses. Eastern's "ghost of Pease" is featured in the book.
- Carl Ojala, Professor in Geography and Geology, was named an Environmental Hero by the National Oceanic and Atmospheric Administration. Ojala was honored for his tireless efforts to preserve and protect the nation's environment.

Seven distinguished alumni were recognized during the 42nd Annual Alumni Awards dinner May 10. They included:

- Outstanding Young Alumni – Arthur Rockall and Dagny Rude
- Alumni Achievement – Dr. L. Gayle Green
- Distinguished Alumni – Ken Bruchanski and Raymond Lombardi
- Distinguished Service Awards – Paul Tucker and Roy Wilbanks.

Four faculty were honored with Ronald W. Collins Distinguished Faculty Awards during EMU's Salute to Excellence week. Those honored were:

- Joseph Csicsila, an Assistant Professor of English Language and Literature, who received the Teaching I Award,
- Jamin Eisenbach, Professor of Biology, who received the Teaching II Award,
- Catherin Bach, Professor of Biology, who received the Scholarly/Creative Activities Award, and
- Mildred Lintner, Professor of Computer Science, who received the Service to the University Award.

With Board action today, the University officially says goodbye to three outstanding leaders, Earl Potter, Jill Pollock and Carole Huston. Earl resigns as Dean of the College of Business effective this month to accept a position as Provost and Vice President of Academic Affairs at Southern Oregon University; Jill has just assumed her new position as Chief Human Resources Officer at the University of Cincinnati; and Carole Huston retired as Senior Women's Athletic Director last month after 28 years in sports administration. All of these individuals have made positive contributions to EMU and I have been delighted to work with them. I know you will join me in wishing them well.

EXECUTIVE SUMMARY

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

DATE:

June 17, 2003

EXECUTIVE SUMMARY

SECTION 1 - REPORT: TREASURER'S REPORT

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

As of April 30, 2003, cash and investments totaled \$120,263,396 and were invested at 3.47%. The short-term MMF Weighted Average total return was 1.50% compared to the Money Fund Report's Prime Inst. Average at 1.33%. The Short-Term Bond Funds Weighted Average Total return is 3.75% compared to the Weighted Average of Fund's Benchmarks at 2.89%. Intermediate Duration Gov't Agency Bonds are 4.61% compared to the Five Year Treasury Note of 2.75%.

Cash and investments (excluding bond proceeds) as of 4/30/03 decreased by \$52,318 when compared to April 2002.

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

SECTION 2 - REPORT: INTERNAL AUDIT

It is recommended that the Internal Auditor's report for March through May 2003 be received.

The report for the general purchasing, food service and Library audits have been issued and findings and recommendations have been discussed.

The report attached is the status of recommendations from the Regulatory audit and Ticket Sales.

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

SECTION 3 - REPORT: GRANTS/CONTRACTS

It is recommended that 89 grants and contracts totaling \$3,591,574 for the period 03/01/03 through 05/31/03 be accepted.

One hundred percent sponsor-funded grants and contracts in the amount of \$2,348,397 were awarded to the University during the above period. Grants and contracts requiring EMU cost-sharing and/or in-kind contributions totaled \$1,243,177.

Fiscal Implications: This action approves allocating University matching funds in the amount of \$100,697 as cash contributions for projects awarded during the period 03/01/03 through 05/31/03 for a fiscal year-to-date total of \$315,692 against a base budget of \$361,652.

SECTION 4 - REPORT: CONSTRUCTION PROJECTS PROGRESS

It is recommended that the Board receive and place on file the Construction Projects Progress Report for the period ending June 17, 2003.

The New Student Union Project including the demolition of Pine Grove and reassignment of McKenny Union is underway with Price/Design/Build proposals due in June. Ground breaking is scheduled July 2003 with completion in July 2005. The renovation of McKenny is scheduled to commence directly after the move into the new facility.

The University House is scheduled for move-in in June 2003.

The Campus Master Plan is continuing.

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

SECTION 5 - REPORT: ACCOUNTS RECEIVABLE

It is recommended that the Student Accounts Receivables Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of April 30, 2003 be received and placed on file.

The Student Accounts Receivable Ratio Analysis balance is \$14,337,000 or 10.58% of revenue compared to \$13,446,000 (10.94%) as of April 2002. This is a .36% decrease.

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

SECTION 6 – 2002 – 03 GENERAL FUND BUDGET STATUS

It is requested that the 2002-03 General Fund Budget Status Report as of April 30, 2003 be accepted.

Appropriations from the State have been reduced by 3.5% or \$3.067 million.

Summer, Fall, and Winter 2003 enrollments have exceeded plan. Total tuition and fee revenues are below plan by approximately \$378,000.

Other revenue collections from late and installment fees are consistent with plan.

General Fund expenditures and transfers are accumulating according to plan at \$154.1 million.

Reductions in spending have been made.

Salary and wages have been closely managed within budget. Staff salary savings, which result from vacancies, are exceeding plan.

Fiscal Implications: The reduction in funding from the State has been offset by reductions in spending authorization. It is anticipated that a balanced budget will be realized at year-end.

SECTION 7 – TECHNOLOGY PLAN IMPLEMENTATION

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

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

SECTION 8 – ADMINISTRATIVE/PROFESSIONAL APPOINTMENTS/TRANSFERS

It is recommended that the Board approve 2 new appointments and 1 transfer.

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

SECTION 9 – STAFF APPOINTMENTS

It is recommended that the Board approve 10 staff appointments for the period January through March 17, 2003. 5 (50%) are female, 5 (50%) are male. 4 Caucasians (40%), 3 (30%) are African American, 2 (20%) are Asian and 1 (10%) is American Indian.

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

SECTION 10 - SEPARATIONS/RETIREMENTS

It is recommended that the Board approve 42 separations and retirements for the dates listed. Of the 42, 21 (50%) are female, 21 (50%) are male, 34 (81%) are Caucasian, 6 (15%) are African American, 1 (2%) is American Indian, and 1 (2%) is multiracial.

Fiscal Implications: None.

SECTION 11 - EMERITUS FACULTY STATUS

It is recommended that the Board grant Emeritus Faculty Status to three former faculty members (one posthumously).

Allen S. Ehrlich

Professor, Department of Sociology, Anthropology and Criminology from
1968 – 2003 (35 yrs.)

George E. Haynam

Professor, Department of Computer Science from 1986 – 2001
(14.5 yrs)

Marcello Truzzi (Posthumously)

Professor, Department of Sociology, Anthropology and Criminology from
1974 – 2003
(29 yrs.)

Fiscal Implications: None.

SECTION 12 – FACULTY APPOINTMENTS

It is recommended that the Board approve 18 new tenure-track faculty appointments.

Fiscal Implications: The proposed action will be absorbed in the 2003-2004 faculty salary budget.

SECTION 13 – FACULTY REAPPOINTMENTS

It is recommended that the Board approve the reappointment of 135 probationary faculty members for the 2003-04 academic year.

Fiscal Implications: The proposed action will be absorbed in the 2003-2004 faculty salary budget.

SECTION 14 – FACULTY TENURE

It is recommended the Board approve the granting of tenure for 25 faculty members.

Fiscal Implications: None.

SECTION 15 – FACULTY PROMOTIONS

It is recommended that the Board accept the promotions of 42 faculty members.

Fiscal Implications: The proposed action will be absorbed in the 2003-2004 faculty salary budget.

SECTION 16 – EMERITUS STAFF STATUS

It is recommended that the Board grant Emeritus Staff Status to Carole Huston, retired Senior Associate Athletics Director.

Fiscal Implications: None.

SECTION 17 - STUDENT AFFAIRS COMMITTEE MONTHLY REPORT

It is recommended that the Student Affairs Committee Agenda for June 17, 2003 and the Minutes of March 18, 2003 be received and placed on file.

Fiscal Implications: None.

SECTION 18 - EDUCATIONAL POLICIES COMMITTEE

It is recommended that the Educational Policies Committee Agenda for June 17, 2003, and the Minutes of March 18, 2003 be received and placed on file.

Fiscal Implications: None.

SECTION 19 – 2003-04 SABBATICAL LEAVE AWARDS

It is recommended that the Board approve the Report on 2003-4 Sabbatical leaves.

Fiscal Implications: None.

**SECTION 20 – 2003-04 FACULTY RESEARCH AND CREATIVE
ACTIVITY FELLOWSHIPS**

It is recommended that the Board approve the Report on 2003-4 Faculty Research and creative Activity Fellowships.

Fiscal Implications: None.

**SECTION 21 – 2003 SPRING-SUMMER AWARDS FOR RESEARCH AND
CREATIVE ACTIVITY**

It is recommended that the Board approve the Report on 2003-4 Spring-Summer awards for Research and Creative Activity.

Fiscal Implications: None.

SECTION 22 – APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS.

It is recommended that the Board appoint Judith Brooks, Susan Hubbard and Mary E. W. Packard to 3-year terms on the Board of the Ann Arbor Learning Community; Tony Kinsey to a 3-year term on the Board of Edison Oakland Academy; and Nancy Beckett and Cheryl Grant to 3-year term on the Board of Gaudior Academy.

Fiscal Implications: None.

SECTION 23 – BOARD POLICIES RECOMMENDED FOR APPROVAL

It is recommended that the Board approve the removal of one policy and the revision of 11 others.

Fiscal Implications: None.

**SECTION 24 - POLICY: STUDENT INVOLUNTARY ADMINISTRATIVE
WITHDRAWAL**

It is recommended that the Board approve the adoption of the Student Involuntary Administrative Withdrawal Policy.

Fiscal Implications: None.

SECTION 25 - FINANCE COMMITTEE MONTHLY REPORT AND MINUTES

It is recommended that the Working Agenda for June 17, 2003 and the minutes for the March 18, 2003, Finance Committee meeting be received and placed on file.

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

SECTION 26 – 2003-04 GENERAL FUND OPERATING BUDGET

It is recommended that the Board approve the 2003-04 General Fund Operating Budget in the amount of \$197,196,980.

Fiscal Implications: Approval of this budget will establish the general fund spending authorization of \$197,196,980 for 2003-04.

SECTION 27 – 2002-03 TUITION AND MANDATORY FEES

It is recommended that the Board approve the tuition and fees schedule as shown in Section 27 and the tuition rates listed in the same section.

Fiscal Implications: General Fund revenues from tuition, mandatory and elective fees are planned to generate \$118.3 million. General Fee revenues are projected to provide \$11.5 million, Technology Fee \$5.5 million, and Student Union Fee \$409,000. These revenues when combined with a state appropriation of \$78.9 million, are sufficient to balance the FY2003-04 General Fund Operating budget.

SECTION 28 – 2003-04 AUXILIARY FUND OPERATING BUDGETS

It is recommended that the 2003-04 Auxiliary Fund Operating Budget in the amount of \$39,040,442 be approved.

Fiscal Implications: After all obligations are met and reserves replenished, the total operating balance at year-end is projected to be \$107,810.

SECTION 29 – 2003-04 ROOM AND BOARD RATES

It is recommended that the 2003-04 Rates Proposal for Housing and Dining Services be approved. Please see the schedule in Section 29.

Fiscal Implications: The proposal meets the objectives.

SECTION 30 – 2004-05 GENERAL FUND SCHOLARSHIPS, AWARDS, AND GRANTS

It is recommended that the Board approve the 2004-05 General Fund Scholarships, Awards and Grants proposal for \$12,437,901 (\$12,287,901 through General Fund revenues, of which \$400,000 is projected from the sale of loan proceeds, and \$450,00 through General Fee revenues).

Fiscal Implications: The 2004-05 Scholarships, Awards and Grants will be increased by \$929,720 over the 2003-04 adjusted General Fund base of \$11,508,181.

SECTION 31 – EMPLOYEE INCENTIVE PLAN

It is recommended that the Board approve the Employee Incentive Plan for eligible full-time and tenure track faculty.

Fiscal Implications: The plan is expected to be self-funded by the positive variance resulting from lower replacement salaries. The plan will not offer annual, on-going savings.

SECTION 32 – LEASE: EMU AND GENOA BUSINESS PARK L.L.C.

It is recommended that the board approve a 7-year lease in Genoa Township to serve as EMU-Brighton, an off-campus, extended learning center.

Fiscal Implications: Start-up costs and a first year net loss are estimated to be \$388,000. The program is expected to recover its initial investment in year three with a net contribution of \$280,000. Net contributions of \$400,000 are projected beginning in year four and continuing thereafter.

SECTION 33 – SALE OF PROPERTY – 1764 STONEBRIDGE DR. SOUTH, PITTSFIELD TOWNSHIP, MICHIGAN

It is recommended that the Board approve the sale of this property at the price of \$587,000.

Fiscal Implications: The University will realize a gross capital gain of \$97,100.

SECTION 34 – REVISED PARKING PLAN

It is recommended that the Board authorize the altering of the parking plan approved at the November 27, 2001 Board Meeting.

Fiscal Implications: Please see Section 34.

SECTION 35 – LEASE: EMU AND DAVID J. STANTON & ASSOCIATES/WENDY’S

It is recommended that the Board approve an extension of the existing lease to continue to operate a Wendy’s restaurant in McKenny Union through June 2005.

Fiscal Implications: The annual rent guarantee is \$25,000 or 7% of gross sales.

SECTION 36 – POLICY REVISION: PROGRAM COSTS FOR EXTENDED PROGRAMS

It is recommended that the Board approve the changes to the Program Costs for Extended Programs Policy – 12.2.8.

Fiscal Implications: None.

SECTION 37 – POLICY REVISION: ACQUISITION OR DISPOSAL OF REAL ESTATE PROPERTIES AND OPTIONS ON PROPERTY

It is recommended that the Board approve the changes to the Acquisition or Disposal of Real estate Properties and Options on Property Policy – 13.1.3.

Fiscal Implications: None.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 1

DATE:

June 17, 2003

RECOMMENDATION

REPORT: TREASURER'S

ACTION REQUESTED

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

STAFF SUMMARY

As of April 30, 2003, Cash and Investments totaled \$120,263,396 and were invested to return a total annualized return of 3.47% (3.72% excluding \$12.8 million proceeds to refund Series 1993 bonds on June 1, 2003). As summarized below, Eastern's latest investment performance compared favorably to the established benchmarks.

- | | |
|---|-------|
| • Short-Term MMF Weighted Average Total Return | 1.50% |
| • Benchmark: Money Fund Report's Prime Inst. Average | 1.33% |
| • Short-Term Bond Funds Weighted Average Total Return | 3.75% |
| • Benchmark: Weighted Average Of Fund's Benchmarks | 2.89% |
| • Intermediate Duration Government Agency Bonds | 4.61% |
| • Benchmark: Five Year Treasury Note | 2.75% |

Specifics as to the quality, duration, and other related features of the University's investment portfolio are itemized on pages 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 1.56 years. |
| • 100% of the portfolio is in fixed income obligations. | |

Cash and investments (excluding bond proceeds) as of April 30, 2003 decreased by \$52,318 when compared to April 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
 April 30, 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	\$1,976,088.38	1.64%		
Eagle Crest						
Citizen's Bank	n/a	n/a	\$570,515.22	0.47%		
Total Cash			<u>\$2,546,603.60</u>	<u>2.12%</u>		
Investments						
Money Market Funds						
Dreyfus Institutional Preferred	Daily	n/a	\$7,066,690.09	5.88%	1.5306%	1.5791%
Banc One Prime Money Market Fund	Daily	n/a	173,040.56	0.14%	1.4478%	1.4873%
Federated Prime Obligation Fund	Daily	n/a	12,821,544.17	10.66%	1.4842%	1.5143%
Total Money Market Funds			<u>\$20,061,274.82</u>	<u>16.68%</u>	1.5003%	1.5399%
Short-Term (0-5 Year) Bond Funds						
DFA One-Year Fixed Income (Ultrashort)	Monthly	n/a	\$34,433,641.16	28.63%	3.4489%	3.5447%
One Group Ultra Short-Term Fund (Ultrashort)	Monthly	n/a	40,729,300.65	33.87%	3.3998%	3.3403%
Vanguard Short-Term Corporate	Monthly	n/a	7,498,200.64	6.23%	6.9842%	6.8532%
Total Short Term Funds			<u>\$82,661,142.45</u>	<u>68.73%</u>	3.7452%	3.7343%
Int. Term (5 Year) Agency Bonds						
Federal Home Loan Bank (6/21/04 Call)	6/21/02	6/21/07	\$3,000,000.00	2.49%	5.0000%	5.0000%
Federal Home Loan Bank (5/23/03 Call)	5/23/01	5/23/06	3,000,000.00	2.49%	5.7500%	5.7500%
5.125% Fed. Home Loan Bank (1/29/03 Call)	1/29/02	1/29/03	0.00	0.00%	0.0000%	0.0000%
5.150% Fed. Home Loan Bank (1/29/03 Call)	1/29/02	1/29/03	0.00	0.00%	0.0000%	0.0000%
4.10% Fed. Natl. Mort. Assoc. (4/23/03 Call)	1/23/03	1/23/08	0.00	0.00%	0.0000%	4.1000%
Fed. National Mortgage Assoc. (4/30/03 Call)	1/30/03	7/30/08	2,993,437.50	2.49%	4.1250%	4.1250%
Federal Home Loan Bank (8/13/03 Call)	2/13/03	8/13/08	3,000,937.50	2.50%	4.1000%	4.1000%
Federal Home Loan Bank (5/21/03 Call)	2/21/03	8/21/08	3,000,000.00	2.49%	4.1100%	4.1100%
Total Agency Bonds			<u>\$14,994,375.00</u>	<u>12.47%</u>	4.6129%	4.5308%
Total Non-Cash Investments			<u>\$117,716,792.27</u>	<u>97.88%</u>	3.4732%	3.4752%
Total Cash And Investments			<u>\$120,263,395.87</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.

The **Federated Prime Obligations Fund** invests in corporate money market securities including commercial paper, repurchase agreements, variable rate instruments and bank instruments. All securities are domestic sourced only. The NAV is fixed at \$1.00/share and the average maturity is 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.

Eastern Michigan University
KEY FUND DATA
 April 30, 2003

	Dreyfus Inst. Pref.	One Group Prime MM Fund	Federated Prime Obligation	DFA 1 Yr. Fixed	One Group Ultra Short Fund	Vanguard S/T Corp.	Total Funds At Present Mix
Fund Size/EMU Investment							
Total Fund Net Assets	\$9,856,435,913	\$10,986,370,000	\$21,086,594,005	\$1,297,560,000	\$2,193,240,000	\$13,016,190,842	\$58,436,390,760
EMU's Investment	\$7,066,690.09	\$173,040.56	\$12,821,544.17	\$34,433,641.16	\$40,729,300.65	\$7,498,200.64	\$102,722,417.27
EMU Percent Of Total Fund	0.07%	0.00%	0.06%	2.65%	1.86%	0.06%	0.18%
Memo:							
EMU Investment At 4/30/02	\$10,808,781.46	\$0.00	\$0.00	\$31,184,966.76	\$0.00	\$7,045,578.00	\$49,039,326.22
Present O(U) 4/30/02 Investment	(3,742,091.37)	173,040.56	12,821,544.17	3,248,674.40	40,729,300.65	452,622.64	53,683,091.05
EMU Investment At 7/1/02	\$6,632,059.23	\$0.00	\$0.00	\$30,465,583.39	\$0.00	\$7,086,078.00	\$44,183,720.62
Present O(U) 7/1/02 Investment	434,630.86	173,040.56	12,821,544.17	3,968,057.77	40,729,300.65	412,122.64	58,538,696.65

Inception/Investment Dates

Fund Inception Date	6/11/97	1/1/87	3/26/90	7/27/83	2/2/93	10/29/82	
EMU Initial Investment Date	1/20/01	3/24/03	1/10/03	1/18/96	2/25/03	1/18/96	

Ratings/Liquidity

Morningstar	n/a	5 Stars	5 Stars	4 Stars	5 Stars	4 Stars	AA+
Credit Rating Of Holdings	AAA	AAA	AAA	AA	AAA	AA	
Liquidity Option	Same Day	Next Day	Next Day	Next Day	Next Day	Next Day	

Portfolio Mix/Maturity

Commercial Paper/Notes	28.93%	72.20%	42.80%	0.00%	0.00%	0.00%	
Time Deposits	23.00%	7.80%	0.00%	0.00%	0.00%	0.00%	
Bank CD's/Short Term Bank Notes	44.77%	4.10%	13.00%	0.00%	0.00%	0.00%	
Bank Repos	0.00%	0.00%	7.10%	0.10%	0.00%	0.00%	
U.S. Treasuries	0.00%	0.00%	0.00%	32.70%	0.50%	3.70%	
U.S. Government Agencies	3.30%	1.60%	0.00%	0.00%	0.20%	30.20%	
Corporate Bonds	0.00%	0.00%	0.00%	67.20%	92.00%	66.10%	
Variable Rate Demand Instruments	0.00%	0.00%	37.10%	0.00%	0.00%	0.00%	
Funding Agreements	0.00%	8.80%	0.00%	0.00%	0.00%	0.00%	
Taxable Municipalities	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Cash/Other	0.00%	5.50%	0.00%	0.00%	7.30%	0.00%	
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	

Weighted Average Maturity

45 Days	40 Days	56 Days	343 Days	2.60 Years	2.50 Years	Years
						1.56

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 2

DATE:

June 17, 2003

RECOMMENDATION

REPORT: INTERNAL AUDIT

ACTION REQUESTED

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

STAFF SUMMARY

The report for the Purchasing (General, Food Service and Library) internal audits has been issued. The report includes findings and corresponding recommendations to improve controls. The recommendations have been discussed with appropriate personnel. Management agrees with the recommendations and is proceeding with actions to implement the recommendations. Andrews Hooper & Pavlik is satisfied that management's responses will satisfy the intent of the recommendations.

Also attached is a report prepared by University management on the status of recommendations made from the previous Regulatory audit and Ticket Sales audit completed in January and February 2003 respectively. As noted in the report, management has agreed with the internal auditor's recommendations and has found that all recommendations have been implemented.

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

FISCAL IMPLICATIONS

It is expected that fiscal year 2002-2003 expended resources will be within approved budget limitations.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date / /



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

Date: May 2, 2003

To: Mr. Patrick J. Doyle
Vice President for Business and Finance

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

**Re: AUDIT REPORT
PURCHASING**

Attached is the report for the internal audit review of the internal control process for purchasing. Revisions based on discussions with Mr. Gary Reffitt, Director of Purchasing and Communications have been incorporated.

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

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

cc: Board of Regents
President Samuel A. Kirkpatrick

AUDIT REPORT PURCHASING

Background

Eastern Michigan University operates within a centralized purchasing system for all purchases other than those for Dining Services and Library Acquisitions. Except for the two areas mentioned, only the Central Purchasing Department has the authority to obligate the University for the procurement of services, supplies, materials and equipment, in accordance with University policies and procedures.

The purchasing internal audit review was conducted by first gaining an understanding of the operation of the departments involved in the process and then selecting samples of transactions to be reviewed for proper authorization, financial reporting, and use of internal controls. The significant departments for the purchasing process, and whose policies and procedures we reviewed, include Accounting, Central Purchasing, Dining Services, and the Library.

Accounting

Accounting is responsible for verifying information on requisitions prior to purchase orders being established and/or payment being made to vendors. Their verification includes review of appropriate account numbers, object codes and authorized signers.

Central Purchasing

Central Purchasing uses a purchase order system to ensure purchases are authorized, documented and accurately priced.

There are different requirements for purchasing depending on the amount of the purchase. For purchases under \$2,500, the purchasing agent responsible for the item being requested will review and approve appropriate requisitions and review and approve appropriate vendors requested by the department. For purchases over \$2,500 but under \$10,000, a minimum of three vendors are sent a request for bid and the lowest bidder who can meet the bid requirements will usually receive the order. For purchases over \$10,000, a request for bid is generated and a sealed bid is required. There is a formal opening process for these bids. In addition, there are special situations that require the approval of Information and Communication Technology, University Publications or University Marketing. Human Resources and Legal Affairs must approve independent contractors.

A majority of the purchases are delivered to Central Receiving where a clerk verifies that the number of goods received matches the Purchase Order. It is the responsibility of the requesting department to ensure that the goods received are the goods that were ordered. The purchase order, invoice and receiving documents (if applicable), are matched up before the invoice is approved for payment.

The University provides procurement cards (MasterCard credit cards) to certain employees with various dollar limits and restrictions as to what may be purchased. The University is billed monthly for the total of all card purchases. Cardholders are provided with monthly statements and are responsible for reviewing the statements for accuracy. The cardholders are also responsible for retaining all receipts and attaching business purpose support for all meals and entertainment expenses. No personal charges are allowed on these cards. Audits are conducted on a rotating basis of documentation related to purchase cards. If exceptions to University policy or purchasing card policy are noted during the audit, appropriate action is taken.

Dining Services

Dining Services is responsible for the purchasing function for all food and other dining supplies used in its operations. Dining Services uses Food Services Software (FSS) to order needed items and track their use once received. Annually, Dining Services creates a blanket purchase order, which is a document instructing the vendors which units they are allowed to take orders from and deliver to.

Dining Services has entered into a 5 year 'Sole Source Vendor' contract with Gordon Food Service (GFS), which provides that the University must purchase items from GFS unless the item is not available. This contract expires in August 2004. Dining Services uses a cost plus pricing contract with GFS to meet its food operations responsibilities. This contract with GFS is beneficial to Dining Services as it allows the University to order more frequently and review prices weekly. GFS also provides assistance with the stocking of inventory.

Library

The Library is responsible for the purchasing function related to all book and other information resource purchases made for the Library. The Library uses the Voyager software system to generate orders and inventory received items. Approximately 50% of the library acquisitions budget is used for continuous orders (i.e., journals, microfilm and reference materials). Approximately 20% is used for one-time purchases recommended by students or staff, which need to be approved by the Collection Department. The remaining 30% is split between electronic information (i.e., Lexus/Nexus) and other information purchases.

The Library utilizes three vendors for the majority of its purchases. These include Emery Pratt Co., Yankee Book Publishing, and Blackwell Swets Inc.

Objectives and Scope

Our objectives were to evaluate the adequacy of internal controls for purchasing and review the efficiency of the purchasing process within the University.

The scope of our review included reviewing transactions and procedures specific to the Library, Dining Services and Central Purchasing.

The specific areas we reviewed included:

- The requisition process
- The receiving process
- The approval and monitoring of purchase cards
- The financial recording of purchase card transactions
- Review of pricing for Sole Source Vendor

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

Conclusion

We concluded that adequate internal controls appear to be in effect over the University's purchasing process. We did, however, identify opportunities for strengthening the internal control environment in the areas reviewed. We do not consider these to be significant internal control weaknesses.

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

We completed our audit fieldwork on May 2, 2003.

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

Findings and Recommendations

Library

Finding

We noted during our testing that one individual signs off requesting Library disbursements and then stamps the Library Director's signature on the 'Approval By' line before forwarding to the Accounting Department.

Recommendation

We recommend that access to the Library Director's signature stamp be limited to the Director only. After requesting the disbursement, Library Acquisitions should forward the voucher to the Director for approval.

Management's Response

The Library Director's signature stamp will be limited to the Director only. After requesting the disbursement, Library Acquisitions will forward the voucher to the Director for approval.

Finding

The Library does not keep a copy of the signed voucher that is sent to Accounting. A non-signed copy of the voucher can be printed from the system at any time. During our testing we obtained the signed vouchers from Accounting and we noted that for one of the fifteen invoices tested the signed disbursement voucher could not be located.

Recommendation

We recommend that Library Acquisitions keep a copy of the signed voucher that is sent to Accounting. No vouchers should be sent to Accounting without the appropriate approvals.

Management's Response

We will strengthen the procedure immediately to ensure that Library Acquisitions keeps a copy of all the signed vouchers sent to Accounting. No vouchers will be sent to Accounting without the appropriate approvals.

Finding

We noted that after review of the monthly Banner report showing Library payments the original disbursement vouchers are stamped paid so that invoices do not get paid twice. The stamp does not include the date.

Recommendation

We recommend including the date in this stamp so that timely review of the monthly statements can be verified.

Management's Response

The original disbursement vouchers stamp will now include date for timely review and verification of the monthly statements.

Central Purchasing

Finding

We noted during our testing of the procurement cards that the University procedure that requires the department to notify all related parties when an employee is terminated is not always occurring on a timely basis. Procurement cards, at times, have been cancelled three to four weeks after employment was terminated.

Recommendation

We recommend that the existing procedure that requires the department to notifying all related parties of terminated employees be reinforced. In addition, we recommend that Human Resources provide a list of terminated employees to the Purchasing Department immediately upon termination so that procurement cards may be cancelled on a timely basis.

Management's Response

The University has a "Separation Checklist" that is required to be filled out by the Manager or Supervisor for all employees prior to the last day of their employment. The "Separation Checklist" is available on the Human Resource website under "Human Resource Forms". The form requires that all credit cards (purchasing and gasoline) be collected and forwarded to the appropriate department. In addition, the University reviews all employment separations with the Board of Regents at each Board meeting.

Although lists of separating employees are published at each Board meeting, and a procedure exists to recover all University property (including credit cards), the opportunity exists to strengthen the communication of this information and improve the timeliness of dissemination of the completed "Separation Checklist" and collection of University property. The Human Resource Office will re-emphasize to all Managers and Supervisors the importance of filling out the form and forwarding on applicable University property to the appropriate person.

As a back-up to the existing procedure, the Human Resource department will also notify the Purchasing Department, Department of Public Safety, and ICT immediately upon learning of the separation or intended separation of a University employee.

Finding

We noted during our testing that bids greater than \$10,000 must be received in a sealed envelope, which is date stamped when received. Once the bid process begins, the envelope is discarded. The receipt date is not noted on any of the bid documents.

Recommendation

We recommend that that the bid document be date stamped as well.

Management's Response

The Purchasing Department will date stamp all original bid documents at the bid opening.

Finding

We noted during our testing that one bid (out of 10) was missing Accounting Department approval.

Recommendation

We recommend that the Purchasing Department verify approvals on all requisitions prior to purchase order completion.

Management's Response

This appears to be an isolated incident. There is an existing procedure in place that will be reemphasized with Purchasing Department personnel to verify all approvals prior to purchase order completion.

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

<u>Timing</u>		<u>Budget Hours</u>	<u>Item</u>
<u>Work Pfm'd</u>	<u>Report</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
Jun-03	Sep-03	150	HR - Benefits Administration
Jun-03	Sep-03	100	Risk Management
Jul-03	Sep-03	200	Cash Disbursements
Aug-03	Nov-03	80	Parking Revenues/Cash Controls
Various	Various	160	Special Projects
Various	Various	<u>100</u>	Contingencies
		<u><u>1,500</u></u>	

STATUS OF AUDIT RECOMMENDATION

June 17, 2003

**Ticket Sales
Regulatory Audit**

Prepared by
Vice President for Business and Finance Office

INTERNAL AUDIT RECOMMENDATION STATUS

AUDIT PERFORMED: **TICKET SALES**

DATE COMPLETED: **FEBRUARY 12, 2003**

FOOTBALL TICKET SALES

Recommendation(s):

Based on our discussion with the Ticket Manager, difference is due to using the tickets printed by EMU's ticket system instead of using the printed season tickets from the vendor. We recommend that the printed season tickets from the vendor be issued instead of using the University printed season tickets from their computer system.

Client Response:

We agree. The PASS 2 ticketing system requires that thermal tickets are printed with each completed transaction. The internal thermal tickets are then voided and the vendor season tickets are issued to the season ticket holder. While all duplicate tickets were accounted for in 2002, a checklist to ensure the procedure is followed is developed for 2003 season.

Implementation Status:

To complete the ticketing transaction in the PASS 2 system, the tickets must be sent to a printer. In the case of season tickets, however, the thermal tickets that are printed are unnecessary and create the possibility that these and not the high gloss color season tickets are mistakenly handed out to a customer. To avoid this potential problem, the tickets can be printed to a "null" printer. The "null" printer is a non-existent printer that allows the PASS 2 system to complete the transaction without physically printing thermal tickets.

By using the "null" printer, the Ticket Office will avoid the possibility of creating duplicate tickets that mistakenly could be distributed, thus causing a reconciliation issue. The Ticket Office also eliminates the waste created by physically printing tickets that are immediately voided and filed away. The Ticket Office has created a checklist/procedure which will be distributed to all ticket clerks so that are aware that the "null" printer should be used for all sales of season tickets.

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

Verification Date:

May 21, 2003

CASH RECEIPTS PROCEDURES

Recommendation(s):

We recommend that deposits be made within two business days to be in compliance with University guidelines.

Client Response:

We agree. A timing discrepancy occurred on two occasions between the Ticket Office processing and the Cashier's Office processing. To resolve the discrepancy, the Cashier's Office now signs and dates the cash receipt voucher verifying the deposit was received from the Ticket Office.

Implementation Status:

The Ticket Office now completes two Cash Receipt Vouchers – one that is retained by the Cashier's Office and one that is signed and dated when the deposit is made. The signed copy is then filed with the deposit back-up in the Ticket Office and serves as proof that they are making all cash deposits within 48 hours.

The recommendation of the Internal Auditor will continue to be followed, and will be better documented by the use of the signed voucher that the Ticket Office will keep on hand.

Verification Date:

May 21, 2003

Audit recommendations verified by: _____

~~Steve Höldá~~

Assistant to the Vice President for Business & Finance

INTERNAL AUDIT RECOMMENDATION STATUS

AUDIT PERFORMED: **REGULATORY AUDIT**

DATE COMPLETED: **JANUARY 31, 2003**

Andrews, Hooper and Pavlik concluded that adequate internal controls are in effect over the University's Regulatory Compliance for the areas tested.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 3
DATE: June 17, 2003

RECOMMENDATION

REPORT: GRANTS/CONTRACTS

ACTION REQUESTED

It is recommended that 89 grants and contracts totaling \$3,591,574 for the period 03/01/03 through 05/31/03 be accepted.

SUMMARY

One-hundred percent sponsor-funded grants and contracts in the amount of \$2,348,397 were awarded to the University during the period 03/01/03 through 05/31/03. Grants and contracts awarded to the University that required EMU cost-sharing and/or in-kind contributions totaled \$1,243,177.

Summary of Grants and Contracts (pp. 2-7)
Grants & Contracts Progress Report (p. 8)
March 2003 Proposal Activity (pp. 9-14)
April 2003 Proposal Activity (pp. 15-21)
May 2003 Proposal Activity (pp. 22-28)

FISCAL IMPLICATIONS

This action approves allocating University matching funds in the amount of \$100,697 as cash contributions for projects awarded during the period 03/01/03 through 05/31/03, for a fiscal year-to-date total of \$315,692 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

Eastern Michigan University
Summary of Grants and Contracts

6/17/2003

(Reported for FY 2003)

100% Sponsored

Title Grantor/Contractor	Director	Administrator	Amount
UAW-Ford NPC Rouge Plants UAW-Ford National Programs Center	Melanie Ferren	Melanie Ferren	\$739,421
UAW Ford Research and Engineering UAW-Ford National Programs Center	Melanie Ferren	Melanie Ferren	\$192,681
Description of Chorote, Nivacle and Kadiweu: the least known and most endangered languages of the Southern Chaco Endangered Languages Documentation Program	Veronica Grondona	Veronica Grondona	\$156,907
UAW-Ford NPC Ypsilanti Plant UAW-Ford National Programs Center	Melanie Ferren	Melanie Ferren	\$154,473
National Training Center - DaimlerChrysler UAW-DaimlerChrysler National Training Center	Pamela Hill	Ronald Kerrigan	\$150,000
UAW Delphi Shoemaker UAW-GM Center for Human Resources	Melanie Ferren	Melanie Ferren	\$115,768
Collaborative Project: Core Integration - Leading NSDL toward long-term Success University Corporation for Atmospheric Research (Denver)	Ellen Hoffman	Ellen Hoffman	\$96,479
RUI: Regulation of cytoskeletal linkages by AFAP-110 and Src: focus on myofibrils (Year 2) National Science Foundation	Henry Zot	Henry Zot	\$90,003
Race and Family Factors in Adolescent Drug Use Michigan State University	Carol Freedman-Doan	Carol Freedman-Doan	\$74,040
Novel Phenolic Polyester Resins for Coatings from p-Hydroxycinnamic Acid (pHCA) and 3-(p-hydroxyphenyl) propionic acid (pHPA) DuPont Automotive Products	Vijay Mannari Frank Jones	Ted Provder	\$65,244
School of Police Staff and Command--City of Detroit City of Detroit	Gerald Lawver	Gerald Lawver	\$51,000
NSF I/U CRC Membership 2002-2003 - Visteon Automotive Systems Visteon Corporation	Ted Provder Weidian Shen	Ted Provder	\$30,000
NSF I/U CRC Membership 2002-2003-Sun Chemical Corporation Sun Chemical Corporation	Ted Provder	Ted Provder	\$30,000
Optical and Electrical Sensor Embedding and Connecting Technique Luna Innovations, Inc.	Subhas Ghosh	Subhas Ghosh	\$21,000
Trash Can Prototype Project Individual Inventor	Daniel Fields	Daniel Fields	\$21,000
American Axle & Manufacturing American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$20,600

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Title Grantor/Contractor	Director	Administrator	Amount
Ford Motor Company Ford Motor Co.	Pamela Hill	Ronald Kerrigan	\$16,650
Analysis of androst-1-ene isomers in food Biotest Laboratories, LLC, Colorado	Stephen McGregor	Stephen McGregor	\$15,500
Washtenaw County Telecommunications Planning Process Merit Network, Inc.	Yichun Xie	Yichun Xie	\$15,000
American Axle and Manufacturing American Axle & Manufacturing	Pamela Hill	Arlene Cook	\$15,000
Yazaki North America Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$14,900
American Axle & Manufacturing American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$14,850
Yazaki North America Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$14,700
DaimlerChrysler Detroit Axle DaimlerChrysler Detroit Axle	Pamela Hill	Ron Kerrigan	\$12,300
Visteon Automotive Group Visteon Corporation	Barbara Hopkins	Barbara Hopkins	\$12,100
Visteon Visteon Corporation	Pamela Hill	Ron Kerrigan	\$11,500
First Step Faculty Honorarium Ann Arbor Center for Independent Living	Robert Perry	Robert Perry	\$10,000
Pigmentech Testing Pigmentech Ltd.	Jamil Baghdachi	Ted Provder	\$9,794
Visteon Corporation Visteon Corporation	Barbara Hopkins	Barbara Hopkins	\$9,350
Visteon Corporation Visteon Corporation	Barbara Hopkins	Barbara Hopkins	\$9,350
Dana Corporation Dana Corporation	Barbara Hopkins	Barbara Hopkins	\$9,350
Siemens Westinghouse Siemens Westinghouse	Barbara Hopkins	Barbara Hopkins	\$9,350
Visteon Visteon Corporation	Pamela Hill	Ron Kerrigan	\$9,000
American Axle & Manufacturing American Axle & Manufacturing	Pamela Hill	Arlene Cook	\$8,650
Wheeling Pittsburgh Steel Wheeling Pittsburgh Steel	Pamela Hill	Pamela Sidney	\$8,250
Everett Smith Group Everett Smith Group	Pamela Hill	Pamela Sidney	\$7,925
American Axle & Manufacturing American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$6,940
Ford Motor Company Ford Motor Co.	Barbara Hopkins	Barbara Hopkins	\$6,600
UAW-GM UAW-GM Center for Human Resources	Pamela Hill	Arlene Cook	\$5,250

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Title Grantor/Contractor	Director	Administrator	Amount
Syron Engineering Syron Corporation	Barbara Hopkins	Barbara Hopkins	\$5,100
Texaco Ovonic Battery Texaco Ovonic Battery	Barbara Hopkins	Barbara Hopkins	\$5,100
Detroit Chassis Plant Detroit Chassis Plant	Barbara Hopkins	Barbara Hopkins	\$5,100
SPX Service Solutions SPX Service Solutions	Barbara Hopkins	Barbara Hopkins	\$5,100
Contract for training assistance to Ontario Die Company of America Ontario Die Company of America	Julie Becker	Julie Becker	\$5,040
Visteon Corporation Visteon Corporation	Pamela Hill	Ron Kerrigan	\$5,000
Small contract for Applied Textiles, contract 031403-A Applied Textiles, Grand Rapids	Julie Becker	Julie Becker	\$4,895
Visteon Visteon Corporation	Pamela Hill	Ron Kerrigan	\$4,600
Brose North America Brose North America	Barbara Hopkins	Barbara Hopkins	\$4,425
UAW-GM Center for Human Resources UAW-GM Center for Human Resources	Pamela Hill	Arlene Cook	\$4,325
Essex Aluminum Essex Aluminum	Pamela Hill	Ron Kerrigan	\$4,100
The Andersons The Andersons, Inc.	Barbara Hopkins	Barbara Hopkins	\$3,850
Visteon Automotive Group Visteon Corporation	Barbara Hopkins	Barbara Hopkins	\$3,850
Die Mold Automation (DMA) Die Mold Automation	Jianhua Wang	Daniel Fields	\$3,062
The Andersons The Andersons, Inc.	Barbara Hopkins	Barbara Hopkins	\$2,950
American Axle & Manufacturing American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$2,850
McNaughton-McKay Electric Company McNaughton-McKay Electric Company	Barbara Hopkins	Barbara Hopkins	\$2,850
Borg Warner Borg-Warner Corporation	Pamela Hill	Arlene Cook	\$2,410
National Safety Council-S. Florida Chapter National Safety Council of South Florida	Pamela Hill	Pamela Sidney	\$2,250
SEMCOG/MCDDA Strategic Planning Southeast Michigan Council of Governments	Joseph Ohren	Charles M. Monsma	\$2,000
Texaco Ovonic Battery Texaco Ovonic Battery	Barbara Hopkins	Barbara Hopkins	\$1,600
Primary Public Safety Answering Point: Dispatcher Training Distribution State of Michigan	Cindy Hall	Cindy Hall	\$1,536

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Title Grantor/Contractor	Director	Administrator	Amount
American Axle & Manufacturing American Axle & Manufacturing	Pamela Hill	Arlene Cook	\$1,500
TI Automotive TI Automotive	Pamela Hill	Arlene Cook	\$1,300
Small contract for Sterling Trim, contract 032103-A Sterling Trim, Sterling Hts MI	Julie Becker	Julie Becker	\$1,000
Washtenaw Development Council, Contract 2 Washtenaw Development Council	Peggy Wiencek	Peggy Wiencek	\$549
Texas Encore Materials---Injection Molding Equipment Usage--February through April 2003 Texas Encore Materials, Inc.	Erik Lokensgard	Daniel Fields	\$350
NSF International- -Injection Molding Equipment Usage NSF International	Erik Lokensgard	Daniel Fields	\$250
Seize the Day: Student Action for Change Conference Michigan Campus Compact	Angelina Hamilton Peggy Harless	Peggy Harless	\$240
Texas Encore Materials---Injection Molding Equipment Usage--April 2003 Texas Encore Materials, Inc.	Erik Lokensgard	Daniel Fields	\$225
Small contract for Sterling Trim, March 2003 Sterling Trim, Sterling Hts MI	Julie Becker	Julie Becker	\$65
70 Grants and Contracts for a total of:			\$2,348,397

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Eastern Michigan University
Summary of Grants and Contracts

6/17/2003

(Reported for FY 2003)

Requiring EMU Matching Funds

Title			EMU	EMU		
Funding Agency	Director	Administrator	In-kind	Cash	Sponsor	Total
Kodak Equipment Donation Eastman Kodak Chemical Products Incorporated	John Texter	Ted Provder	\$0	\$1,200	\$394,458	\$395,658
Pfizer Equipment Grant - LCMS System Pfizer, Inc.	Elizabeth Butch	Elizabeth Butch	\$0	\$31,000	\$300,000	\$331,000
The Entourage of Saudi Arabia: Understanding the Worldviews of the Saudi Public National Science Foundation	Mansoor Moaddel	Mansoor Moaddel	\$0	\$13,265	\$99,486	\$112,751
Japanese School of Detroit - Year 4 Japanese School of Detroit	Hitomi Oketani	Hitomi Oketani	\$33,960		\$69,867	\$103,827
Eastern Michigan University Writing Project National Writing Project	William Tucker Rebecca Sipe W. Douglas Baker	Cathy Fleischer	\$62,954	\$250	\$38,000	\$101,204
Freedom Support Act Undergraduate Program - IREX - 2003-2004 International Research and Exchange Board	Raouf Hanna Don Staub	Joanne Hartmeyer	\$42,980	\$3,000	\$49,020	\$95,000
Graduate Programs in Entrepreneurship Michigan Economic Development Corporation	Pradeep Chowdhry	Pradeep Chowdhry	\$60,000		\$30,000	\$90,000
Integrated Barriers for the Control of Juvenile Exotic Fish Environmental Protection Agency	Ulrich Reinhardt	Ulrich Reinhardt	\$8,940		\$55,992	\$64,932
Development and Implementation of a Professional Master's Degree Program in Bioinformatics at Eastern Michigan University - Phase B: Implementation Proposal Council of Graduate Schools, Washington DC	Henry Zot	Hartmut Hoft	\$0	\$12,000	\$50,000	\$62,000
ACIE Citizenship Education Internship Program American Councils for International Education	Joe Bishop	Don Staub	\$20,606		\$24,923	\$45,529
NSF Industry/University Cooperative Research Center in Coatings at Eastern Michigan University National Science Foundation	Ted Provder	Ted Provder	\$0	\$2,000	\$43,000	\$45,000
<i>Haemophilus influenzae</i> modulins in Chronic Obstructive Pulmonary disease airway inflammation, year 2. American Lung Association	Daniel Clemans	Daniel Clemans	\$0	\$8,156	\$35,000	\$43,156

Title Funding Agency	Director	Administrator	EMU In-kind	EMU Cash	Sponsor	Total
ATA Follow-Up Evaluation Program	Raymond Rosenfeld	Charles Monsma	\$4,446		\$25,000	\$29,446
Ameritech Technology Academy						
Small contract for United Supplement Freedom Association	Stephen McGregor	Stephen McGregor	\$0	\$4,500	\$16,492	\$20,992
United Supplement Freedom Association						
Expedition '03--Exploring the Future	David Gore Judy Sturgis Hill	David Gore	\$0	\$15,850		\$15,850
Michigan Department of Education						
Exploring the Universe with Tomorrow's Teachers (MSGC)	James Sheerin	James Sheerin	\$0	\$5,480	\$5,000	\$10,480
Michigan Space Grant Consortium						
The Role of Science in International Relations; The contribution of NASA	Bernard O'Connor	Bernard O'Connor	\$0	\$3,996	\$3,950	\$7,946
Michigan Space Grant Consortium						
Pairing International Students and Teacher Trainees in the Public School System to Enhance Cultural Competence, Phase I: The TALI Project	Ulrich Reinhardt	Ulrich Reinhardt	\$3,519		\$1,989	\$5,508
National Association for Foreign Student Affairs.						
2003 Community Service and Service Learning Director Travel Scholarship Grant	Peggy Harless	Peggy Harless	\$2,008		\$1,000	\$3,008
Michigan Campus Compact						
19	Grants/Contracts for a total of:		\$239,413	\$100,697	\$1,243,177	\$1,583,287

GRANTS AND CONTRACTS
FY 2003 PROGRESS REPORT
 June 17, 2003

Table I Current Proposal/Award Activity and Prior Year Comparison

	FY02-03 Annual Plan	FY02-03 Plan To Date	FY02-03 Actual To Date	FY02-03 Actual-Plan Variance	FY01-02 Annual Plan	FY01-02 Plan To Date	FY01-02 Actual To Date	FY01-02 Actual-Plan Variance	FY02-03 vs FY01-02 Actual to Date Var.
Number of Proposals	506	464	432	(32)	480	440	425	(15)	7
Number of Awards	394	361	333	(28)	351	322	342	20	(9)
Dollar Value of Awards	\$16,515,000	\$15,138,750	\$12,402,231	(\$2,736,519)	\$16,500,000	\$15,125,000	\$13,156,750	(\$1,968,250)	(\$754,519)
Matching Funds	\$361,652	\$331,514	\$315,692	(\$15,822)	\$361,652	\$331,514	\$354,713	\$23,199	(\$39,021)

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

	Dollar Value	Budgeted Expenditures by Fiscal Year			
		FY02-03	FY03-04	FY04-05	FY05-06
FY02-03 Awards to Date	\$12,402,231	\$7,084,656	\$4,758,112	\$401,809	\$157,654
FY02-03 Matching Funds to Date	\$315,692	\$179,842	\$115,926	\$19,924	\$0

Table III Grant and Contract Expenditures

	FY02-03	FY01-02	FY02-03 vs FY01-02 Variance
Expenditures to Date as of April 30	\$8,227,555	\$10,179,087	(1,951,532)

Table IV Proposals Pending

	FY02-03	FY01-02	FY02-03 vs FY01-02 Variance
No. of Pending Proposals as of May 31	83	116	(33)
Dollar Value of Pending Proposals	\$19,805,067	\$20,666,456	(861,389)

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EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 06/17/2003

Grant/Contract Activity for March 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030603	Ameritech Technology Academy	Political Science	Awarded 3/18/2003	\$25,000	\$25,000
20030915	Applied Textiles, Grand Rapids	Textiles Research & Training Institute	Awarded 3/31/2003	\$4,895	\$4,895
20030925	DaimlerChrysler Detroit Axle	Center for Organizational Risk Reduction	Awarded 3/31/2003	\$12,300	\$12,300
20030622	Endangered Languages Documentation Program	English Language & Literature	Awarded 3/31/2003	\$156,907	\$156,907
20020737	Environmental Protection Agency	Biology	Awarded	\$55,992	\$55,992
20030906	Everett Smith Group	Center for Organizational Risk Reduction	Awarded 3/31/2003	\$7,925	\$7,925
20030922	Ford Motor Co.	Center for Organizational Risk Reduction	Awarded 3/31/2003	\$16,650	\$16,650
20030901	Luna Innovations, Inc.	HECR	Awarded 3/31/2003	\$21,000	\$21,000
20030924	National Safety Council of South Florida	Center for Organizational Risk Reduction	Awarded 3/31/2003	\$2,250	\$2,250
20030225	National Science Foundation	Sociology, Anthropology and Criminology	Awarded 3/31/2003	\$99,486	\$99,486
20030909	Ontario Die Company of America	Textiles Research & Training Institute	Awarded 3/31/2003	\$5,040	\$5,040
20030407	Southeast Michigan Council of Governments	Political Science	Awarded 3/21/2003	\$2,000	\$2,000
20030907	Sterling Trim, Sterling Hts MI	Textiles Research & Training Institute	Awarded 3/31/2003	\$65	\$65
20030916	Sterling Trim, Sterling Hts MI	Textiles Research & Training Institute	Awarded 3/31/2003	\$1,000	\$1,000
20030409	UAW-Ford National Programs Center	Workforce Education	Awarded 3/28/2003	\$739,421	\$739,421
20030804	UAW-GM Center for Human Resources	Workforce Education	Awarded 3/19/2003	\$115,768	\$115,768
20030923	UAW-GM Center for Human Resources	Center for Organizational Risk Reduction	Awarded 3/31/2003	\$5,250	\$5,250
20030524	Visteon Corporation	Coatings Research Institute Physics & Astronomy	Awarded 3/31/2003	\$30,000	\$30,000

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR MARCH 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030904	Washtenaw Development Council	ISCFC	Awarded 3/31/2003	\$549	\$549
20030902	Wheeling Pittsburgh Steel	Center for Organizational Risk Reduction	Awarded 3/31/2003	\$8,250	\$8,250
20030504	Braitmayer Foundation	Teacher Education	Denied 3/21/2003	\$9,900	\$0
20030718	Ewing Marion Kauffman Foundation	Management	Denied 3/28/2003	\$49,500	\$0
20030720	Mailman Foundation	Teacher Education Associated Health Professions	Denied 3/18/2003	\$50,115	\$0
20030623	Michigan Department of Education	Special Education	Denied 3/20/2003	\$288,109	\$0
20030334	National Endowment for the Humanities	History & Philosophy	Denied 3/18/2003	\$125,367	\$0
20030313	National Science Foundation	Chemistry	Denied 3/27/2003	\$195,096	\$0
20030416	National Science Foundation	Coatings Research Institute	Denied 3/21/2003	\$95,404	\$0
20030503	National Science Foundation	Mathematics	Denied 3/27/2003	\$173,649	\$0
20030530	National Science Foundation	Chemistry	Denied 3/24/2003	\$141,262	\$0
20030808	National Wildlife Federation	Biology	Denied 3/20/2003	\$7,000	\$0
20030315	U.S. Department of State	Sociology, Anthropology and Criminology	Denied 3/18/2003	\$113,278	\$0
20021119	University of Michigan	HECR	Denied 3/27/2003	\$274,476	\$0
20030429	West Virginia University	Biology	Denied 3/27/2003	\$24,519	\$0
20030738	American Chemical Society	Coatings Research Institute	Pending	\$50,000	\$0
20030920	American Chemical Society	Coatings Research Institute	Pending	\$125,000	\$0
20030606	American Councils for International Education	Teacher Education	Pending	\$18,023	\$0
20030607	American Lung Association	Biology	Pending	\$35,000	\$0
20021112	Ann Arbor Center for Independent Living	African American Studies	Pending	\$10,500	\$0
20030814	BEA Foundation	Teacher Education	Pending	\$19,823	\$0
20030335	Canadian Embassy	Geography & Geology	Pending	\$9,245	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR MARCH 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030729	Central States Communication Association	Communication & Theatre Arts	Pending	\$3,000	\$0
20030807	Choice Hotels International Foundation	Campus Life	Pending	\$10,500	
20030216	Coca Cola, USA	Coatings Research Institute	Pending	\$46,216	\$0
20030837	Community Foundation for Southeastern Michigan	Lesbian, Gay, Bisexual, Transgen der Resource Center	Pending	\$25,000	\$0
20030516	Council of Graduate Schools, Washington DC	Biology	Pending	\$52,000	\$0
20030308	DuPont Automotive Products	Industrial Technology	Pending	\$59,059	\$0
20030727	DuPont Automotive Products	Coatings Research Institute	Pending	\$30,000	\$0
20021053	Environmental Protection Agency	CEITA	Pending	\$3,000	\$0
20021111	Environmental Protection Agency	Institute for Geospatial Research & Education (IGRE)	Pending	\$89,917	\$0
20020721	Flint Greater Eastside Community Assoc	Institute for Diversity in Business Services	Pending	\$33,916	\$0
20030425	Ford Motor Co.	Office of the Dean of Technology	Pending	\$11,500	\$0
20030730	Foundation for Child Development	Sociology, Anthropology and Criminology	Pending	\$148,964	
20021249	Genesee Intermediate School District	Office of Collaborative Education Leadership & Counseling	Pending	\$339,876	\$0
20011144	Harry A. & Margaret D. Towsley Foundation	Alzheimer's Education Program	Pending	\$165,784	\$0
20030917	Individual Inventor	Center for Product Research and Development	Pending	\$21,000	\$0
20030722	International Research and Exchange Board	Economics Teacher Education	Pending	\$81,975	\$0
20030625	Lenawee County Intermediate School District	Institute for Geospatial Research & Education (IGRE) Office of Collaborative Education	Pending	\$799,843	\$0
20030708	Marine Safety Foundation	Center for Organizational Risk Reduction	Pending	\$83,762	\$0
20030914	Michigan Campus Compact	Communication & Theatre Arts	Pending	\$2,500	\$0
20030755	Michigan Council for the Arts	WEMU Radio	Pending	\$4,000	\$0
20030420	Michigan Department of Community Health	Psychology	Pending	\$17,469	

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR MARCH 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20021202	Michigan Department of Community Justice	Social Work	Pending	\$30,425	\$0
20021231	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending	\$50,900	\$0
20021232	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending	\$46,000	\$0
20030736	Michigan Department of Natural Resources	Biology	Pending	\$129,721	\$0
20030113	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$29,004	\$0
20030709	Michigan Dept of Environmental Quality	Institute for Geospatial Research & Education (IGRE) Chemistry	Pending	\$151,018	\$0
20030529	Michigan Space Grant Consortium	Political Science	Pending	\$3,950	\$0
20020404	Michigan State University	Psychology	Pending	\$199,501	\$0
20021230	Michigan State University	Psychology	Pending	\$154,638	\$0
20030521	National Aeronautics and Space Administration	Institute for Geospatial Research & Education (IGRE)	Pending	\$1,603,141	\$0
20030839	National Association for Foreign Student Affairs.	Biology	Pending	\$1,989	\$0
20020303	National Endowment for the Humanities	African American Studies	Pending	\$5,000	\$0
20030822	National Endowment for the Humanities	English Language & Literature	Pending	\$148,704	\$0
20030732	National Inst. of Child Health & Human Dev.	ISCFC Teacher Education	Pending	\$143,000	\$0
20030428	National Institutes of Health	Psychology	Pending	\$1,426,590	\$0
20030318	National Science Foundation	Physics & Astronomy	Pending	\$101,499	\$0
20030418	National Science Foundation	Coatings Research Institute	Pending	\$97,016	\$0
20030419	National Science Foundation	Interdisciplinary Technology Coatings Research Institute	Pending	\$97,046	\$0
20030422	National Science Foundation	HECR Textiles Research & Training Institute	Pending	\$137,124	\$0
20030426	National Science Foundation	Coatings Research Institute	Pending	\$99,613	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030526	National Science Foundation	Physics & Astronomy	Pending	\$164,045	\$0
20030626	National Science Foundation	Biology	Pending	\$328,157	
20030705	National Science Foundation	Mathematics Biology	Pending	\$2,728,761	\$0
20030711	National Science Foundation	Coatings Research Institute	Pending	\$81,914	\$0
20030721	National Science Foundation	Biology	Pending	\$410,255	\$0
20030724	National Science Foundation	Teacher Education	Pending	\$890,742	\$0
20030726	National Science Foundation	Interdisciplinary Technology Chemistry	Pending	\$1,848,741	\$0
20030806	National Science Foundation	Computer Science	Pending	\$397,200	\$0
20030821	National Science Foundation	HECR Coatings Research Institute	Pending	\$271,106	\$0
20030824	National Science Foundation	Coatings Research Institute	Pending	\$98,092	\$0
20030838	National Science Foundation	Computer Science	Pending	\$182,514	
20030841	National Science Foundation	Mathematics	Pending	\$10,000	\$0
20030519	National Writing Project	English Language & Literature	Pending	\$38,000	\$0
20030825	Office of Research Integrity	Office of Research Development Physics & Astronomy	Pending	\$25,000	\$0
20030434	Oncology Nursing Society	Nursing Education	Pending	\$9,826	\$0
20030505	Research Corporation	Chemistry	Pending	\$23,684	\$0
20030515	Research Corporation	Chemistry	Pending	\$34,484	\$0
20030602	RESIST	Office of the Dean of Students	Pending	\$3,000	\$0
20030311	SAP America, Pennsylvania	Management	Pending	\$25,000	\$0
20030403	Sigma Nine	Coatings Research Institute	Pending	\$60,506	\$0
20030417	State University of West Georgia	Biology	Pending	\$60,516	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR MARCH 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030336	Susan G. Komen Breast Cancer Foundation	Nursing Education	Pending	\$249,347	\$0
20030518	The Japan Foundation	Foreign Languages & Bilingual Studies	Pending	\$65,901	\$0
20030612	Tides Foundation	Lesbian, Gay, Bisexual, Transgender Resource Center Social Work	Pending	\$78,626	\$0
20030112	U.S. Department of Education	ICARD	Pending	\$229,368	\$0
20030605	U.S. Department of Education	Upward Bound	Pending	\$2,265,686	\$0
20030307	U.S. Department of Justice	Foreign Languages & Bilingual Studies Interdisciplinary Technology	Pending	\$798,254	\$0
20021134	U.S. Geological Survey	Institute for Geospatial Research & Education (IGRE)	Pending	\$8,928	\$0
20030903	UAW-Ford National Joint Committee Health & Safety	Center for Organizational Risk Reduction	Pending	\$262,800	\$0
20030810	United Soybean Board	Coatings Research Institute	Pending	\$99,895	\$0
20030333	United States Institute of Peace	Sociology, Anthropology and Criminology	Pending	\$65,683	\$0
20021013	University Corporation for Atmospheric Research (Denver)	Teacher Education	Pending	\$414,724	\$0
20030624	University of Michigan	Teacher Education	Pending	\$216,273	\$0
20030402	University of South Florida	ISCFC	Pending	\$90,749	\$0
20030735	USGA Foundation	HPERD	Pending	\$1,882	\$0
20020501	Washtenaw United Way	ICARD Teacher Education	Pending	\$15,733	\$0
20030203	Wayne County Department of Juvenile Justice	Social Work ISCFC	Pending	\$30,369	\$0
20030813	Wayne State University	Biology	Pending	\$579,782	\$0

Quantity of Awards: 20
 Sum of Awards: \$1,309,748

Quantity of Pending: 86
 Quantity of Denied: 13

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EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 06/17/2003

Grant/Contract Activity for April 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20031020	American Axle & Manufacturing	Center for Quality	Awarded 4/30/2003	\$14,850	\$14,850
20031021	American Axle & Manufacturing	Center for Quality	Awarded 4/30/2003	\$6,940	\$6,940
20031027	American Axle & Manufacturing	Center for Organizational Risk Reduction	Awarded 4/30/2003	\$8,650	\$8,650
20031028	American Axle & Manufacturing	Center for Organizational Risk Reduction	Awarded 4/30/2003	\$1,500	\$1,500
20030606	American Councils for International Education	Teacher Education	Awarded 4/22/2003	\$24,923	\$24,923
20030607	American Lung Association	Biology	Awarded 4/30/2003	\$35,000	\$35,000
20031030	Biotest Laboratories, LLC, Colorado	HPERD	Awarded 4/30/2003	\$15,500	\$15,500
20031024	Brose North America	Center for Quality	Awarded 4/30/2003	\$4,425	\$4,425
20031012	City of Detroit	Interdisciplinary Technology	Awarded 4/24/2003	\$51,000	\$51,000
20030516	Council of Graduate Schools, Washington DC	Biology	Awarded 4/30/2003	\$50,000	\$50,000
20031015	Detroit Chassis Plant	Center for Quality	Awarded 4/30/2003	\$5,100	\$5,100
20031002	DuPont Automotive Products	Coatings Research Institute	Awarded 4/24/2003	\$65,244	\$65,244
20031033	Eastman Kodak Chemical Products Incorporated	Coatings Research Institute	Awarded 4/30/2003	\$394,458	\$394,458
20031019	Ford Motor Co.	Center for Quality	Awarded 4/30/2003	\$6,600	\$6,600
20030917	Individual Inventor	Center for Product Research and Development	Awarded 4/22/2003	\$21,000	\$21,000
20030919	Japanese School of Detroit	Foreign Languages & Bilingual Studies	Awarded 4/16/2003	\$69,867	\$69,867
20030918	Michigan Campus Compact	Campus Life	Awarded 4/14/2003	\$240	\$240
20031004	National Science Foundation	Biology	Awarded 4/14/2003	\$90,003	\$90,003

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR APRIL 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20031003	Pigmentech Ltd.	Coatings Research Institute	Awarded 4/14/2003	\$9,794	\$9,794
20031016	SPX Service Solutions	Center for Quality	Awarded 4/30/2003	\$5,100	\$5,100
20030910	Syron Corporation	Center for Quality	Awarded 4/3/2003	\$5,100	\$5,100
20030911	Texaco Ovonic Battery	Center for Quality	Awarded 4/3/2003	\$1,600	\$1,600
20030912	Texaco Ovonic Battery	Center for Quality	Awarded 4/3/2003	\$5,100	\$5,100
20030913	The Andersons, Inc.	Center for Quality	Awarded 4/3/2003	\$3,850	\$3,850
20031025	The Andersons, Inc.	Center for Quality	Awarded 4/30/2003	\$2,950	\$2,950
20031010	TI Automotive	Center for Organizational Risk Reduction	Awarded 4/25/2003	\$1,300	\$1,300
20031036	UAW-DaimlerChrysler National Training Center	Center for Organizational Risk Reduction	Awarded 4/30/2003	\$150,000	\$150,000
20031029	UAW-GM Center for Human Resources	Center for Organizational Risk Reduction	Awarded 4/30/2003	\$4,325	\$4,325
20031018	Visteon Corporation	Center for Quality	Awarded 4/30/2003	\$12,100	\$12,100
20031022	Visteon Corporation	Center for Quality	Awarded 4/30/2003	\$9,350	\$9,350
20031023	Visteon Corporation	Center for Quality	Awarded 4/30/2003	\$9,350	\$9,350
20031017	Yazaki North America	Center for Quality	Awarded 4/30/2003	\$14,700	\$14,700
20030730	Foundation for Child Development	Sociology, Anthropology and Criminology	Denied 4/22/2003	\$148,964	\$0
20030428	National Institutes of Health	Psychology	Denied 4/22/2003	\$1,426,590	\$0
20030422	National Science Foundation	HECR Textiles Research & Training Institute	Denied 4/7/2003	\$137,124	\$0
20030336	Susan G. Komen Breast Cancer Foundation	Nursing Education	Denied 4/22/2003	\$249,347	\$0
20030518	The Japan Foundation	Foreign Languages & Bilingual Studies	Denied 4/24/2003	\$65,901	\$0
20030307	U.S. Department of Justice	Foreign Languages & Bilingual Studies Interdisciplinary Technology	Denied 4/21/2003	\$798,254	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR APRIL 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030738	American Chemical Society	Coatings Research Institute	Pending	\$50,000	\$0
20030920	American Chemical Society	Coatings Research Institute	Pending	\$125,000	\$0
20031007	American Foundation for Suicide Prevention	Psychology	Pending	\$20,000	\$0
20021112	Ann Arbor Center for Independent Living	African American Studies	Pending	\$10,500	\$0
20030814	BEA Foundation	Teacher Education	Pending	\$19,823	\$0
20030335	Canadian Embassy	Geography & Geology	Pending	\$9,245	\$0
20030729	Central States Communication Association	Communication & Theatre Arts	Pending	\$3,000	\$0
20030807	Choice Hotels International Foundation	Campus Life	Pending	\$10,500	\$0
20030216	Coca Cola, USA	Coatings Research Institute	Pending	\$46,216	\$0
20030837	Community Foundation for Southeastern Michigan	Lesbian, Gay, Bisexual, Transgen der Resource Center	Pending	\$25,000	\$0
20030921	Corporation for National Service	Communication & Theatre Arts	Pending	\$387,760	\$0
20030308	DuPont Automotive Products	Industrial Technology	Pending	\$59,059	\$0
20030727	DuPont Automotive Products	Coatings Research Institute	Pending	\$30,000	\$0
20021053	Environmental Protection Agency	CEITA	Pending	\$3,000	\$0
20021111	Environmental Protection Agency	Institute for Geospatial Research & Education (IGRE)	Pending	\$89,917	\$0
20020721	Flint Greater Eastside Community Assoc	Institute for Diversity in Business Services	Pending	\$33,916	\$0
20030425	Ford Motor Co.	Office of the Dean of Technology	Pending	\$11,500	\$0
20021249	Genesee Intermediate School District	Office of Collaborative Education Leadership & Counseling	Pending	\$339,876	\$0
20011144	Harry A. & Margaret D. Towsley Foundation	Alzheimer's Education Program	Pending	\$165,784	\$0
20030722	International Research and Exchange Board	Economics Teacher Education	Pending	\$81,975	\$0
20030908	John Ball Zoo Society	Biology	Pending	\$1,000	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR APRIL 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030625	Lenawee County Intermediate School District	Institute for Geospatial Research & Education (IGRE) Office of Collaborative Education	Pending	\$799,843	\$0
20030708	Marine Safety Foundation	Center for Organizational Risk Reduction	Pending	\$83,762	\$0
20030914	Michigan Campus Compact	Communication & Theatre Arts	Pending	\$2,500	\$0
20030755	Michigan Council for the Arts	WEMU Radio	Pending	\$4,000	\$0
20031005	Michigan Department of Career Development	Business & Technology Education	Pending	\$70,000	\$0
20030420	Michigan Department of Community Health	Psychology	Pending	\$17,469	\$0
20021202	Michigan Department of Community Justice	Social Work	Pending	\$30,425	\$0
20021231	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending	\$50,900	\$0
20021232	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending	\$46,000	\$0
20030736	Michigan Department of Natural Resources	Biology	Pending	\$129,721	\$0
20030113	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$29,004	\$0
20030709	Michigan Dept of Environmental Quality	Institute for Geospatial Research & Education (IGRE) Chemistry	Pending	\$151,018	\$0
20031001	Michigan Economic Development Corporation	Management	Pending	\$33,250	\$0
20030527	Michigan Space Grant Consortium	Physics & Astronomy	Pending	\$5,000	\$0
20030529	Michigan Space Grant Consortium	Political Science	Pending	\$3,950	\$0
20020404	Michigan State University	Psychology	Pending	\$199,501	\$0
20021230	Michigan State University	Psychology	Pending	\$154,638	\$0
20031008	Michigan Technological University	Business & Technology Education	Pending	\$1,238,535	\$0
20030521	National Aeronautics and Space Administration	Institute for Geospatial Research & Education (IGRE)	Pending	\$1,603,141	\$0
20030839	National Association for Foreign Student Affairs.	Biology	Pending	\$1,989	\$0
20020303	National Endowment for the Humanities	African American Studies	Pending	\$5,000	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR APRIL 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030822	National Endowment for the Humanities	English Language & Literature	Pending	\$148,704	\$0
20030732	National Inst. of Child Health & Human Dev.	ISCFC Teacher Education	Pending	\$143,000	
20030318	National Science Foundation	Physics & Astronomy	Pending	\$101,499	\$0
20030418	National Science Foundation	Coatings Research Institute	Pending	\$97,016	\$0
20030419	National Science Foundation	Interdisciplinary Technology Coatings Research Institute	Pending	\$97,046	\$0
20030426	National Science Foundation	Coatings Research Institute	Pending	\$99,613	\$0
20030526	National Science Foundation	Physics & Astronomy	Pending	\$164,045	\$0
20030626	National Science Foundation	Biology	Pending	\$328,157	\$0
20030705	National Science Foundation	Mathematics Biology	Pending	\$2,728,761	\$0
20030711	National Science Foundation	Coatings Research Institute	Pending	\$81,914	\$0
20030721	National Science Foundation	Biology	Pending	\$410,255	\$0
20030724	National Science Foundation	Teacher Education	Pending	\$890,742	\$0
20030726	National Science Foundation	Interdisciplinary Technology Chemistry	Pending	\$1,848,741	\$0
20030806	National Science Foundation	Computer Science	Pending	\$397,200	\$0
20030821	National Science Foundation	HECR Coatings Research Institute	Pending	\$271,106	\$0
20030824	National Science Foundation	Coatings Research Institute	Pending	\$98,092	\$0
20030838	National Science Foundation	Computer Science	Pending	\$182,514	\$0
20030841	National Science Foundation	Mathematics	Pending	\$10,000	\$0
20031014	National Science Foundation	English Language & Literature	Pending	\$96,525	\$0
20030519	National Writing Project	English Language & Literature	Pending	\$38,000	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030825	Office of Research Integrity	Office of Research Development Physics & Astronomy	Pending	\$25,000	\$0
20030434	Oncology Nursing Society	Nursing Education	Pending	\$9,826	\$0
20030505	Research Corporation	Chemistry	Pending	\$23,684	\$0
20030515	Research Corporation	Chemistry	Pending	\$34,484	\$0
20030602	RESIST	Office of the Dean of Students	Pending	\$3,000	\$0
20030311	SAP America, Pennsylvania	Management	Pending	\$25,000	\$0
20030403	Sigma Nine	Coatings Research Institute	Pending	\$60,506	\$0
20030417	State University of West Georgia	Biology	Pending	\$60,516	\$0
20030612	Tides Foundation	Lesbian, Gay, Bisexual, Transgen der Resource Center Social Work	Pending	\$78,626	\$0
20030112	U.S. Department of Education	ICARD	Pending	\$229,368	\$0
20030605	U.S. Department of Education	Upward Bound	Pending	\$2,265,686	\$0
20021134	U.S. Geological Survey	Institute for Geospatial Research & Education (IGRE)	Pending	\$8,928	\$0
20030903	UAW-Ford National Joint Committee Health & Safety	Center for Organizational Risk Reduction	Pending	\$262,800	\$0
20031009	UAW-Ford National Programs Center	Workforce Education	Pending	\$197,677	\$0
20030810	United Soybean Board	Coatings Research Institute	Pending	\$99,895	\$0
20030333	United States Institute of Peace	Sociology, Anthropology and Criminology	Pending	\$65,683	\$0
20021013	University Corporation for Atmospheric Research (Denver)	Teacher Education	Pending	\$414,724	\$0
20030624	University of Michigan	Teacher Education	Pending	\$216,273	\$0
20030402	University of South Florida	ISCFC	Pending	\$90,749	\$0
20030735	USGA Foundation	HPERD	Pending	\$1,882	\$0
20020501	Washtenaw United Way	ICARD Teacher Education	Pending	\$15,733	\$0
20030203	Wayne County Department of Juvenile Justice	Social Work ISCFC	Pending	\$30,369	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030813	Wayne State University	Biology	Pending	\$579,782	\$0

Quantity of Awards: 32
 Sum of Awards: \$1,099,919

Quantity of Pending: 85
 Quantity of Denied: 6

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EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT
Report to the Board of Regents: 06/17/2003
Grant/Contract Activity for May 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20031138	American Axle & Manufacturing	Center for Quality	Awarded 5/30/2003	\$2,850	\$2,850
20031144	American Axle & Manufacturing	Center for Quality	Awarded 5/30/2003	\$20,600	\$20,600
20031145	American Axle & Manufacturing	Center for Organizational Risk Reduction	Awarded 5/30/2003	\$15,000	\$15,000
20021112	Ann Arbor Center for Independent Living	African American Studies	Awarded 5/8/2003	\$10,000	\$10,000
20031110	Borg-Warner Corporation	Center for Organizational Risk Reduction	Awarded 5/22/2003	\$2,410	\$2,410
20031142	Dana Corporation	Center for Quality	Awarded 5/30/2003	\$9,350	\$9,350
20031037	Die Mold Automation	Center for Product Research and Development	Awarded 5/7/2003	\$3,062	\$3,062
20031147	Essex Aluminum	Center for Organizational Risk Reduction	Awarded 5/30/2003	\$4,100	\$4,100
20030722	International Research and Exchange Board	Economics Teacher Education	Awarded 5/7/2003	\$49,020	\$49,020
20031139	McNaughton-McKay Electric Company	Center for Quality	Awarded 5/30/2003	\$2,850	\$2,850
20031134	Merit Network, Inc.	Institute for Geospatial Research & Education (IGRE)	Awarded 5/30/2003	\$15,000	\$15,000
20031011	Michigan Campus Compact	Campus Life	Awarded 5/22/2003	\$1,000	\$1,000
20031119	Michigan Department of Education	Interdisciplinary Technology Communication & Theatre Arts	Awarded 5/30/2003		
20031001	Michigan Economic Development Corporation	Management	Awarded 5/30/2003	\$30,000	\$30,000
20030527	Michigan Space Grant Consortium	Physics & Astronomy	Awarded 5/8/2003	\$5,000	\$5,000
20030529	Michigan Space Grant Consortium	Political Science	Awarded 5/8/2003	\$3,950	\$3,950
20021230	Michigan State University	Psychology	Awarded 5/21/2003	\$74,040	\$74,040
20030839	National Association for Foreign Student Affairs.	Biology	Awarded 5/30/2003	\$1,989	\$1,989

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20031126	National Science Foundation	Coatings Research Institute	Awarded 5/30/2003	\$43,000	\$43,000
20030519	National Writing Project	English Language & Literature	Awarded 5/20/2003	\$38,000	\$38,000
20031039	NSF International	Industrial Technology	Awarded 5/7/2003	\$250	\$250
20031125	Pfizer, Inc.	Chemistry	Awarded 5/30/2003	\$300,000	\$300,000
20031143	Siemens Westinghouse	Center for Quality	Awarded 5/30/2003	\$9,350	\$9,350
20031117	State of Michigan	Public Safety	Awarded 5/22/2003	\$1,536	\$1,536
20031101	Sun Chemical Corporation	Coatings Research Institute	Awarded 5/9/2003	\$30,000	\$30,000
20031038	Texas Encore Materials, Inc.	Industrial Technology	Awarded 5/7/2003	\$350	\$350
20031111	Texas Encore Materials, Inc.	Industrial Technology	Awarded 5/22/2003	\$225	\$225
20031009	UAW-Ford National Programs Center	Workforce Education	Awarded 5/22/2003	\$192,681	\$192,681
20031115	UAW-Ford National Programs Center	Workforce Education	Awarded 5/22/2003	\$154,473	\$154,473
20031136	United Supplement Freedom Association	HPERD	Awarded 5/30/2003	\$16,492	\$16,492
20021013	University Corporation for Atmospheric Research (Denver)	Teacher Education	Awarded 5/30/2003	\$96,479	\$96,479
20031106	Visteon Corporation	Center for Organizational Risk Reduction	Awarded 5/22/2003	\$4,600	\$4,600
20031107	Visteon Corporation	Center for Organizational Risk Reduction	Awarded 5/22/2003	\$11,500	\$11,500
20031141	Visteon Corporation	Center for Quality	Awarded 5/30/2003	\$3,850	\$3,850
20031146	Visteon Corporation	Center for Organizational Risk Reduction	Awarded 5/30/2003	\$5,000	\$5,000
20031148	Visteon Corporation	Center for Organizational Risk Reduction	Awarded 5/30/2003	\$9,000	\$9,000
20031140	Yazaki North America	Center for Quality	Awarded 5/30/2003	\$14,900	\$14,900
20030318	National Science Foundation	Physics & Astronomy	Denied 5/5/2003	\$101,499	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR MAY 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030711	National Science Foundation	Coatings Research Institute	Denied 5/16/2003	\$81,914	\$0
20030417	State University of West Georgia	Biology	Denied 5/28/2003	\$60,516	\$0
20030738	American Chemical Society	Coatings Research Institute	Pending	\$50,000	\$0
20030920	American Chemical Society	Coatings Research Institute	Pending	\$125,000	\$0
20031007	American Foundation for Suicide Prevention	Psychology	Pending	\$20,000	\$0
20030814	BEA Foundation	Teacher Education	Pending	\$19,823	\$0
20030335	Canadian Embassy	Geography & Geology	Pending	\$9,245	\$0
20030729	Central States Communication Association	Communication & Theatre Arts	Pending	\$3,000	\$0
20030807	Choice Hotels International Foundation	Campus Life	Pending	\$10,500	\$0
20030216	Coca Cola, USA	Coatings Research Institute	Pending	\$46,216	\$0
20030837	Community Foundation for Southeastern Michigan	Lesbian, Gay, Bisexual, Transgender Resource Center	Pending	\$25,000	\$0
20030921	Corporation for National Service	Communication & Theatre Arts	Pending	\$387,760	\$0
20030308	DuPont Automotive Products	Industrial Technology	Pending	\$59,059	\$0
20030727	DuPont Automotive Products	Coatings Research Institute	Pending	\$30,000	\$0
20021053	Environmental Protection Agency	CEITA	Pending	\$3,000	\$0
20021111	Environmental Protection Agency	Institute for Geospatial Research & Education (IGRE)	Pending	\$89,917	\$0
20020721	Flint Greater Eastside Community Assoc	Institute for Diversity in Business Services	Pending	\$33,916	\$0
20030425	Ford Motor Co.	Office of the Dean of Technology	Pending	\$11,500	\$0
20021249	Genesee Intermediate School District	Office of Collaborative Education Leadership & Counseling	Pending	\$339,876	\$0
20031109	Gill Foundation	Teacher Education	Pending	\$25,270	\$0
20031006	Great Lakes Fisheries Trust	Biology	Pending	\$178,370	\$0
20011144	Harry A. & Margaret D. Towsley Foundation	Alzheimer's Education Program	Pending	\$165,784	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR MAY 2003

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Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030908	John Ball Zoo Society	Biology	Pending	\$1,000	\$0
20030625	Lenawee County Intermediate School District	Institute for Geospatial Research & Education (IGRE) Office of Collaborative Education	Pending	\$799,843	
20030708	Marine Safety Foundation	Center for Organizational Risk Reduction	Pending	\$83,762	\$0
20030914	Michigan Campus Compact	Communication & Theatre Arts	Pending	\$2,500	\$0
20030755	Michigan Council for the Arts	WEMU Radio	Pending	\$4,000	\$0
20031005	Michigan Department of Career Development	Business & Technology Education	Pending	\$70,000	\$0
20030420	Michigan Department of Community Health	Psychology	Pending	\$17,469	\$0
20021202	Michigan Department of Community Justice	Social Work	Pending	\$30,425	\$0
20021231	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending	\$50,900	\$0
20021232	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending	\$46,000	\$0
20031013	Michigan Department of Education	Children's Institute	Pending	\$79,200	
20030736	Michigan Department of Natural Resources	Biology	Pending	\$129,721	\$0
20030113	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$29,004	\$0
20030709	Michigan Dept of Environmental Quality	Institute for Geospatial Research & Education (IGRE) Chemistry	Pending	\$151,018	\$0
20020404	Michigan State University	Psychology	Pending	\$199,501	\$0
20031008	Michigan Technological University	Business & Technology Education	Pending	\$1,238,535	\$0
20030521	National Aeronautics and Space Administration	Institute for Geospatial Research & Education (IGRE)	Pending	\$1,603,141	\$0
20020303	National Endowment for the Humanities	African American Studies	Pending	\$5,000	\$0
20030822	National Endowment for the Humanities	English Language & Literature	Pending	\$148,704	\$0
20030732	National Inst. of Child Health & Human Dev.	ISFC Teacher Education	Pending	\$143,000	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030418	National Science Foundation	Coatings Research Institute	Pending	\$97,016	\$0
20030419	National Science Foundation	Interdisciplinary Technology Coatings Research Institute	Pending	\$97,046	\$0
20030426	National Science Foundation	Coatings Research Institute	Pending	\$99,613	\$0
20030526	National Science Foundation	Physics & Astronomy	Pending	\$164,045	\$0
20030626	National Science Foundation	Biology	Pending	\$328,157	\$0
20030705	National Science Foundation	Mathematics Biology	Pending	\$2,728,761	\$0
20030721	National Science Foundation	Biology	Pending	\$410,255	\$0
20030724	National Science Foundation	Teacher Education	Pending	\$890,742	\$0
20030726	National Science Foundation	Interdisciplinary Technology Chemistry	Pending	\$1,848,741	\$0
20030806	National Science Foundation	Computer Science	Pending	\$397,200	\$0
20030821	National Science Foundation	HECR Coatings Research Institute	Pending	\$271,106	\$0
20030824	National Science Foundation	Coatings Research Institute	Pending	\$98,092	\$0
20030838	National Science Foundation	Computer Science	Pending	\$182,514	\$0
20030841	National Science Foundation	Mathematics	Pending	\$10,000	\$0
20031014	National Science Foundation	English Language & Literature	Pending	\$96,525	\$0
20031031	National Science Foundation	Teacher Education	Pending	\$499,067	\$0
20030825	Office of Research Integrity	Office of Research Development Physics & Astronomy	Pending	\$25,000	\$0
20030434	Oncology Nursing Society	Nursing Education	Pending	\$9,826	\$0
20031108	Oncology Nursing Society	Nursing Education	Pending	\$9,946	\$0
20030505	Research Corporation	Chemistry	Pending	\$23,684	\$0
20030515	Research Corporation	Chemistry	Pending	\$34,484	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030602	RESIST	Office of the Dean of Students	Pending	\$3,000	\$0
20031035	Sam Houston University	Interdisciplinary Technology	Pending	\$69,442	
20030311	SAP America, Pennsylvania	Management	Pending	\$25,000	\$0
20030403	Sigma Nine	Coatings Research Institute	Pending	\$60,506	\$0
20030612	Tides Foundation	Lesbian, Gay, Bisexual, Transgender Resource Center Social Work	Pending	\$78,626	\$0
20031026	U.S. Department of Commerce	Geography & Geology Institute for Geospatial Research & Education (IGRE)	Pending	\$605,218	\$0
20030112	U.S. Department of Education	ICARD	Pending	\$229,368	\$0
20030605	U.S. Department of Education	Upward Bound	Pending	\$2,265,686	\$0
20021134	U.S. Geological Survey	Institute for Geospatial Research & Education (IGRE)	Pending	\$8,928	\$0
20030903	UAW-Ford National Joint Committee Health & Safety	Center for Organizational Risk Reduction	Pending	\$262,800	\$0
20030810	United Soybean Board	Coatings Research Institute	Pending	\$99,895	\$0
20030333	United States Institute of Peace	Sociology, Anthropology and Criminology	Pending	\$65,683	
20030624	University of Michigan	Teacher Education	Pending	\$216,273	\$0
20031113	University of Michigan	Counseling Services	Pending	\$179,880	\$0
20030402	University of South Florida	ISCFC	Pending	\$90,749	\$0
20030735	USGA Foundation	HPERD	Pending	\$1,882	\$0
20020501	Washtenaw United Way	ICARD Teacher Education	Pending	\$15,733	\$0
20030203	Wayne County Department of Juvenile Justice	Social Work ISCFC	Pending	\$30,369	\$0
20030813	Wayne State University	Biology	Pending	\$579,782	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
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Quantity of Awards: 37
Sum of Awards: \$1,181,907

Quantity of Pending: 80
Quantity of Denied: 3

**Office of Research Development (ORD)
Outline for Presentation to the
Board of Regents Finance Committee
June 17, 2003**

About ORD

- Administrative Structure
- Staff

ORD Responsibilities

- Promote sponsored activity
- Work with Administration to enhance the climate and support systems for grants
- Provide on-going training programs in grant writing for faculty and staff
- Assist faculty and staff in developing their grant proposals
 - Budgeting
 - Securing internal approvals for grant activities
 - Securing matching funds and other EMU contributions
 - Preparing all required proposal forms
 - Reviewing proposals for compliance with proposal guidelines
 - Providing editing services
 - Submitting proposals and negotiating and processing grants
 - Developing and negotiating contracts and other formal grant-related documents
- Protect the interests of the University
 - Human subjects review
 - Laboratory animal care review
 - Laboratory safety
 - Conflict-of-interest management and reduction
 - Scientific integrity
 - Intellectual property/publication rights
 - Risk assessment
 - Fiscal compliance
- Provide support services for ongoing awards
 - Renegotiate agreements
 - Process amendments
 - Participate in external audits
 - Represent the University in grant-related disputes
 - Solve problems
 - Close out expired awards

Why are grants important to EMU?

- Support the mission of the University – all areas
- Link EMU resources to the community and the world
- Facilitate the pursuit of research and scholarly activities
- Enhance instructional infrastructure
- Encourage and support partnerships and collaborations with other universities
- Enhance EMU's visibility and status

What do grants provide?

- Outreach to our community
- Basic and applied research opportunities for faculty
- Scholarships/Internships/Fellowships
- Hands-on and real-life learning opportunities for students
- Enhanced internal support services
- Laboratory improvements and scientific equipment
- Curriculum development

What do grants not provide?

- Relief of general fund for basic operating support
- On-going program support
- Alternative support for existing programs and initiatives

ORD Report to the Board of Regents

- Is the report a complete and meaningful representation of EMU-sponsored activity and our progress?
 - Year-to-year variability – Multiple-year awards booked in first year
 - Predominance of routine training contracts contained within the report
- Yearly Plan
 - How developed
 - Effect of exceeding plan
 - Effect of not achieving plan
- Number of proposals processed and awards received
 - What these figures indicate
 - What these figures do not indicate:
 - Where* the proposal was submitted (business/industry, federal government, state/local government, private foundations)
 - Types* of proposals submitted (research, service, instruction)
 - Dollar* value of proposals submitted

Alternative Measures of Progress

- Proposals/awards to the federal government
- Proposals/awards for research
- Dollar value of proposals submitted
- Success rate by sponsor type
- Average proposal value
- Number of faculty who submit proposals
- Number of faculty who submit proposals for the first time

Conclusion

- Does the Board currently receive sufficient information to evaluate the progress of grant activity at EMU?
- Should the ORD Report include alternative or supplementary reporting information?
- How should grant information be presented in future Board Reports?

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 4

DATE:

June 17, 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 June 17, 2003.

STAFF SUMMARY

The new student union building project, including the demolition of Pine Grove and the re-assignment of McKenny Union, is progressing. Submission of Guaranteed Maximum Price Design/Build proposals are due in June. Review and selection is expected to be complete by the end of June 2003. Groundbreaking is scheduled for July 2003 with an anticipated completion in July 2005. The reassignment of McKenny Union is scheduled to commence directly after the new student union opens, and is expected to be done by September 2006.

The University House is nearing substantial completion and move-in is scheduled for late June 2003.

The Campus Master Plan is continuing with charrettes and group discussions in progress. The campus and community have actively been involved providing input to Pollack Design Associates of Ann Arbor.

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

EASTERN MICHIGAN UNIVERSITY
 CONSTRUCTION PROJECTS PROGRESS REPORT
 JUNE 17, 2003

<u>PROJECTS IN PROGRESS</u>	<u>BUDGET</u>
<p>BEST FIRE ALARM REPLACEMENT Account No.: U24600 Source of Funds: Housing & Dining Services Reserves Design Consultant: DiClemente Siegel Design Project Manager: Ray Sowers Status: Design completed, and bids are due May 29, 2003 Scheduled Completion: September 2003</p>	\$197,700
<p>BROWN-MUNSON APARTMENTS RENOVATION Account No: A03300 Source of Funds: Housing & Dining Operating & Reserves Design Consultant: N/A Project Manager: Joe Hickey Status: Ongoing upgrade and modernization of apartments. Implementation upon vacancies throughout the year. Scheduled Completion: Project is ongoing</p>	\$872,841
<p>BUELL SUBSTATION/SWITCH PANELS Account No. U22800 Source of Funds: Housing & Dining Reserves Design Consultant: Neil Adams Project Manager: Ray Sowers Status: Construction & installation is complete. Must reseed lawn when weather permits. Scheduled Completion: May 2003</p>	\$50,000
<p>CAMPUS MASTER PLANNING Account No: TBD Source of Funds: Facility Plan Design Consultant: Pollack Design Assoc. Project Manager: Patrick Doyle Status: Charrettes & group discussions in progress. The campus community has been providing input to Pollack Design Associates. Scheduled Completion: September 2003</p>	\$87,000
<p>CORNELL COURTS APARTMENT RENOVATION Account No: A03450 Source of Funds: Housing and Dining Operating and Reserves Design Consultant: N/A Project Manager: Joe Hickey Status: Upgrade and modernization of apartments. Implementation upon vacancies through the year. Scheduled Completion: Project is ongoing</p>	\$236,063
<p>DINING COMMONS III FIRE ALARM REPLACEMENT Account No.: U24650 Source of Funds: Housing & Dining Reserves Design Consultant: DiClemente Siegel Design Project Manager: Ray Sowers Status: EMU contract bid complete. Contractor awaiting authorization to proceed. Scheduled Completion: September 2003</p>	\$100,000
<p>JONES/GODDARD ELECTRICAL UPGRADES Account No: U14600 Source of Funds: Housing & Dining Reserves Design Consultant: Neil Adams Project Manager: Ray Sowers Status: Engineering design has been started Scheduled Completion: September 2003</p>	\$110,000

EASTERN MICHIGAN UNIVERSITY
 CONSTRUCTION PROJECTS PROGRESS REPORT
 JUNE 17, 2003

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<u>PROJECTS IN PROGRESS</u>	<u>BUDGET</u>
MARK JEFFERSON ELEVATOR CONTROL REPAIR Account No: U09400 Source of Funds: Asset Preservation Design Consultant: n/a Project Manager: Larry Ward Status: Project has begun with circuit control repairs in progress. Scheduled Completion: June 2003	\$60,000
NEW STUDENT UNION Account No: TBD Source of Funds: Bonds Design Consultant: TBD Project Manager: Aaron Preston Status: The bid process including the submission of RFP proposals are due in June with presentations, review and selection following directly after. Ground breaking is scheduled in July 2003. Scheduled Completion: 2006	\$45,000,000
PARKING AND PAVING 2003 Account No: U19050 Source of Funds: Bond Proceeds Design Consultant: Becket & Raeder, Walbridge Aldinger Project Manager: Aaron Preston Status: parking structure on hold pending Board approval of revised plan Scheduled Completion: September 2003	\$6,644,000
QUIRK FIRE ALARM SYSTEM REPLACEMENT Account No: U22500 Source of Funds: Asset Preservation Design Consultant: DiClemente Siegel Project Manager: Ray Sowers Status: Engineering Design complete. Buds due May 23,2003 Scheduled Completion: June 2003	\$60,000
RACKHAM FIRE ALARM SYSTEM REPLACEMENT Account No: U20663 Source of Funds: Asset Preservation Design Consultant: DiClemente Siegel Project Manager: Ray Sowers Status: Wiring and device installation completed. Project is complete	\$100,000
SECURITY CAMERA INSTALLATION Account No: U22350 Source of Funds: Parking and Paving Design Consultants: Camtronics Project Manager: Larry Ward 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. Scheduled Completion: March 2003	\$50,000
UNIVERSITY HOUSE Account No: U07250 Source of Funds: royalties, gifts, debt refinancing, equity from Forest Ave. house and Stonebridge residence. Design Consultant: API, ME Engineering Consultants Project Manager: Aaron Preston Status: Construction is in progress with interior finishes and site work continuing. Landscaping/site work in progress Scheduled Completion: June 2003	\$3,500,000

EASTERN MICHIGAN UNIVERSITY
CONSTRUCTION PROJECTS PROGRESS REPORT
JUNE 17, 2003

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<u>PROJECTS IN PROGRESS</u>	<u>BUDGET</u>
UTILITY DUCT BANK INSTALLATION Account No: U04900 Source of Funds: Utilities Design Consultants: IDS Project Manager: Ray Sowers Status: Duct bank is complete. DTE poles are set awaiting contractor installation. Scheduled Completion: April 2003	\$539,000
WESTVIEW APARTMENTS RENOVATION Account No: A03400 Source of Funds: Housing and Dining Operating and Reserves Design Consultant: N/A Project Manager: Joe Hickey Status: Ongoing upgrade and modernization of apartments. Implementation upon vacancies throughout the year. Scheduled Completion: Project is ongoing	\$119,000
13.2 POWER LINES EXPANSION Account No: U04900 Source of Funds: Utilities Design Consultants: Commonwealth Assoc. Project Manager: Ray Sowers Status: Telephone/data/cable lines all relocated. Installation of EMU 13.2 in process. EMU contract bid complete. Scheduled Completion: June 2003	\$160,000
TOTAL PROJECTS IN PROGRESS	\$57,885,604
DEVELOPING PROJECTS Mark Jefferson Renewal Pray-Harold Modernization/Renovation New Student Housing Phase II	\$160,000

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 5
DATE: June 17, 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 April 30, 2003 be received and placed on file.

STAFF SUMMARY

The Student Accounts Receivable Ratio Analysis reflects that the April 30, 2003 net receivable balance is \$14,337,000 or 10.58 percent of revenue as compared to \$13,446,000 or 10.94 percent of revenue as of April 30, 2002 – a .36 percent decrease. The report shows a decrease of .48 percent as compared to the five-year average of 11.06 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

2001-02, 2002-03
(thousands of dollars)

	2001-02				2002-03			
	Revenue	Net Receivable	Percent	5 Year Average Percent	Revenue	Net Receivable	Percent	5 Year Average Percent
July	\$ *	\$ *	*	*	\$	\$		
August	55,113	31,922	57.92%	49.06%	53,949	49,708	92.14%	70.61%
September	58,088	22,627	38.95%	34.47%	60,783	29,549	48.61%	48.90%
October	58,900	12,758	21.66%	20.71%	63,937	19,313	30.21%	33.44%
November	59,130	10,911	18.45%	19.70%	64,898	12,540	19.32%	20.40%
December	107,205	21,402	19.96%	17.25%	97,391	45,709	46.93%	23.29%
January	111,791	15,583	13.94%	14.44%	116,363	13,239	11.38%	15.47%
February	112,511	10,508	9.34%	9.80%	123,673	15,498	12.53%	13.98%
March	113,171	7,706	6.81%	7.06%	124,215	10,943	8.81%	9.50%
April	122,850	13,446	10.94%	11.21%	124,676	8,654	6.94%	6.96%
May	123,352	7,536	6.11%	6.77%	135,536	14,337	10.58%	11.06%
June	123,373	5,800	4.70%	4.65%				

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

Eastern Michigan University
Student Accounts Receivable Reports
For Month Ended April 30, 2003

Aging Report

	Current	60-120 Days	121-180 Days	181-360 Days	Total
Gross Receivable	\$14,472,886	*	*	*	\$14,472,886
Allowance	136,059	*	*	*	136,059
Net Receivable	\$14,336,827	*	*	*	\$14,336,827
4/30/02 Balance	\$9,152,523	\$1,886,936	\$1,247,114	\$1,159,141	\$13,445,715

* As of 04/01/03, all outstanding student account balances were converted to our new Banner system. Due to the conversion, all accounts in banner are deemed current as of the conversion date. We do, however, continue collection efforts based on reports generated out of our legacy system which reflect a true aging of the accounts.

Revenue Summary

	Fiscal Year To Date	Prior Year To Date	Variance
<u>General Fund Revenue</u>			
Tuition & Required Fees	\$108,833,899	\$97,544,092	11.57%
Other Student Fees	3,515,190	3,289,240	6.87%
Total	112,349,089	100,833,332	11.42%
<u>Other Funds Revenue</u>			
Room & Board	21,059,006	20,233,770	4.08%
Miscellaneous	2,128,151	1,783,311	19.34%
Total	23,187,157	22,017,081	5.31%
Total Revenue	\$135,536,246	\$122,850,413	10.33%

Eastern Michigan University

Student Accounts Receivable
Collection Agency Inventory
For Month Ended April 30, 2003

Agency	Cumulative Inventory @ April 2003	Cumulative Inventory @ April 2002
AssetCare	\$ -	\$31,869
Credit Bureau of Ypsilanti	1,457,378	1,959,826
Enterprise Recovery	3,471,483	2,945,173
General Revenue Corporation	2,553,564	2,005,569
H. W. Ketchum Collection	-	991,700
Immediate Credit Recovery	(25)	(1,754)
National Enterprise Systems	2,533,966	1,071,224
World Credit, Inc.	684	144,479
TOTALS	<u>\$10,017,050</u>	<u>\$9,148,087</u>
Five Year Revenue	\$555,837,079	\$509,837,360
Five Year % of Revenue	1.80%	1.79%

Eastern Michigan University
Collection Agency Comparison

Net Assignments

Agency	Y-T-D April 2003	Y-T-D April 2002
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	(391,347)	106,701
Enterprise Recovery	1,152,690	809,431
General Revenue Corporation	1,511,437	993,765
H. W. Ketchum Collection	(966,701)	(83,617)
Immediate Credit Recovery	(4,094)	(78,589)
National Enterprise Systems	2,348,922	792,327
World Credit, Inc.	722	-
TOTALS	\$3,651,630	\$2,540,018

Recoveries

Agency	Y-T-D April 2003	Y-T-D April 2002
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	90,866	110,132
Enterprise Recovery	404,083	229,718
General Revenue Corporation	332,521	203,831
H. W. Ketchum Collection	21,529	74,944
Immediate Credit Recovery	2,073	10,735
National Enterprise Systems	237,918	196,230
World Credit, Inc.	38	-
TOTALS	\$1,089,028	\$825,590

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Eastern Michigan University
Collection Agency Comparison

Collection Expense

Agency	Y-T-D April 2003	Y-T-D April 2002
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	37,901	58,517
Enterprise Recovery	106,114	64,805
General Revenue Corporation	90,925	65,421
H. W. Ketchum Collection	6,575	20,877
Immediate Credit Recovery	456	8,642
National Enterprise Systems	69,918	-
World Credit, Inc.	19	-
TOTALS	\$311,909	\$218,262

Eastern Michigan University
Collection Agency Inventory Rollforward
2002-03

Agency	Beginning Inventory March 2003	+April 2003 Assignments	-April 2003 Recoveries	=Ending Inventory April 2003
AssetCare	\$ -	\$ -	\$ -	\$ -
Credit Bureau of Ypsilanti	1,465,371	-	7,994	1,457,378
Enterprise Recovery	3,504,296	(489)	32,324	3,471,483
General Revenue Corporation	2,265,303	314,204	25,943	2,553,565
H. W. Ketchum Collection	-	-	-	-
Immediate Credit Recovery	-	-	25	(25)
National Enterprise Systems	2,196,992	360,076	23,102	2,533,966
World Credit, Inc.	684	-	-	684
TOTALS	\$9,432,647	\$673,791	\$89,389	\$10,017,050

2001-02 (Prior Year)

Agency	Beginning Inventory March 2002	+April 2002 Assignments	-April 2002 Recoveries	=Ending Inventory April 2002
AssetCare	\$31,869	\$ -	\$ -	\$31,869
Credit Bureau of Ypsilanti	1,990,001	(1,000)	29,176	1,959,825
Enterprise Recovery	2,620,785	359,401	35,011	2,945,175
General Revenue Corporation	1,935,131	100,240	29,802	2,005,569
H. W. Ketchum Collection	997,108	(34)	5,374	991,700
Immediate Credit Recovery	(942)	-	812	(1,754)
National Enterprise System	1,072,947	34,130	35,853	1,071,224
World Credit, Inc.	144,479	-	-	144,479
TOTALS	\$8,791,377	\$492,737	\$136,029	\$9,148,087

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 6

DATE:

June 17, 2003

RECOMMENDATION

REPORT: 2002-03 GENERAL FUND BUDGET STATUS

ACTION REQUESTED

It is requested that the 2002-03 General Fund Budget Status Report as of April 30, 2003 be accepted and placed on file.

STAFF SUMMARY

This report overviews the year-to-date revenues and expenditures versus the operating plan as of April 30, 2003.

Appropriations from the State of Michigan have been reduced by 3.5% or \$3.067 million.

Combined official Summer, Fall and unofficial Winter and Spring 2003 enrollments have produced 520,975 credit hours, exceeding plan by 3,653 credit hours. Due to the mix of credit hours, tuition and fee revenues are below plan by approximately \$378,000.

Other revenue collections from late, installment fees and other student/miscellaneous fees are consistent with the plan.

General Fund expenditures and transfers are accumulating according to plan at \$154.1 million. Reductions in spending have been made consistent with the loss of appropriation revenue.

Salary and wages have been closely managed and are within budget. Staff salary savings, which result from position vacancies, are exceeding plan. These savings will offset the aforementioned tuition and fee revenue shortfall.

FISCAL IMPLICATIONS

The reduction in appropriation funding from the State of Michigan has been offset by reductions in spending authorization. As adjusted, Revenues and Expenditures are generally consistent within the operating plan. It is anticipated that a balanced budget will be realized at year-end.

University Executive Officer

Date

2002-2003 GENERAL FUND BUDGET STATUS REPORT
July 1, 2002 through April 30, 2003

The General Fund budget status report compares actual revenue and expenses to the operating plan. The data contained within represents posted activity to the Financial System through April 30, 2003. Reported enrollments include official Summer and Fall terms, and unofficial Winter and Spring 2003 data.

Summary

Through April, expenditures continue to accumulate at the planned rate. Tuition and fee revenue through Winter 2003 is slightly below plan. The State of Michigan has reduced the current year appropriation to the University by a net of 3.5%, or \$3,067,302. A contingency plan reducing operating budgets has been executed bringing revenues and expense in balance.

REVENUES

In June of 2002, the Board of Regents approved the General Fund Revenue budget of \$194,758,200.

General Fund Revenue Budget (6-25-02)	\$194,758,200
Prior Year Carry forward Authorizations (9-24-02)	\$6,021,808
Revised Spending Budget (9-24-02)	<u>\$200,780,008</u>
Appropriation Reduction to Base (-3.5% of Base)	(\$3,067,302)
Revised Revenue Expectation	<u>\$197,712,706</u>

Revenues received to date are consistent with plan. Through the end of this reporting period, \$162.9 million in current year has been recorded versus \$163.0 million in planned revenue.

Appropriation

The University's FY2002 appropriation from the State of Michigan, as originally approved in June of this year, totaled \$87,637,200. Reduced through executive order reductions, the revised appropriation expectation now totals \$84,569,898.

Through this period \$54.5 million or 64.4% of the revised appropriation budget has been received. Accumulations are within the revised plan.

Enrollments/Tuition

The original Enrollment Plan forecasted 565,485 student credit hours representing \$101,101,500 in tuition and fee revenue net of uncollectables.

Tuition revenue for summer, fall and unofficial winter terms totals \$98.5 million, slightly below plan. The shortfall to plan totals \$378,000 due to the student enrollment mix. Enrollments reported total 520,975 student credit hours vs. planned enrollments of 517,322 student credit hours.

Summer and fall tuition and registration fee revenues have been reconciled to enrollments. No variances of significance have been identified.

Other Revenues

Late fee, installment fee income and other student fee revenue are accumulating normally as planned. The remaining miscellaneous fee revenue is consistent with the year-to-date plan as well.

Application fees are consistent to the plan with \$407,909 collected to date.

Income from Program and Technology fees are accumulating at rates consistent with actual enrollment and according to plan.

Other General Fund revenues are accumulating at normal rates.

EXPENDITURES

Authorization

The Board of Regents approved the 2002-2003 General Fund operating budget in June of 2002 totaling \$194,497,715 including a provision for uncollectable tuition. In September of 2002 the Board authorized carry forward authorizations from the prior year of \$6,021,808. This increased the spending authority to \$200,519,523.

The reduction in appropriation funding this year will result in planned expenditure reductions of \$3,119,770, reducing the planned spending authorization to \$197,399,753.

Uncollectable tuition and fees were established at 1% of planned tuition and fee revenue, or \$1,039,885.

General Fund Operating Budget (6-19-01)	\$193,457,829
Un-collectable Tuition and Fee Allowance	\$1,039,885
Carry forward Authorizations	<u>\$6,021,808</u>
Total Original Spending Authority	<u>\$200,519,523</u>

Appropriation Reduction Expense Eliminations	(\$3,119,770)
Revised FY03 Spending Authority	<u>\$197,399,753</u>

General Fund expenditures and transfers to date total \$154.1 million or 78.1% of the total spending authorization. Planned expenditures through April totaled \$155 million, which represents 78.5% of budget. This represents a small favorable variance to plan.

Overall spending to date is generally consistent with the plan.

Personal Services

Personal service budgets and authorized positions are centrally controlled and closely monitored. Authorized positions and expenditures for both faculty and staff are within plan. To-date total compensation for faculty, staff and other personal services totals \$119.6 million versus the planned level of \$ 120.2 million.

Staff salary savings from vacant positions are exceeding the plan. In anticipation of the cut in appropriation, select staff positions have been intentionally held open. At the end of the April reporting period, 62.7 FTE were unfilled. Net staff salary recoupment, including benefits, is expected to exceed forecast.

SS&M/Travel/Equipment

Support expenditures to date are occurring at a rate consistent with our historical experience. The anticipated savings in utility costs resulting from energy conservation initiatives will be offset in part as a result of the harsh winter. Expenditures are generally consistent within a normal range. These expenditures are monitored routinely.

Financial Aid

Financial aid expenditures total \$ 11.7 million or 89.3% of the funding provided. A small balance in un-awarded Great Lakes Scholarship awards is anticipated. The Office of Financial Aid anticipates that all other financial aid resources will be distributed.

CONCLUSION

After 10 months, subject to the fee exceptions previously identified, revenues and expenditures are generally consistent with the operating plan.

The appropriation reduction to base of 3.5% is being addressed through spending reductions in the current year.

Savings from position vacancies will offset the small shortfall in revenue to plan. A balanced budget is anticipated.

6/4/2003

EASTERN MICHIGAN UNIVERSITY
2002-2003 GENERAL FUND BUDGET STATUS REPORT
JULY-APRIL

03gfbor04g

	FY2003 Original Budget	FY2003 Budget Revision	FY2003 Revised Budget	FY2003 Actual 04/30/03	% of Budget	Experience & Historically Derived % of Budget	FY2003 4/30/2003 YTD Plan	YTD Actual O/U Plan
Revenues								
Appropriation*	\$87,637,200	(\$3,067,302)	\$84,569,898	\$54,454,504	64.39%	64.39%	\$54,454,504	\$0
Tuition and Fees	\$100,671,500		\$100,671,500	\$99,085,112	98.42%	98.80%	\$99,463,442	(\$378,330)
Other Revenue**	\$5,789,000		\$5,789,000	\$4,299,597	74.27%	71.00%	\$4,110,190	\$189,407
Designated Fund Transfer	\$660,500		\$660,500	\$0	0.00%	0.00%	\$0	\$0
Total Revenue	\$194,758,200	(\$3,067,302)	\$191,690,898	\$157,839,213	82.34%	81.91%	\$158,028,136	(\$188,923)
Carry-Forward Funding	\$6,021,808		\$6,021,808	\$6,021,808	100.00%	100.00%	\$6,021,808	\$0
Total Approved Funding	\$200,780,008	(\$3,067,302)	\$197,712,706	\$163,861,021	82.88%	82.97%	\$164,049,944	(\$188,923)
Expenditures								
Faculty Salaries***	\$57,744,392	(\$100,347)	\$57,644,045	\$48,496,279	84.13%	86.32%	\$48,958,073	(\$461,794)
Staff Salaries	\$42,866,990	(\$92,551)	\$42,774,439	\$33,328,929	77.92%	78.32%	\$33,500,941	(\$172,012)
Other Personal Services	\$1,566,017		\$1,566,017	\$1,670,014	106.64%	124.26%	\$1,945,909	(\$275,895)
Student Help	\$6,984,607	(\$80,341)	\$6,904,266	\$6,003,221	86.95%	90.62%	\$6,081,924	(\$78,703)
Benefits	\$33,739,783	(\$43,720)	\$33,696,063	\$30,121,953	89.39%	88.24%	\$29,733,406	\$388,547
Sub-Total Compensation	\$142,901,789	(\$316,959)	\$142,584,830	\$119,620,396	83.89%	84.46%	\$120,220,252	(\$599,856)
SS&M/Travel/Equipment	\$34,074,217	(\$1,392,691)	\$32,681,526	\$17,986,364	55.04%	55.27%	\$18,062,124	(\$75,760)
Utilities	\$5,691,559		\$5,691,559	\$4,539,460	79.76%	82.40%	\$4,689,887	(\$150,427)
Financial Aid	\$13,111,204		\$13,111,204	\$11,706,455	89.29%	90.82%	\$11,907,540	(\$201,085)
Distribution to EMU Foundat	\$1,548,208		\$1,548,208	\$1,563,000	100.96%	100.96%	\$1,563,000	\$0
Recharges	(\$1,688,056)		(\$1,688,056)	(\$1,211,931)	71.79%	81.79%	(\$1,380,733)	\$168,802
General Fee Transfers	(\$377,400)		(\$377,400)	(\$683,575)	181.13%	181.13%	(\$683,575)	\$0
Other Transfers*****	\$5,258,002	(\$29,500)	\$5,228,502	\$1,973,779	37.75%	37.75%	\$1,973,779	\$0
Carry-Forward Balances	\$200,519,523	(\$3,119,770)	\$197,399,753	(\$1,380,620)	100.00%	100.00%	(\$1,380,620)	\$0
Total Expenditures	\$200,519,523	(\$3,119,770)	\$197,399,753	\$154,113,328	78.07%	78.51%	\$154,971,654	(\$858,326)
Net Funding	\$260,485	\$52,468	\$312,953	\$9,747,693			\$9,078,290	\$669,403

*State Appropriation is accumulating at the planned level.

***Total YTD Faculty payroll expense has been adjusted to include accrued but unpaid faculty salaries and benefits.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 7
DATE: June 17, 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

March 1, 2003 through May 30, 2003

ENTERPRISE NETWORKING INFRASTRUCTURE

- Network Electronics replaced in CHHS (Marshall Hall), COT (Sill Hall), and Pray Harrold nearing completion.
- Category 3-Category 6 data cabling upgrade project vendor contract completed and work in progress

FACULTY, STAFF AND STUDENT LAB PC REFRESHMENT

- 554 faculty/staff computers replaced.
- Lab replacement orders due May 30.

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

- **Student**
 - 3/10 – Began Fast Track Registration in Banner
 - 3/14 – Converted over 100,000 complete GP,GS, and AH records to Banner
 - 3/25 – Began General Registration for Spring, Summer, Fall 2003 Semesters using the Web in Banner
 - Conversion of Students Accounts Receivable to Banner was completed
- **Financial Aid**
 - 2200 FTIAC and new Transfer Students were packaged and award statements sent
 - Students are using the web for accepting aid and turning in verification documents.
 - Initial Verification Training
 - Staff visited WCC Financial Aid Offices to discuss best practices for verification process.
 - Developed the interface between SAM and Banner and moved it to production. This will be needed until the end of the current Financial Aid year in September.
- **Finance**
 - Student Refund checks processed through Banner.
 - Report of Controllable Codes is available in e-Print.

SCT Training & Consulting Events

- **Student**
 - Registration Support – Week of 3/6
 - Registration Support – Week of 3/17
 - Registration Support – Week of 3/25
 - Web for Faculty – Week of 4/10
 - CAPP Training – Week of 5/12

- **Alumni/ Development**
 - Onsite Training – Week of 3/17
 - Onsite Technical Training – Week of 5/5
 - Onsite User Training – Week of 5/12

- **Finance**
 - Onsite Training for Year End Processing – Week of 5/27/03

- **Human Resources / Payroll**
 - Onsite Training for Year End Processing – Week of 5/27/03

End User Training (Conducted by EMU Trainers)

- Updated Eprint Courseware to include new General Fund Report
- Developed and delivered “Basic Student Information”
- Developed and delivered half day sessions of Student Registration in Banner
- Delivered “Entering Charges and Payments in Banner”
- Delivered “A Guide to Student Registration at EMU”
- During FY 03, 1302 EMU personnel have attended 302 sessions of Banner training.

WebCT / Campus Pipeline / Banner Integration

- Completed migration of email to Campus Pipeline
- Campus Pipeline used as Entry point for access to web based registration and financial aid for students
- Campus pipeline ID used for single sign on to EMU Banner web based applications

Hardware/Software Events

- Installed SUN V880 machine to be used for Web for Executives and Reporting
- Acquired Oracle licensing required for Web for Executives and Reporting
- Installed interim releases and patch releases on QUAL for testing
- Began to consolidate test database instances.

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

- eFellows program to support faculty use of technology in teaching designed and implemented. First faculty proposals due July 1.
(<http://www.emich.edu/public/itech/efellows/>)

EASTERN MICHIGAN UNIVERSITY
ICT INITIATIVE
 JUNE 2003 STATUS

	FY 2003		FY 2004 - FY 2006 Projected		Total 2002 - 2006 Plan	Total 2002 - 2006 Projection	Total Projection O/(U) Plan
	Actual FY 2002	Revised Plan	Forecast O/(U) Plan	FY 2004			
Sources Of Funding							
FY 2000 Supplemental/Other Carryover	\$2,547,092	\$0	\$0	\$0	\$0	\$2,547,092	\$47,092
LRT Carry-over	659,032	0	0	0	0	659,032	109,032
Gift Revenue	0	0	0	0	0	0	0
Loan (Internal Or External)	0	4,380,083	(1,721,415)	(481,268)	(634,560)	0	0
Technology Fee (\$10 Per Credit Hour)	5,290,413	5,093,970	230,452	5,324,422	5,324,422	26,588,101	1,372,950
Total Sources Of Funding	\$8,496,537	\$9,474,053	\$(1,490,963)	\$4,843,154	\$4,689,862	\$29,794,225	\$1,339,074
Uses Of Funding							
Infrastructure	\$1,233,320	\$2,096,680	\$(45,465)	\$1,665,000	\$1,665,000	\$6,660,000	\$(45,465)
Computer Refreshment	770,975	1,229,025	0	1,000,000	1,000,000	5,000,000	0
Portal/Applications	3,876,877	4,647,106	(1,109,369)	798,904	618,546	8,678,540	165,449
Tech/Support Staff	0	0	160,000	166,400	173,056	0	679,434
Professional Development/Training	0	426,000	213,000	213,000	213,000	1,065,000	(213,000)
Extended Student Lab Hours	31,811	122,414	(101,466)	81,775	85,100	409,600	(101,466)
Sub-Total Non-LRT Uses	\$5,912,983	\$8,521,225	\$(1,309,300)	\$3,925,079	\$3,754,702	\$21,813,140	\$484,952
Learning Resource Tech. Operations	801,203	817,599	(44,785)	845,534	879,356	4,258,222	(44,785)
Learning Resource Technologies Debt Interest	734,215	1,054,115	(34,215)	0	0	1,788,330	(34,215)
Total Uses Of Funding	\$7,448,401	\$10,522,189	\$(1,490,963)	\$4,843,154	\$4,689,862	\$28,443,719	\$(11,432)
Net Sources/Uses							
Net Sources/(Uses) In Fiscal Year	\$1,048,136	\$(1,048,136)	\$0	\$0	\$0	\$1,350,506	
ICT Initiative Carryforward Reserve	0	1,048,136	0	0	0	0	
Reserve Adj. For Net Sources/(Uses)	\$1,048,136	\$0	\$0	\$0	\$0	\$1,350,506	
Technology Loan							
Approved Technology Loan	\$2,350,000	\$2,475,000	n/a	\$750,000	\$(930,000)	\$0	\$0
Actual/Forecast Technology Loan	0	n/a	2,658,668	(481,268)	(634,560)	\$0	\$0

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SECTION: 8
DATE: June 17, 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 and one (1) transfer Administrative/Professional appointment 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 TRANSFERS

<u>Last Name</u>	<u>First Name</u>	<u>Race/Gender</u>	<u>Rank</u>	<u>Salary</u>	<u>Department</u>
Tanguay	Denise	W/F	AP13	127000	College of Business

ADMINISTRATIVE PROFESSIONAL TRANSFER

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Denise Tanguay</u>	W	F

Associate Dean of the College of Business effective June 1, 2003 at an annual base salary of \$127000.

Education

Ph.D. University of Michigan, 1982
B.S. State University College at Brockport, 1975

Experience

1986-present Eastern Michigan University
1984-1986 James Madison University
1980-1984 University of North Carolina at Asheville
1975-1980 University of Michigan

ADMINISTRATIVE PROFESSIONAL HIRING REPORT

Last Name	First Name	Race/Gender	Rank	Salary	Department
Schott	Linda	W/F	AP12	\$80000	Women's Studies
VanDerVelde	Robert	W/M	AP13a	\$119000	Academic Affairs

NEW ADMINISTRATIVE PROFESSIONAL HIRES

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Linda Schott</u>	W	F

Director of Women's Studies with tenure and rank of Professor in the Department of History and Philosophy effective July 1, 2003 at an annual base salary of \$80000.

Education

Ph.D. Stanford University, 1986
M.A. Stanford University, 1981
B.A. Baylor University, 1979

Experience

1989-2001 University of Texas at San Antonio
1986-1989 Texas Lutheran University
1985-1986 Southwest Texas State University
1984-1985 Stanford University

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Robert VanDerVelde</u>	W	M

Assistant Vice President for Academic Affairs with tenure and rank of Professor in the Department of Business and Technology Education effective June 2, 2003 at an annual base salary of \$119000.

Education

J.D. Cleveland-Marshall College of Law, 1985
M.S. Cleveland State University, 1985
B.A. Ohio State University, 1981

Experience

1995-2003 Auburn University at Montgomery
1994-1995 Lakeland Community College
1990-1995 Martyn and VanDerVelde, Co, L.P.A.
1987-1989 Ulmer and Berne
1985-1987 U.S. District Court – Northern District of Ohio
1982-1985 Cleveland State University

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 9
DATE: June 17, 2003

RECOMMENDATION

STAFF APPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve 10 staff appointments for the reporting period March 17, 2003 through May 12, 2003.

STAFF SUMMARY

Of the 10 staff appointments there are five females (50 percent) and five males (50 percent). Demographics of the total group indicate four Caucasians (40 percent), three African-Americans (30 percent), two Asians (20 percent) and one American Indian (10 percent).

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

DATE: June 17, 2003
 BOARD REPORT FOR: 06/17/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 STAFF APPOINTMENTS

PAGE 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>
Ellis, Cynthia	University Marketing & Communications	AP-08	Associate Director, Special Events & Public Engagement	04/07/03	\$30,000	100	B	F	New Hire
Farmer, Steven	Intercollegiate Athletics	AC-12	Assistant Football Coach	03/17/03	\$48,000	100	AI	M	New Hire
Salem, Tim	Intercollegiate Athletics	AC-12	Assistant Football Coach	04/09/03	\$50,000	100	W	M	New Hire
Summers, Curtis	Institutional Research and Information Management	PT-10	Senior Technology Analyst	03/24/03	\$50,000	100	W	M	New Hire
Yan, Song	Institutional Research and Information Management	PT-09	Research Analyst Senior	05/12/03	\$45,500	100	A	M	New Hire
Uranis, Julie	Continuing Education	PT-08	Workforce Education Specialist	05/05/03	\$25,620	65	W	F	New Hire
Campbell, Robert	Dining Services	PT-07	Unit Manager, Cash Food Operations	05/01/03	\$37,622	100	B	M	New Hire
Lee, Keun-Mae	ICARD	PT-06	Site Coordinator	05/05/03	\$21,671	80	A	F	New Hire
Smith, Cordekia	ICARD	PT-06	Site Coordinator	05/05/03	\$21,671	80	B	F	New Hire
Farrugia, Maria	ICARD	CS-05	Senior Secretary	03/24/03	\$26,118	100	W	F	New Hire

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 10

DATE:

June 17, 2003

RECOMMENDATION

SEPARATIONS/RETIREMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve 42 separations and retirements for the reporting period February 21, 2003 through June 30, 2003.

STAFF SUMMARY

Of the 42 separations and retirements there are 21 (50 percent) females and 21 (50 percent) males. Demographics of the total group indicate 34 Caucasians (81 percent), six African American (15 percent), one American Indian (2 percent) and one multiracial (2 percent).

The Board of Regents would like to extend their deepest sympathy to the families of Dr. Robert E. Chew, Ms. Velma Clarke, and Ms. Judy E. Niles.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

DATE: JUN 17, 2003
 BOARD REPORT FOR: 06/17/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/RETIREMENTS

PAGE 1
 RETIREMENTS/
 SEPARATIONS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRES DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Chew, Robert E.	Department of Art	F-24	Professor	09/01/68	03/04/03	\$64,022	100	W	M	Deceased
Ehrlich, Allen S.	Sociology	F-16	Professor	09/01/68	04/30/03	\$60,242	100	W	M	Retirement
Youssef, Zakhour	Psychology	F-16	Professor	09/01/65	05/01/03	\$91,936	100	W	M	Retirement
Kielb, Michael	Biology	L-16	Lecturer I	08/29/01	06/25/03	\$25,500	100	W	M	Resigned
Kotulski, Charles	Chemistry	L-16	Lecturer I	01/02/97	04/30/03	\$28,080	100	M	M	Resigned
Potter III, Earl H.	Business Office of Dean	AP-14A	Academic Dean	03/16/00	06/30/03	\$135,736	100	W	M	Resigned
Pollock, E. Jill	Human Resources	AP-14	Executive Director of Human Resources	11/26/01	06/06/03	\$111,200	100	AI	F	Resigned
Huston, Carole	Intercollegiate Athletics Administration	AP-12	Associate Director Intercollegiate Athletics	08/05/91	05/16/03	\$80,758	100	W	F	Retirement
Torok, George E.	Employee Relations	AP-09	Employee Relations Associate	01/04/88	05/01/03	\$65,932	100	W	M	Retirement
Molnar Jr., Charles E.	Intercollegiate Athletics - Mens Football	AC-12	Assistant Coach (Fbi/MnWrm Bsketbl)	07/01/02	03/17/03	\$50,000	100	W	M	Resigned

DATE: JUNE 17, 2003
 BOARD REPORT FOR: 06/17/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/RETIREMENTS

PAGE 2
 RETIREMENTS/
 SEPARATIONS

NAME	DEPARTMENT	CLASS RANK	JOB TITLE	HIRE DATE	SEPARATION DATE	BASE SALARY	APPT %	RACE	SEX	REASON
Pierson, Ann M.	Intercollegiate Athletics - Womens Softball	AC-11	Assistant Coach (Sftb, Cc/Trk, Vol, Bsb)	07/22/98	06/30/03	\$28,876	100	W	F	Assignment Ended
Buswink, Mark	ICT Administrative Applications	PT-09	Client Server Analyst/Programmer II	12/20/95	03/21/03	\$47,602	100	W	M	Resigned
Clarke, Velma	Arts & Sciences	PT-09	Administrative Manager	10/01/73	05/10/03	\$63,245	100	B	F	Deceased
Melby, James	Controller's Office	PT-09	Coordinator Business & Finance Information Systems	08/06/98	05/13/03	\$42,577	100	W	M	Resigned
Moskal, Coleen	UAW Ford Rouge 01/02	PT-08	Workplace Education Specialist	12/15/97	04/01/03	\$41,311	100	W	F	Retirement
Nalley, Patrick	Delphi Shoemaker Skill Center 02	PT-08	Workplace Education Specialist	09/11/00	03/24/03	\$25,869	65	W	M	Resigned
Novelli, Dennis	Delphi Shoemaker Skill Center 02	PT-08	Workplace Education Specialist	08/28/00	03/28/03	\$40,261	100	W	M	Resigned
Pozon, Timolin	UAW-GM Skills Center	PT-08	Workplace Education Specialist	04/11/01	05/12/03	\$37,780	100	B	F	Resigned
Copsey, Suzan	University Marketing	PT-07	Marketing Associate II	02/17/03	04/25/03	\$35,500	100	W	F	Resigned
Reading, Jacob C.	NPR/CPR Radio Communication	PT-07	Radio Announcer-Afternoon	10/09/00	02/21/03	\$31,151	100	W	M	Resigned
Schwinn, Carole J.	CE Regional Centers Jackson	PT-07	Regional Manager Continuing Education	07/08/02	03/12/03	\$18,318	50	W	F	Resigned

DATE: JUL 17, 2003
 BOARD REPORT FOR: 06/17/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/RETIREMENTS

PAGE 3
 RETIREMENTS/
 SEPARATIONS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPI</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
MacBride, Michael	Parking	PT-06	Supervisor Parking Operations	02/20/02	06/27/03	\$29,870	100	W	M	Resigned
Barker, Joanne	Physical Plant	CS-05	Senior Secretary	01/06/92	05/02/03	\$26,633	100	W	F	Retirement
Capilla, Monica	Parking	CS-05	Account Specialist	07/29/02	05/16/03	\$26,118	100	W	F	Resigned
Grissom, Michael R.	Public Safety Office	CS-05	Police Dispatcher	01/05/99	03/27/03	\$26,118	100	W	M	Resigned
Holt, Christy	ICARD	CS-05	Senior Secretary	07/24/00	03/06/03	\$26,118	100	W	F	Resigned
Koivu, Ruth	USDE: LEP-TNET Year 4	CS-05	Senior Secretary	10/16/02	04/30/03	\$13,059	50	W	F	Resigned
Niles, Judy E.	Social Work	CS-05	Senior Secretary	10/26/00	05/22/03	\$25,113	100	W	F	Deceased
Ojala, Virginia M.	Interdisciplinary Technology	CS-05	Senior Secretary	10/08/84	06/30/03	\$29,470	100	W	F	Retirement
Racine, Tammy	Human Environmental and Consumer Resources	CS-05	Senior Secretary	12/21/98	05/02/03	\$26,118	100	W	F	Resigned
Coves, Lenelle	Accounts Payable	CS-04	Senior Account Clerk	04/10/95	05/03/03	\$22,224	100	B	F	Resigned
Greene, Donna F.	Music	CS-04	Senior Account Clerk	09/18/91	03/28/03	\$12,406	50	W	F	Resigned

DATE: JUNE 17, 2003
 BOARD REPORT FOR: 06/17/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/RETIREMENTS

AGE 4
 RETIREMENTS/
 SEPARATIONS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Griffin, Amy	Learning Resources - Library	CS-04	Library Assistant II	07/08/02	03/20/03	\$23,113	100	W	F	Resigned
Lewis, Marjorie	Chemistry	CS-04	Secretary II	10/09/95	03/16/03	\$24,811	100	W	F	Discharged
Pierce, Arnette	COE-Office of Academic Services	CS-04	Secretary II	09/04/02	04/18/03	\$23,113	100	B	F	Resigned
Walker, Arthur	Hoyt Catering	FM-10	Dining Services Group Leader	01/02/85	02/24/03	\$29,682	100	W	M	Retirement
Bass, Dennis	Custodial Services	FM-06	Custodian	12/19/99	05/08/03	\$27,726	100	B	M	Resigned
Childers, Charles	Custodial Services	FM-06	Custodian	06/15/88	04/25/03	\$29,557	100	W	M	Resigned
Dailey, Billie	Custodial Services	FM-06	Custodian	04/30/92	05/23/03	\$28,558	100	W	F	Resigned
Jemison, Don	Custodial Services	FM-06	Custodian	07/11/89	03/10/03	\$29,557	100	B	M	Resigned
Sutter, Dale	Custodial Services	FM-06	Custodian	02/16/03	04/01/03	\$21,882	100	W	M	Unsatisfactory Probation Period
Wolter, James E.	Dining Commons #1	FM-06	Cook	10/01/65	05/02/03	\$29,557	100	W	M	Retirement

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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 three (3) 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
June 17, 2003**

Allen S. Ehrlich

Professor, Department of Sociology, Anthropology and Criminology from
1968- 2003
(35 years)

Doctoral University of Michigan
Masters University of Minnesota
Baccalaureate University of Cincinnati

George E. Haynam

Professor, Department of Computer Science from 1986-2001
(14.5 years)

Doctoral Case Institute of Technology

Marcello Truzzi (Posthumously)

Professor, Department of Sociology, Anthropology and Criminology from 1974 –
February 2, 2003
(29 years)

Doctoral Cornell University
Masters University of Florida
Baccalaureate Florida State University



EASTERN MICHIGAN UNIVERSITY

TO: Linda Pritchard, Dean of the College of Arts and Sciences
Paul Schollaert, Provost
Members of the EMU Board of Regents

FROM: Joe Rankin, Department Head
Sociology, Anthropology and Criminology

RE: Emeritus Faculty Status Recommendation

DATE: April 29, 2003

Dr. Allen Ehrlich served the department and especially the discipline of Anthropology at EMU for 35 years -- from 1968 until his retirement in 2003. He was promoted to Full Professor in 1980.

Allen was hired in 1968 to establish an undergraduate program in anthropology. He initiated a quality program and worked diligently to maintain its success and viability over time. Indeed, Allen spent much time redoing the anthropology major/minor and shepherding it through the curriculum revision process.

Allen's teaching has been well appreciated and highly evaluated by his students. Generally, Allen devoted disproportionate attention and energy to teaching and service while still engaging in scholarly activity -- especially his "mother-in-law" research, for which he is well-known nationally.

Allen's attention to detail was especially useful in all his service-related departmental activities and committees on which he has served. His students and our departmental faculty will miss him on the 7th floor of Pray-Harold, and we wish him well in his "new life" of retirement.

**EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS
EMERITUS FACULTY INFORMATION**

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

NAME OF FACULTY MEMBER: George E. Haynam

HOME ADDRESS: _____

HOME PHONE: _____

DEGREES/COLLEGE: Ph.D. Mathematics 1962
Case Institute of Technology

DATE OF HIRE AT EMU: 7/1/86

DATE OF RETIREMENT: 1/5/01

DEPARTMENT: Computer Science

STATUS/RANK AT EMU: Full Professor

*NAME OF SPOUSE (IF KNOWN): _____

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

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

Academic Affairs
106 Welch Hall

RECEIVED
APR 25 2003
COLLEGE OF ARTS & SCIENCES
OFFICE OF THE DEAN



EASTERN MICHIGAN UNIVERSITY

To: Paul Schollaert, Provost
Academic Affairs

From: Faculty of the Department of Computer Science

Subject: Emeritus Status for George Haynam, Retired Professor and Department Head
of Computer Science

Date: 16 April 2003

The faculty members of the Department of Computer Science strongly support the nomination of Dr. George Haynam to the status of faculty emeritus. We affirmed this position by unanimous vote at the March 2003 department meeting.

Dr. Haynam arrived as the first permanent head of the Computer Science Department in 1986. The fledgling department, which had just separated from the Mathematics Department, was only one year old. Over the course of his 14-year tenure as head, Dr. Haynam's vision and leadership had enormous impact in establishing the viability and direction of the department.

Dr. Haynam had great success in upgrading the quality and diversity of the faculty by recruiting computer scientists and computer engineers holding PhDs in those fields. Under his direction, the number of tenure track faculty increased by 33%. He saw to it that all faculty members had the computer resources that they needed to function effectively; Computer Science was among the first departments in the University to provide Internet-connected computers in all faculty offices.

He established our present student laboratories and insured that they were regularly updated. The student computational facilities were of great importance to him – he clearly perceived their basic importance to the students' educational experience. We were among the first departments to have multimedia facilities, including Internet access, in our classrooms. Dr. Haynam's support of student needs extended beyond the boundaries of the department; he opened departmental computer laboratories to the general student population at a time when students had very few computational resources available to them.

Dr. Haynam's understanding of the critical impact of technical support and of up-to-date computational resources on instruction and research was fundamental in establishing the department's effectiveness. To maintain our equipment, he established a permanent support staff and increased the number of student employees of the department from fewer than five to more than forty.

Recognizing their importance to the mission of EMU, Dr. Haynam was an effective advocate for the computer science education programs and the basic studies computer literacy courses. In support of the literacy courses, which have served thousands of EMU students, he was able to increase the number of graduate assistants from one to seven.

With Donald Lick, then head of the Department of Mathematics, Dr. Haynam developed the joint master's degree program: Master of Arts in Mathematics with concentration in Computer Science. Soon after that, the department was able to offer a graduate certificate in artificial intelligence. It was on his watch that the very successful M.S. in Computer Science degree program was developed and launched. We currently have over 100 students actively taking graduate classes every semester. Our six most recent faculty hires were attracted in large part by our vigorous graduate programs.

Dr. Haynam's contributions went well beyond what is normally expected of a department head. He regularly taught classes, and by doing so helped faculty offer an adequate variety and number of courses to its undergraduate and graduate populations. He established and funded student scholarships: the Cleo Finlin Award for juniors and the Haynam Award for service to the department. He was sensitive to the computational needs of other departments and provided tangible, generous support for those needs, both by donating our recycled computers to them and making our technical support staff available to assist their faculty members.

The rank of 'emeritus' signals our honoring of a retired faculty member and reflects distinguished and outstanding service over an extended period of time. George Haynam's months of employment at EMU number 174 rather than 180. According to the letter of the contract he does not satisfy this condition. However, this faculty body believes the caliber and longevity of his service more than satisfy the spirit of the contract and the meaning of the honor 'emeritus', and we ask that an exception be made in his case.

It is our wish to acknowledge George Haynam's contributions publicly and formally, and to salute him for what he has done for us. We request that Eastern Michigan University award Professor Haynam the rank Professor Emeritus.

Eastern Michigan University
Inter-Office Correspondence

TO: Paul Schollaert, Provost
Academic Affairs

FROM: Academic Department Administrator
College of Arts and Sciences

RE: Support of the recommendation for Emeritus Faculty Status for George Haynam

DATE: April 24, 2003

We write in unanimous support of the recommendation from the Department of Computer Science to award George Haynam emeritus status. Dr. Haynam was the first permanent department head of Computer Science and in a very real sense he created and helped shape the development of the department, its programs and course offerings. He also led the development of and advocated for its Masters Degree Program. He served as department head for 14 years and subsequently for one semester as Professor of Computer Science, unfortunately leaving him one-half year short of the contractually required 15-years to qualify for emeritus faculty status. However, because of his role in developing the department and the consistent and very generous support he provided to other departments both within and outside the College of Arts and Sciences, we believe he fully deserves this distinction.

Dr. Haynam assumed the role of department head in 1986 shortly after the department was formed from select members of the Mathematics and Computer Science Department. His visionary leadership and generosity saw the department's acquisition of hundreds of computers, the hiring of faculty trained specifically as computer scientists (which he strongly advocated), and he provided regular assistance to other departments and unhesitatingly opened his computer labs for use by all students at the university at a time when that simply wasn't done. He regularly arranged for training workshops for department heads and faculty on new computing applications, made the department's computer labs available for use by classes offered in other departments, and made his support personnel available to assist departments from other colleges when the area then known as "University Computing" was unable to do so in a timely manner. He regularly advocated not only on behalf of his department, but also on behalf of other departments and colleges to advance a long-term computer acquisition plan and to secure computers and offer training across the Division of Academic Affairs. His support of others in and outside the college, in fact, caused him to be viewed as one of the most broad-thinking and unselfish department heads at the University. We regularly sought his advice and assistance in a variety of computing-related matters and he always offered his skills and knowledge generously and without hesitation.

He also personally endowed a number of student scholarships and regularly taught more classes per semester than any other department head at the University. This ensured that Computer Science students had the opportunity to take advanced computing course work when the department had an insufficient number of qualified faculty to offer such courses.

Put succinctly, Dr. Haynam's academic and administrative leadership, support, and assistance were exemplary and helped all of us to think more broadly and less provincially about our work in our departments and college. We offer unequivocal support to his nomination for emeritus faculty status, a distinction he richly deserves.



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

RECEIVED
MAY 13 2003
COLLEGE OF ARTS & SCIENCES

EMERITUS FACULTY STATUS RECOMMENDATION

The Department of Sociology, Anthro & Criminology recommends the posthumous awarding of Emeritus Faculty Status for the following retiring/retired faculty member:

Name of Faculty Member: Marcello Truzzi

Current Status/Rank at EMU: Professor of Sociology

Date of Hire at EMU: 1974 Death Retirement Date: 2003

Number of Years at EMU: 29 (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: (734) 769-1844 E-Mail Address: ptruzzi@toast.net (wife, Pat)

Name of Spouse:

Degree(s)/Institutions/Year: Baccalaureate: 1957; Sociology, Florida State University

Masters: 1963; Sociology, University of Florida

Doctoral: 1970; Social Psychology, Cornell University

Please Attach a Brief Statement of Support to this Form

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

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

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

Marcello Truzzi

An internationally known and leading authority in the fields of social psychology and the paranormal, Marcello Truzzi was associated with the beginnings of the intellectual understandings of skepticism in America, coining words like "pseudoskepticism" and "cryptometeorology." His myriad research interests included topics on witchcraft, flying saucers, and circus performers. He was a professor, folk singer, magician, juggler, and investigator of the paranormal.

Marcello earned his doctorate in social psychology from Cornell University. He served as the Head of the Department of Sociology from 1974 to 1985. His many research contributions and co-contributions included a cookbook for witches (Caldron Cookery: An Authentic Guide for Coven Connoisseurs), a book about the use of psychics by police departments (The Blue Sense: Psychic Detectives and Crime), UFO Encounters, and The Complete Idiot's Guide to Extraterrestrial Intelligence. He was editor and founder of the journal Zetetic Scholar and the circular The Subterranean Sociology Newsletter. He published articles with titles such as "The Decline of the American Circus," "Sherlock Holmes as a Social Scientist," "Witchcraft and Satanism," "Towards an Ethnography of the Carnival Social System," "Carnivals, Road Shows and Freaks," "Notes Towards a History of Juggling" (co-authored with his father), "Nouveau Witches," and "Psychic Sleuths." His 1968 textbook "Sociology in Everyday Life" was a best-seller.

Besides the American Sociological and Psychological Associations, he had organizational memberships in the Circus Historical Society, Society for Scientific Exploration, American Society for Psychical Research, Gypsy Lore Society, Psychic Entertainers Association, Magic Circle, and the International Brotherhood of Magicians. He was a Fellow and co-chair (1976-77) of the Committee for the Scientific Investigation of Claims of the Paranormal, a Fellow of the American Anthropological Association, and Associate Member of the Parapsychological Association. In 1981 he founded and was the Director of the Center for Scientific Anomalies Research.

SECTION: 12
DATE: June 17, 2003

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

FACULTY APPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve eighteen (18) new tenure-track faculty appointments for the 2003-2004 academic year at the ranks, salaries, and effective dates shown on the attached listing.

STAFF SUMMARY

Of the eighteen (18) new tenure-track faculty appointments, nine (9) are female (50%) and nine (9) are male (50%). Of the eighteen, (11%) or two (2) of these individuals are minorities.

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

FACULTY HIRING REPORT

College	Last Name	First Name	Race/Gender	Rank	Salary	Department	Specialization	
CAS	Benitez	Vincent	H/M	Assistant	45000	Music	Music Theory/Lit/Composition	
	Ensor	Brad	W/M	Assistant	45800	SAC	Archeology/Phy. Forensic Anth.	
	Garrett	Edward	W/M	Assistant	44500	English	Computational Linguistics	
	Garrett	Simon	W/M	Assistant	49000	Chemistry	Analytical Chemistry	
	Jones	Robert	W/M	Assistant	45200	Geog/Geol	Urban/Regional Planning	
	Koch	Ellen	W/F	Assistant	46200	Psychology	Clinical Behavioral	
	Neufeld	Christine	W/F	Assistant	43500	English	Medieval Literature	
	Rutherford	Sandra	W/F	Assistant	44500	Geog/Geol	Earth Science Teacher Education	
	Suchan	Thomas	W/M	Assistant	42500	Art	Art History	
	Yang	Guey-Meei	A/F	Assistant	48000	Art	Art Education	
	COB	Endres	Megan	W/F	Assistant	74000	Management	Organizational Behavior
		Isenhour	Linda	W/F	Assistant	73500	Management	HR Resources
		Ross	Barbara	W/F	Associate	95000	Acctg/Finance	Accounting Info. Systems
COE	Carpenter	Robert	W/M	Assistant	45000(wPhD)	Teacher Educ	Educational Psychology	
	Halquist	Donald	W/M	Assistant	45000	Teacher Educ	Elementary Education	
	Palladino	John	W/M	Assistant	46000(wPhD)	Special Educ	Emotional Impairment	
	Parks	Loreena	W/F	Assistant	46000	Special Educ	Learning Disabilities	
COT	Pouria	Arezou	W/F	Assistant	57750	Indust Tech	Construction Management	

CURRENT HIRING STATISTICS:

Total:	18
Male:	9 (50%)
Female:	9 (50%)
White:	16 (89%)
Hispanic:	1 (5.5%)
Asian:	1 (5.5%)
Total Minorities Race)	2 (11%)

NEW FACULTY APPOINTMENTS

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Vincent Benitez, Jr.</u>	H	M

Assistant Professor in the Department of Music effective August 27, 2003 at an academic year base salary of \$45000.

Education

Ph.D.	Indiana University, 2001
D.M.A.	Arizona State University, 1985
M.M.	Arizona State University, 1985
M.M.	University of North Texas, 1982
B.M.	University of North Texas, 1980

Experience

1996-2003	Bowling Green State University
1993-1996	Indiana University
1991-1993	Wartburg College
1987-1991	Lyon College
1985-1986	Florida State University
1984-1985	Arizona State University
1983-1984	Phoenix College

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Robert Carpenter</u>	W	M

Assistant Professor in the Department of Teacher Education effective August 27, 2003 at an academic year base salary of \$45000 (with Ph.D.).

Education

Ph.D.	University of Michigan (expected 2003)
M.S.	University of Michigan, 2001
B.A.	University of Michigan, 1989

Experience

2002-2002	University of Michigan
1999-2000	University of Michigan
1987-1995	Classroom/Substitute Teacher (various locations)

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Megan Endres</u>	W	F

Assistant Professor in the Department of Management effective August 27, 2003 at an academic year base salary of \$74000.

Education

Ph.D.	University of North Texas, 1998
M.B.A.	Texas Christian University, 1991
B.A.	Texas Christian University, 1990

Experience

1999-2003	Complex Systems Management
1999-1999	Jones International University
1997-1997	Fina Oil and Chemical
1996-1996	Mary Kay Cosmetics
1994-1997	University of North Texas
1992-1992	University of Texas at San Antonio

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Bradley Ensor</u>	W	M

Assistant Professor in the Department of Sociology, Anthropology and Criminology effective August 27, 2003 at an academic year base salary of \$45800.

Education

Ph.D.	University of Florida, 2003
M.A.	Louisiana State University, 1994
B.A.	Arizona State University, 1991

Experience

2003-2003	Rollins College
2001-2003	Flagler College
2001-2002	University of Florida
1993-1993	Louisiana State University

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Edward Garrett</u>	W	M

Assistant Professor in the Department of English Language and Literature effective July 1, 2003 at an academic base salary of \$44500.

Education

Ph.D. University of California at Los Angeles, 2001
B.A. Brown University, 1994

Experience

2000-2003 University of Virginia
1996-2000 University of California at Los Angeles

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Simon Garrett</u>	W	M

Assistant Professor in the Department of Chemistry effective August 27, 2003 at an academic year base salary of \$49000.

Education

Ph.D. Imperial College of Science and Technology, 1991
B.S. The University of Sussex, 1986

Experience

1996-2003 Michigan State University
1993-1996 University of Toronto
1991-1993 Northwestern University

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Donald Halquist</u>	W	M

Assistant Professor in the Department of Teacher Education effective January 2, 2004 at an academic year base salary of \$45000.

Education

Ph.D.	University of New Mexico (expected 2003)
M.A.	University of New Mexico, 2001
B.F.A.	Edinboro University of Pennsylvania, 1983

Experience

2000-2003	University of New Mexico
2000-2000	Sante Fe Community College
1992-1999	Rio Rancho Public Schools
1985-2002	Bill Evans Dance Company

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Linda Isenhour</u>	W	F

Assistant Professor in the Department of Management effective January 2, 2004 at an academic year base salary of \$73500.

Education

Ph.D.	University of Central Florida (expected 2003)
M.S.	Massachusetts Institute of Technology, 1986
M.Ed.	Georgia State University, 1975
A.B.	North Georgia College and University, 1969

Experience

1998-2002	University of Central Florida
1987-1997	Bellsouth Corporation
1982-1985	Southern Bell

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Robert Jones</u>	W	M

Assistant Professor in the Department of Geography and Geology effective August 27, 2003 at an academic year base salary of \$45200.

Education

Ph.D.	Portland State University, 1999
M.A.	University of Oregon, 1989
M.A.	University of Washington, 1982
B.A.	Seattle University, 1977

Experience

2000-2002	Neighborhood Reinvestment Corporation
1999-2000	California Polytechnic State University
1995-1999	Portland State University
1994-1996	City of Sandy, Oregon
1992-1993	Surface Water Management Division, King County, Washington
1991-1992	Dalla-Lana/Griffin Architects
1989-1991	Arthur Erickson Architects
1988-1989	University of Oregon

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Ellen Koch</u>	W	F

Assistant Professor in the Department of Psychology effective August 27, 2003 at an academic year base salary of \$46200.

Education

Ph.D.	Western Michigan University, 2001
M.A.	Western Michigan University, 1998
B.A.	Western Michigan University, 1992

Experience

2001-2003	University of Michigan Health System
2001-2001	University of Southern Mississippi – Gulf Coast
2000-2001	V.A. Gulf Coast Veteran’s Health Care System
1999-1999	A.G. Consultation
1999-1999	General Motors Corporation
1998-1999	YWCA Sexual Assault Program
1997-1998	Western Michigan University
1996-1996	Residential Opportunities, Incorporated
1993-1995	Community Environment, Inc.
1991-1993	Residential Opportunities Inc.

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Christine Neufeld</u>	W	F

Assistant Professor in the Department of English Language and Literature effective August 27, 2003 at an academic year base salary of \$43500.

Education

Ph.D. McGill University, 2001
M.A. Queen's University, 1996
B.A. University of Manitoba, 1993

Experience

2001-2003 University of British Columbia
1999-2000 McGill University

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

Assistant Professor in the Department of Special Education effective August 27, 2003 at an academic year base salary of \$46000 (with Ph.D.).

Education

Ph.D. University of Nebraska – Lincoln (expected 2003)
M.S. University of Nebraska – Omaha, 1996
B.S. Creighton University, 1992

Experience

2002-2003 University of Nebraska – Lincoln
2001-2001 Peru State College
1998-2003 William H. Sadlier, Inc.
1998-2003 Creighton University
1997-1998 Loyola University Press
1995-2003 Archdiocese of Omaha
1992-1995 St. Cecilia Grade School

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Loreena Parks</u>	W	F

Assistant Professor in the Department of Special Education effective August 27, 2003 at an academic year base salary of \$46000.

Education

M.A.	Eastern Michigan University, 1995
B.B.A.	Eastern Michigan University, 1988
B.S.	Wayne State University, 1973

Experience

2001-2003	Tanger Center
1995-2003	Eastern Michigan University
1993-2001	West Middle School
1991-1993	Substitute Teaching (several school districts)
1990-1991	Brookdale Public School
1989-1989	Halton Board of Education
1982-1983	Madonna College
1975-1978	Oxford County Board of Education
1973-1975	St. Mary's School

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Arezou Pouria</u>	W	F

Assistant Professor in the Department of Industrial Technology effective August 27, 2003 at an academic year base salary of \$57750.

Education

Ph.D.	University of British Columbia (expected 2003)
M. Eng.	Tehran University, 1985

Experience

2000-2002	University of British Columbia
1994-1997	Civil Engineer – Self Employed (Tehran, Iran)
1988-1994	Tehran Regional Water Board
1985-1988	Tosehe-Omran Consulting Engineers

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Barbara Ross</u>	W	F

Associate Professor in the Department of Accounting and Finance effective August 27, 2003 at an academic year base salary of \$95000.

Education

Ph.D. Michigan State University, 1997
M.A. University of Michigan, 1989
B.B.A. University of Michigan, 1989

Experience

1997-2002 University of Michigan – Flint
1995-1995 Deloitte and Touche, LLP
1992-1996 Michigan State University
1989-1992 Coopers and Lybrand, LLP
1988-1989 University of Michigan – Ann Arbor

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Sandra Rutherford</u>	W	F

Assistant Professor in the Department of Geography and Geology effective August 27, 2003 at an academic year base salary of \$44500.

Education

Ph.D. The University of Western Ontario, 1994
M.Sc. The University of Western Ontario, 1984
B.S. McMaster University, 1979

Experience

1999-2003 Louisville Middle School
1997-1998 Boulder Valley School District
1997-1997 Fairview High School

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Thomas Suchan</u>	W	M

Assistant Professor in the Department of Art effective August 27, 2003 at an academic year base salary of \$42500.

Education

Ph.D. Ohio State University (expected 2003)
M.A. Ohio State University, 1994
B.F.A. Ohio State University, 1987

Experience

1991-2000 Ohio State University
1998-1998 Hubei University

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Guey-Meei Yang</u>	A	F

Assistant Professor in the Department of Art effective August 27, 2003 at an academic year base salary of \$48000.

Education

Ph.D. Ohio State University, 2000
M.A. Ohio State University, 1992
B.A. National Taiwan Normal University, 1990

Experience

2002-2003 Kutztown University
2000-2002 Iowa State University
1995-2000 Ohio State University
1995-1997 The Columbus Chinese School
1994-1994 Ohio Arts Council
1992-1993 Taipei Fine Arts Museum
1989-1989 Ho-Ho Community Arts Center
1984-1989 Chinshui Elementary School

SECTION: 13
DATE: June 17, 2003

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

REPORT

FACULTY REAPPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents accept the report from the Division of Academic Affairs pertaining to the reappointment of 135 probationary faculty members for the 2003-2004 academic year.

STAFF SUMMARY

The 135 probationary faculty members listed in Attachment A have been reappointed for the 2003-2004 academic year.

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

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

2003-04 Faculty Reappointments

College of Arts & Sciences

ATTACHMENT A

Name	Rank	Department	
1	Ajrouch, Kristine	Assistant Professor	Sociology, Anthropology & Criminology
2	Alexander, Jessica	Assistant Professor	Communication & Theatre Arts
3	Armitage, Ruth Ann	Assistant Professor	Chemistry
4	Atzmon, Leslie	Assistant Professor	Art
5	Babcock, Donald	Assistant Professor	Music
6	Baker, William	Assistant Professor	English
7	Blakely, Colin	Assistant Professor	Art
8	Blumner, Jacob	Assistant Professor	English
9	Byrd, Michelle	Assistant Professor	Psychology
10	Calin, Ovidiu	Assistant Professor	Mathematics
11	Chamberlain, Kathleen	Assistant Professor	History & Philosophy
12	Clark-McCracken, Christine	Assistant Professor	Geography & Geology
13	Clemans, Daniel	Assistant Professor	Biology
14	Corsianos, Marilyn	Assistant Professor	Sociology, Anthropology & Criminology
15	Coykendall, Abigail	Assistant Professor	English
16	Csicsila, Joseph	Assistant Professor	English
17	Damiano, Carla	Assistant Professor	Foreign Language & Bilingual Studies
18	Dehoog, John	Assistant Professor	Art
19	Dorsey, John	Assistant Professor	Music
20	EGGE, James	Assistant Professor	History & Philosophy
21	Estrem, Heidi	Assistant Professor	English
22	Francouer, Steve	Assistant Professor	Biology
23	Grondona, Veronica	Assistant Professor	English
24	Gustavson, Kevin	Assistant Professor	Geography & Geology
25	Hume, Christine	Assistant Professor	English
26	Hyndman, Chris	Assistant Professor	Art
27	Kaston, Andrea	Assistant Professor	English
28	Keller, Benjamin	Assistant Professor	Computer Science
29	Kolopajlo, Larry	Assistant Professor	Chemistry
30	Laporte, Marianne	Assistant Professor	Biology
31	Lauterbach, Dean	Associate Professor	Psychology
32	Leapard, Barbara	Assistant Professor	Mathematics
33	Lindsey, Harriet	Assistant Professor	Chemistry
34	Lucy, Robin	Assistant Professor	English
35	Maniccam, Suchindra	Assistant Professor	Computer Science
36	Maniotes, Andrew	Assistant Professor	Art
37	Mason, Matthew	Assistant Professor	History & Philosophy
38	Mayda, Chris	Assistant Professor	Geography & Geology
39	Milletti, Christina	Assistant Professor	English
40	Moore, Adam	Assistant Professor	History & Philosophy
41	Narayanan, Krish	Assistant Professor	Computer Science
42	Nation, Richard	Assistant Professor	History & Philosophy
43	Nelson, Brian	Assistant Professor	Art
44	Nelson, Michelle	Assistant Professor	Art
45	Olwell, Russell	Assistant Professor	History & Philosophy
46	Orrange, Robert	Associate Professor	Sociology, Anthropology & Criminology

College of Arts & Sciences - continued

	Name	Rank	Department
47	Petrescu, Claudia	Assistant Professor	Political Science
48	Poh, Elsa	Assistant Professor	Computer Science
49	Quiel, Raymond	Instructor	Communication & Theatre Arts
50	Reiling, Denise	Assistant Professor	Sociology, Anthropology & Criminology
51	Reinhardt, Ulrich	Assistant Professor	Biology
52	Richard, David	Associate Professor	Psychology
53	Ruggiero, Maria	Assistant Professor	Art
54	Saules, Karen	Associate Professor	Psychology
55	Schoenals, Joel	Assistant Professor	Music
56	Semple, Hugh	Assistant Professor	Geography & Geology
57	Serena-Poli, Maria	Assistant Professor	Geography & Geology
58	Shillington, Cara	Assistant Professor	Biology
59	Sickles-Tavis, Lauren	Assistant Professor	Geography & Geology
60	Tanner, Christine	Assistant Professor	Communication & Theatre Arts
61	Tomaszewski, Andreas	Assistant Professor	Sociology, Anthropology & Criminology
62	Wang, Bingwu	Assistant Professor	Mathematics
63	Wang, Wendy	Assistant Professor	Foreign Language & Bilingual Studies
64	Zinggeler, Margrit	Assistant Professor	Foreign Language & Bilingual Studies

College of Business

	Name	Rank	Department
65	Brickner, Daniel	Assistant Professor	Accounting & Finance
66	Chowdhury, Sanjib	Assistant Professor	Management
67	Chung, Sock	Assistant Professor	Computer Information Systems
68	Etter, Edwin	Assistant Professor	Accounting & Finance
69	Frye, Crissie	Assistant Professor	Management
70	Hwang, Angela	Assistant Professor	Accounting & Finance
71	Lee, Huei	Assistant Professor	Computer Information Systems
72	Pearcy, Dawn	Assistant Professor	Marketing
73	Schulz, Eric	Assistant Professor	Management
74	Sonmez, Elif	Assistant Professor	Marketing
75	Wong, Diana	Assistant Professor	Management

College of Education

	Name	Rank	Department
76	Armstrong, Jeffrey	Assistant Professor	Health, Physical Education, Recreation & Dance
77	Balowski, Janet	Instructor	Health, Physical Education, Recreation & Dance
78	Bishop, Joe	Assistant Professor	Teacher Education
79	Burke, Wendy	Assistant Professor	Teacher Education
80	Burns, Carolyn	Assistant Professor	Teacher Education
81	Burton, Ella	Assistant Professor	Leadership & Counseling
82	Carney, Karen	Assistant Professor	Special Education
83	Carter, Carolyn	Assistant Professor	Teacher Education
84	Choudhuri, Devika	Assistant Professor	Leadership & Counseling

College of Education - continued

	Name	Rank	Department
85	Colon, Geoffrey	Assistant Professor	Health, Physical Education, Recreation & Dance
86	Copeland, Nancy	Assistant Professor	Teacher Education
87	Dichtelmiller, Margo	Assistant Professor	Teacher Education
88	Dokes-Brown, Marion	Assistant Professor	Teacher Education
89	Faust, Roberta	Assistant Professor	Health, Physical Education, Recreation & Dance
90	Ginsberg, Sarah	Assistant Professor	Special Education
91	Harmon, Deborah	Assistant Professor	Teacher Education
92	Hoffman, Ellen	Assistant Professor	Teacher Education
93	Jerome, Sherry	Assistant Professor	Health, Physical Education, Recreation & Dance
94	Johnson, Jodi	Assistant Professor	Health, Physical Education, Recreation & Dance
95	Jones, Toni Stokes	Assistant Professor	Teacher Education
96	Karshin, Christine	Assistant Professor	Health, Physical Education, Recreation & Dance
97	Lee, Lidia	Associate Professor	Special Education
98	Levin, Sheldon	Assistant Professor	Health, Physical Education, Recreation & Dance
99	Lowenstein, Ethan	Assistant Professor	Teacher Education
100	Margerum-Leys, Jon	Assistant Professor	Teacher Education
101	Maylone, Nelson	Assistant Professor	Teacher Education
102	McCarthy, Susan	Assistant Professor	Health, Physical Education, Recreation & Dance
103	McGinnis, Jacquelyn	Assistant Professor	Special Education
104	McGregor, Steve	Assistant Professor	Health, Physical Education, Recreation & Dance
105	Nair, Murali	Assistant Professor	Health, Physical Education, Recreation & Dance
106	Parker, Kathlyn	Assistant Professor	Special Education
107	Rearick, Mary	Assistant Professor	Teacher Education
108	Schulz, Jeffrey	Associate Professor	Health, Physical Education, Recreation & Dance
109	Shelton, William	Assistant Professor	Leadership & Counseling
110	Tonkovich, John	Associate Professor	Special Education
111	Williamson, Ronald	Associate Professor	Leadership & Counseling
112	Zamani, Eboni	Assistant Professor	Leadership & Counseling

College of Health & Human Services

	Name	Rank	Department
113	Alford-Trewn, Peggy	Assistant Professor	Nursing
114	Brooks, Judith	Assistant Professor	Human, Environmental, & Consumer Resources
115	Croxall, Colleen	Instructor	Associated Health Professions
116	Gregory, Susan	Associate Professor	Human, Environmental, & Consumer Resources
117	Love, Dian	Assistant Professor	Human, Environmental, & Consumer Resources
118	Reeves, Gretchen	Associate Professor	Associated Health Professions
119	Vandewiele Milligan, Nancy	Assistant Professor	Associated Health Professions
120	Welker, Kelly	Assistant Professor	Human, Environmental, & Consumer Resources
121	Wu, Tsu-Yin	Assistant Professor	Nursing

College of Technology

	Name	Rank	Department
122	Bari, Mohammad	Assistant Professor	Industrial Technology
123	Cardon, Phillip	Assistant Professor	Business & Technology Education
124	Ferber, Miklos	Instructor	Industrial Technology
125	Kinczkowski, Linda	Assistant Professor	Business & Technology Education
126	Mannari, Vijay	Assistant Professor	Interdisciplinary Technology
127	Mitchell, Greg	Assistant Professor	Industrial Technology
128	Moylan, William	Instructor	Interdisciplinary Technology
129	Pilato, Denise	Assistant Professor	Interdisciplinary Technology
130	Ray, Daniel	Assistant Professor	Business & Technology Education
131	Texter, John	Professor	Interdisciplinary Technology
132	Wang, Jianhua	Assistant Professor	Industrial Technology

Library Resources & Technologies

	Name	Rank	Department
133	Klopfers, Lisa	Assistant Professor	University Library
134	Nims, Julia	Assistant Professor	University Library
135	Owen, Eric	Instructor	University Library

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

FACULTY TENURE

ACTION REQUESTED

It is recommended that the Board of Regents approve the granting of tenure, effective beginning with the 2003 fall semester, for twenty-five (25) faculty members.

STAFF SUMMARY

Twenty-five (25) probationary faculty members listed on the attachment are recommended for tenure, effective at the beginning of the 2003 fall semester.

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

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

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

2003-04 Tenure Appointments

	Name	Rank	Department
1	Adler-Kassner, Linda	Assistant Professor	English
2	Albayyari, Jihad	Associate Professor	Industrial Technology
3	Baier, Randal	Assistant Professor	Library
4	Baiyee, Martha	Assistant Professor	Teacher Education
5	Bernstein, Jeffrey	Assistant Professor	Political Science
6	Brewer, Timothy	Assistant Professor	Chemistry
7	Butch, Elizabeth	Assistant Professor	Chemistry
8	Carroll, James J	Assistant Professor	Physics & Astronomy
9	Friebe, Timothy	Associate Professor	Chemistry
10	Fulkert, Ronald	Assistant Professor	BTE
11	Green, Teresa C	Assistant Professor	Political Science
12	Hoodin, Flora M	Assistant Professor	Psychology
13	Howells, Valerie	Assistant Professor	AHP
14	Kern, Roger M	Assistant Professor	Sociology
15	Knapp, James A	Assistant Professor	English
16	Liggit, Peggy	Assistant Professor	Biology
17	Majeske, Paul	Assistant Professor	Interdisciplinary Technology
18	Nabors, Nina A	Assistant Professor	Psychology
19	Nunn, Patricia	Assistant Professor	Nursing
20	Pedersen O'Brien, Julianne	Assistant Professor	HPERD
21	Shirato, Linda	Assistant Professor	Library
22	Smith, Heather	Assistant Professor	Chemistry
23	Stille, Lee	Assistant Professor	CTA
24	Williams, Michael	Assistant Professor	Nursing
25	Woodiel, Donna K	Assistant Professor	HPERD

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

REPORT

FACULTY PROMOTIONS

ACTION REQUESTED

It is recommended that the Board of Regents accept and place on file the report entitled Promotion of Faculty Members for 2003-2004.

STAFF SUMMARY

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

Each of the forty-two (42) faculty members listed on the attached page meets the general contractual requirements for promotion as well as the specific performance standards, which have been defined in his/her respective department evaluation document.

FISCAL IMPLICATIONS

The salary increases will be absorbed in the 2003-2004 faculty salary budget.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

2003-04 Promotions

	Last Name	First Name	Department	College	Promotion
1	Alder-Kassner	Linda	English Language & Literature	CAS	Associate
2	Baier	Randal	Library	LIB	Associate
3	Baiyee	Martha	Teacher Education	COE	Associate
4	Barrott	James	Leadership & Counseling	COE	Professor
5	Barton	Daryl	Marketing	COB	Associate
6	Bernstein	Jeffery	Political Science	CAS	Associate
7	Brewer	Timothy	Chemistry	CAS	Associate
8	Bunsis	Howard	Accounting & Finance	COB	Professor
9	Butch	Elizabeth	Chemistry	CAS	Associate
10	Caniglia	Joanne	Mathematics	CAS	Professor
11	Carroll	James	Physics & Astronomy	CAS	Associate
12	Cooper	John	Communication & Theatre Arts	CAS	Professor
13	Croxall	Colleen	Associated Health Professions	CHHS	Assistant
14	Daisey	Peggy	Teacher Education	COE	Professor
15	Davis	Judy	Marketing	COB	Professor
16	Foreman	Chris	Communication & Theatre Arts	CAS	Professor
17	Fulkert	Ronald	Business & Technology Education	COT	Associate
18	George	Laura	English Language & Literature	CAS	Professor
19	Green	Teresa	Political Science	CAS	Associate
20	Hendrix	Lolita	English Language & Literature	CAS	Professor
21	Holmes	Heather	Chemistry	CAS	Associate
22	Hoodin	Flora	Psychology	CAS	Associate
23	Howells	Valerie	Associated Health Professions	CHHS	Associate
24	Kasenow	Michael	Geography & Geology	CAS	Professor
25	Kern	Roger	Sociology, Anthropology, & Criminology	CAS	Associate
26	Knapp	Jim	English Language & Literature	CAS	Associate
27	Kustron	Konnie	Business & Technology Education	COT	Professor
28	Liggit	Peggy	Biology	CAS	Associate
29	McCullough	Tammy	Marketing	COB	Professor
30	Nabors	Nina	Psychology	CAS	Associate
31	Nunn	Patricia	Nursing	CHHS	Associate
32	O'Brien Pedersen	Julianne	HPERD	COE	Associate
33	Owen	Eric	Library	LIB	Assistant
34	Pawloski	Carole	Art	CAS	Professor
35	Reid	David	Physics & Astronomy	CAS	Professor
36	Schlagheck	Carol	English Language & Literature	CAS	Professor
37	Shirato	Linda Adler	Library	LIB	Associate
38	Sims Gray	Sylvia	Social Work	CHHS	Professor
39	Stille	Lee	Communication & Theatre Arts	CAS	Associate
40	Williams	Michael	Nursing	CHHS	Associate
41	Woodiel	Kay	HPERD	COE	Associate
42	Zot	Henry	Biology	CAS	Professor

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 Carole Huston, retired Senior Associate Athletics Director.

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. Huston first joined the staff of Eastern Michigan University in 1970 as the coach and instructor for tennis and swimming, and again in 1991 as the associate athletics director. She served as the coach and instructor for tennis and swimming from 1970-1975; assistant athletics director from 1975-76; associate athletics director from 1991-1997; interim athletics director from 1997-1999 and senior associate athletics director from 1997 until her recent retirement in May 16, 2003.

Ms. Huston has served EMU with great distinction for eighteen (18) years. Her 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

SPORTS INFORMATION OFFICE

SPORTS INFORMATION DIRECTOR: JIM STREETER
ASST. SPORTS INFORMATION DIRECTOR: BERNADETTE VIELHABER
SID STUDENT STAFF: GREG STEINER, BRETT McWETHY, TIM
MOORE, RYAN KOSTEN, CHRISTIE KOESTER, MELISSA WALKER

307 CONVOCATION CENTER
YPSILANTI, MICHIGAN 48197
734.487.0317 FAX: 734.485.3840
WEBSITE: WWW.EMU.EDU/GOLAGLES

March 31, 2003

For Immediate Release

EMU ASSOCIATE A.D. CAROLE HUSTON ANNOUNCES RETIREMENT

Leaving EMU May 16, 2003

YPSILANTI, Mich.--**Carole Huston**, a key member of the Eastern Michigan University department of athletics for 18 years, has announced her retirement, effective May 16, 2003. EMU Athletics Director **Dave Diles** announced today (March 31, 2003). A search for her replacement will begin immediately.

"Carole Huston has had a tremendously productive career in intercollegiate athletics and has been a major contributor to our department, the University, and the community," Diles said. "I have personally enjoyed working with Carole on a regular basis and wish her the very best as she begins the next chapter of her life."

Huston has been the Senior Associate Athletics Director and Senior Women's Administrator for the past 12 years. She first joined the EMU staff in 1970 as a physical education instructor and in 1975 became the first-ever full-time athletics administrator for women in university history when she was named Assistant Athletics Director.

Huston left EMU after the 1975-76 year to become the associate athletics director for nonrevenue sports at Bowling Green State University. She was the first woman in the country to become an administrator in an NCAA Division I men's and women's nonrevenue sports program. She spent 11 years on the BGSU staff, coordinating 23 men's and women's nonrevenue teams, before returning to EMU in 1991.

During her 19-year EMU career, Huston served the department of athletics in a number of major roles. She was the Interim Athletic Director from 1997-99 and during that time coordinated the athletics department move from Bowen Field House to the Convocation Center. In addition, she was a key member of the athletics department's administrative staff, at various times coordinating sports, acting as the department's human resources administrator, and working with national organizations.

A native of Dayton, Ohio, Huston (3-5-40) earned bachelor's degrees from Bowling Green State University in 1962 and 1966, and received her master's degree from the University of Akron in 1969. After her first six years at EMU and 11 at BGSU, Huston was the executive director of the Humane Society of Huron Valley from 1987-91, before returning to EMU.

-more-

Eastern Michigan University Athletics: Associate Athletics Director Carole Huston announces retirement, effective May 16, 2003.

page 2---carole huston bio

THE CAROLE HUSTON FILE

Full Name: Carole J. Huston

College: Bowling Green State University • Bowling Green, Ohio • Bachelor's Degree: 1962 (Theatre)
 Bowling Green State University • Bowling Green, Ohio • Bachelor's Degree: 1966 (HPER&D)
 University of Akron • Akron, Ohio • Master's Degree: 1969 (HPER&D)

COACHING/TEACHING EXPERIENCE

<u>YEAR</u>	<u>SCHOOL</u>	<u>JOB TITLE</u>
1997-2003	Eastern Michigan University	Senior Associate Athletics Director
1997-99	Eastern Michigan University	Interim Athletics Director
1991-97	Eastern Michigan University	Associate Athletics Director
1987-91	Humane Society of Huron Valley	Executive Director
1985	Bowling Green State University	Interim Athletics Director
1976-87	Bowling Green State University	Associate Athletics Director - The first woman in the country to administer a NCAA Division I men's and women's nonrevenue sports program.
1975-76	Eastern Michigan University	Assistant Athletics Director - Became the first full-time athletics administrator for women at EMU. Helped institute the first grant-in-aid program for women athletes.
1970-75	Eastern Michigan University	Coach and instructor for tennis and swimming. Coached a dozen swimmers competing in the Association of Intercollegiate Athletics for Women (AIAW) National Swimming Championship.
1967-70	Ashland College	Tennis Coach and Physical Education Instructor. Coached a student-athlete in the AIAW Women's Tennis Championships.
1966-67	High School Physical Education Teacher	



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

The Department of Intercollegiate Athletics recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: Carole Huston

Current Status at EMU: AP12 (AP10 and above)

Date of Hire at EMU: FA 1970-1976 (1st hire) Retirement Date: May 15, 2003
Aug. 5, 1991- (2nd hire)

Number of Years at EMU: 18 (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: B.S. / Theatre / 1962, B.S. / Phys. Ed., 1966
↳ Bowling Green ↳

Masters: MS / Univ. of Akron / 1969

Doctoral: _____

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.

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: **Lori H. Ristau**
Academic Affairs, 106 Welch Hall

**EMERITUS STAFF STATUS RECOMMENDATION
FOR
CAROLE HUSTON**

In recognition of 18 years of exemplary service to Eastern Michigan University, I would like to recommend Carole Huston for emeritus staff status.

Carole has worked diligently to increase opportunities for women to participate in intercollegiate athletics. In that regard, she has been a supportive and positive figure in the Department of Intercollegiate Athletics at Eastern Michigan University. Carole has served as a mentor to student-athletes and other administrators throughout her career in athletics. She is well-known and loved throughout the campus community.

Carole will continue to be an active participant in Eastern Michigan University cultural and athletics events. Her outgoing and friendly personality will be an asset to our institution as she nurtures her ties to the Eastern Michigan University community.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 17

DATE:

June 17, 2003

RECOMMENDATION

MONTHLY REPORT
STUDENT AFFAIRS COMMITTEE

ACTION REQUESTED

It is recommended that the Student Affairs Committee Agenda for June 17, 2003 and the Minutes of March 18, 2003 be received and placed on file.

STAFF SUMMARY

At its March 18, 2003 meeting the Student Affairs Committee received a report on the State budget reductions and an update on the McKenny Union/new student union project. Student Conduct Code revisions were unanimously endorsed as was the new Interfraternity/Panhellenic Council Social Policy. The committee also unanimously endorsed the University's initiative to implement a centralized book ordering system.

The June 17, 2003 agenda will include: Introduction of new members; Student Involuntary Administrative Withdrawal Policy; 2003-04 Tuition & Fees Proposal; 2003-04 Room and Board Rates Proposal; FY 2005 Scholarships, Awards and Grants-in-Aid Proposal and the 2003-04 Student Leader Group Priorities.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

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EASTERN MICHIGAN UNIVERSITY
Board of Regents
Student Affairs Committee

Tuesday, June 17, 2003
8:00 a.m.

Room 201
Welch Hall

- | | |
|---|----------------|
| 1. Approval of March 18, 2003 Meeting Minutes | Regent Griffin |
| 2. Introduction of New Members | Jim Vick |
| 3. Student Involuntary Administrative Withdrawal Policy | Karen Simpkins |
| 4. 2003-04 Tuition and Fees Proposal | Patrick Doyle |
| 5. 2003-04 Room and Board Rates Proposal | Jim Vick |
| 6. Scholarships, Awards, and Grants-in-Aid – FY 2005 | Bernice Lindke |
| 7. SLG 2003-04 Priorities | SLG |
| 8. Announcements | |
| 9. Other | |

EASTERN MICHIGAN UNIVERSITY
Board of Regents
STUDENT AFFAIRS COMMITTEE
Minutes of March 18, 2003

MEMBERS PRESENT

Regents: Sharon Rothwell

Administration: Greg Peoples, Karen Simpkins, Jim Vick

Students: Erica Briggs, Gloria Gallegos, Hillary Glowski, Emily Hamman, Matthew Meyer, Prabha Natarajan, Emily Rank, Renae Reese, Michael Shaver, Joe Stump

GUESTS

Administration: Don Anderson, Vickie Bagherzadeh, Nicole Banks, Rosalyn Barclay, Matt Calfin, David Carroll, Jayne Carroll, Michael Crabb, Tamara Craig, Deb deLaski-Smith, Mary Jo Desprez, Kevin Devine, Mike Erwin, Becky Figura, Larry Gates, Justin Gerboc, Ellen Gold, Cindy Hall, Jesús Hernández, Samuel Kirkpatrick, Ann Klaes, Jeff Koras, Bernice Lindke, Jim Locke, Cathy Lower, Matt Lucas, Mechalle Ruffin, Kathleen Russell, Gretchen Sanchez, Jennifer Schrage, David Singleton, Heidi Sisson, Michael Stark, Renee Suryan, Cynthia Van Pelt, Shauna Wilson, Pamela Young

Students: Melanie Ebig, Sara Frees, Todd Heft, Heather Livingston, Musonda Mwila, Kelly Sandor, Carlos Stewart

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

Regent Rothwell convened the meeting at 8:05 a.m. in Regent Griffin's absence. The minutes of the March 18, 2003 meeting were approved as presented.

Student Conduct Code Revisions

Changes to the Student Conduct Code were introduced at the January meeting by Jennifer Schrage, director of Student Judicial Services and are the product of a process that encouraged input from students, faculty and staff. Changes mainly address issues of clarity and refinement of code language. A motion was made by Hillary Glowski and seconded by Matt Meyer that the Student Affairs Committee endorse the revised Student Conduct Code as presented. The motion carried unanimously.

Budget Reductions

The committee received an update from Vice President Vick on the State budget cuts for next fiscal year and their impact on the University. The Student Leader Group will continue to discuss the implications of the cuts and provide input on budget solutions.

McKenny Union/New Student Union Update

Vice President Vick provided an update on the new student union project, which has tremendous potential to attract and retain students. Opportunities will be provided for input from stakeholders across campus as plans for the new union take shape. Michael Shaver, Campus Life Council representative, indicated that the Student Leader Group has ranked this initiative as its top priority for the past two years and continues to wholeheartedly endorse the project.

Interfraternity & National Panhellenic Council Social Policy

Joe Stump, President of the Interfraternity Council and Emily Rank, Panhellenic Council President presented the

Social Policy the two groups have been working on over the past two years. The policy primarily impacts IFC and the Panhellenic Council although it may be revisited by the National Pan-Hellenic Council and Latino Greek organizations at a later date. Progressive steps in the policy include requiring fraternities wishing to host social events involving alcohol to have liability insurance and provide TIPS certified sober monitors; defining what an annex is and holding them to the same standards as official fraternity and sorority housing. The policy reflects a concerted effort between the IFC and NPC councils, the local police departments, various community leaders and the university administration. Matt Meyer made a motion, seconded by Hillary Glowski, that the Student Affairs Committee endorse the Interfraternity & National Panhellenic Council Social Policy as presented. The motion carried unanimously. Regent Rothwell commended the Greeks for taking this proactive step toward improving the social environment for their members.

Centralized Book Ordering System

Gloria Gallegos, Students of Color Representative presented a position paper on behalf of the Student Leader Group supporting the University's initiative to establish a centralized book ordering system. Dean Peoples moved and Michael Shaver seconded that the Student Affairs Committee endorse a centralized book ordering system. The motion carried unanimously.

Announcements

Vice President Vick extended his thanks to the current Student Leader Group – many of whom attended their final SAC meeting today – for their hard work and commitment. They've researched issues, made informed decisions and represented the student body well.

Regent Rothwell adjourned the meeting at 8:20 a.m.

Respectfully submitted,

Teri L. Papp

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

MONTHLY REPORT
EDUCATIONAL POLICIES COMMITTEE

ACTION REQUESTED

It is requested that the Educational Policies Committee Agenda for June 17, 2003, and the Minutes of the March 18, 2003, meeting be received and placed on file.

SUMMARY

The primary items for the June 17, 2003, Educational Policies Committee meeting included: (1) Academic Affairs Administrative/Professional Appointments/Transfers, (2) Staff Appointments, (3) Separations/Retirements, (4) Emeritus Faculty Status, (5) Faculty Appointments, (6) Faculty Reappointments, (7) Faculty Tenure, (8) Faculty Promotions, (9) Emeritus Staff Status, (10) 2003-04 Sabbatical Leaves, (11) 2003-04 Faculty Research and Creative Activity Fellowships, (12) 2003 Spring-Summer Awards for Research and Creative Activity, (13) Appointment of Charter School Board Members, (14) POLICY CHANGES, and (15) POLICY: Student Involuntary Administrative Withdrawal

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Educational Policies Committee

June 17, 2003
9:00 – 10:00 a.m.
205 Welch Hall

AGENDA

Consent Agenda

- Section 8 Academic Affairs Administrative/Professional Appointments/Transfers
(Robert Van Der Velde/Paul Schollaert)
- Section 9 Staff Appointments
- Section 10 Separations/Retirements
- Section 11 Emeritus Faculty Status *(Robert Van Der Velde /Paul Schollaert)*
- Section 12 Faculty Appointments *(Robert Van Der Velde/Paul Schollaert)*
- Section 13 Faculty Reappointments *(Robert Van Der Velde/Paul Schollaert)*
- Section 14 Faculty Tenure *(Robert Van Der Velde/Paul Schollaert)*
- Section 15 Faculty Promotions *(Robert Van Der Velde /Paul Schollaert)*
- Section 16 Emeritus Staff Status *(Melody Reifel)*

Regular Agenda

- Section 18 Monthly Report and Minutes *(Regent Valvo)*
- Section 19 2003-04 Sabbatical Leaves *(Paul Schollaert)*
- Section 20 2003-04 Faculty Research and Creative Activity Fellowships *(Paul Schollaert)*
- Section 21 2003 Spring-Summer Awards for Research and Creative Activity *(Paul Schollaert)*
- Section 22 Appointment of Charter School Board Members *(Joe Pollack)*
- Section 23 POLICY CHANGES
- Section 24 POLICY: Student Involuntary Administrative Withdrawal *(Karen Simpkins)*

EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

EDUCATIONAL POLICIES COMMITTEE MINUTES

March 18, 2003
205 Welch Hall

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

Guests: (per sign in roster) L. Barkoff, P. Buchanan, N. Contis, L. Findley, E. Gold, W. Harris, T. Heft, C. Houston, M. Kanagy, G. Liepa, M. Linblade, M. Marz, K. McKanders, L. Nardell, E. Potter, G. Reichbach, J. Reid, S. Starner, S. Wilson, P. Young

Regent Valvo convened the meeting at 9:08 a.m. in 205 Welch Hall.

Staff Appointments (Section 8)

Jill Pollock, Executive Director of Human Resources, recommended that the Board of Regents approve 22 staff appointments for the reporting period January 2, 2003 through February 23, 2003. Of the 22 staff appointments there are 14 females (64 percent) and eight males (36 percent). Demographics of the total group indicate 15 Caucasians (68 percent), four African-Americans (18 percent), two Hispanic (9 percent) and one Asian (5 percent). The salaries are part of the University's 2002-2003 budget as approved by the Board of Regents.

Regent Valvo asked if anyone had any questions or concerns. The report was accepted.

Separations/Retirements (Section 9)

Jill Pollock recommended that the Board of Regents approve 28 separations and retirements for the reporting period November 18, 2002 through March 14, 2003. Of the 28 separations and retirements there are 16 females (57 percent) and 12 males (43 percent). Demographics of the total group indicate 23 Caucasians (82 percent), four African Americans (14 percent) and one Asian (4 percent).

Jill Pollock noted that she would like to extend our sympathies to the families of Dr. Marcello Truzzi and Mr. Wilmont Belfry with no fiscal implications.

Regent Valvo noticed while reviewing the report of the 28 separations that 18 are people who resigned from the University. She inquired if there is an opportunity for these people to explain why they are leaving. Are people having better career opportunities elsewhere? *Jill Pollock* replied that the number of terminations during this period is higher due to this being a slightly longer period than the appointment period being reported. The separations are not unusual, some are at the conclusion of grant funded assignments, others are at the conclusion of other contracts and some have resigned for other positions. We provide an exit interview for our employees. There is nothing unusual and the morale of this group would be no different from what we have seen in the past. There are no indicators that anything unusual is going on. There is a variety of reasons that fall within the category of resignation.

Regent Valvo accepted the report.

Emeritus Faculty Status (Section 10)

Provost Paul Schollaert recommended that the Board of Regents grant Emeritus Faculty Status (Posthumously) to one (1) former faculty member:

- **Donald B. Phillips** (Posthumously) (Professor Emeritus, Chemistry, 1973-2002) 03/18/03

Regent Valvo accepted the report.

Faculty Promotion (Section 11)

Provost Paul Schollaert and Christine Gerdes recommended that the Board of Regents accept and place on file the report entitled Promotion of Faculty Member for 2002-2003.

Peter Bednekoff, a faculty member in the Department of Biology, was eligible for promotion to the rank of Associate Professor, effective September 1, 2002. Due to administrative oversight, the necessary paperwork to process this promotion was not approved and completed at that time. Therefore, it is recommended that Peter Bednekoff be granted promotion to the rank of Associate Professor effective September 1, 2002.

Regent Valvo accepted the report.

Monthly Reports and Minutes (Section 13)

Regent Valvo recommended approval of the Educational Policies Committee Agenda for March 18, 2003, and the Minutes of the January 21, 2002, meeting be received and placed on file.

The recommendation was accepted.

Board Policies Recommended for Removal/Deletion (Section 14)

Ken McKanders, General Counsel, requested the Board approve the removal/deletion of 20 University policies from the University's policy manual. These policies were found to be obsolete, superceded or covered by other policies, or procedural in nature. *Regent Brandon* asked what makes a policy and what is the test used for whether or not it should be a policy. *Ken McKanders* explained that a policy is passed by the Board of Regents and a procedure would be enacted by the administration which is the internal definition that we have. To students or to third parties outside the university our procedures are policies that we operate under but for purposes internally of our University Policy Manual and Procedures Manual the definition is that the policies are adopted by our Board of Regents and the procedures are adopted administratively.

Provost Schollaert explained that we have tried to identify general principle directions in different areas of concern that the Board would articulate and also identify who is responsible for carrying out those activities, practices and procedures to the next level.

Ken McKanders continued with each policy number, name, and rationale for removal/deletion. *Regent Brandon* expressed appreciation that this is being done.

President Kirkpatrick stated that there will be a policy on policies and a draft has already been written.

Regent Valvo accepted the report.

Reissuance of Charter - Ann Arbor Learning Community (Section 16)

Joseph Pollack, Director Charter Schools Program, recommended that the Eastern Michigan University Board reissue the charter with the Ann Arbor Learning Community of Ann Arbor and authorize the president of the University to execute a new five-year contract with the Ann Arbor Learning Community.

He also recommended that the Board reissue the charter with Hope Academy of Detroit and authorize the president of the University to execute a new five-year contract with Hope.

Joseph Pollack explained that contract charters are issued for 5 year periods which give the schools a long enough period of time in which to bring about their educational objectives. Also, the 5 year period of time enables the schools to pursue leases on buildings. Frequent visits are done to attend Board meetings and review teacher certification three times a year with a consultant. At the end of the year we require an annual self assessment from each of the schools. An annual oversight evaluation is done. Board policies are reviewed which are unique to each school. Every six months the policies are reviewed because the State legislature passes new policies that need to be incorporated.

We look at the financial status of the school to make sure that they are meeting the requirements of the State of Michigan as well as meeting our requirements which include a quarterly financial report from each of the schools. We have very intense oversight of our schools. In addition to that, we do a separate curriculum audit every other year. The University does an internal financial audit also.

Regent Valvo stated that the presentation addressed some of the concerns she wanted to raise about some of the schools. It is exciting to see how dedicated you and your board are to Charter Schools. It is a great opportunity for EMU to participate in the cutting edge of educational development. *Regent Valvo* asked if we make our University resources available to these schools, such as, our own students for tutoring? *Joseph Pollack* replied that two years ago President Kirkpatrick asked that we look at putting pre-student teachers in many of our schools as well as volunteers from the College of Education.

Regent Valvo accepted the report.

Commencement Speaker and Honorary Degree Recipient (Section 17)

Rita Abent recommended that the Board of Regents approve the awarding of an Honorary Doctorate of Public Service to Mr. Philip H. Power. An invitation has been extended to Mr. Power, founder, owner and chairman of the board of HomeTown Communications Network, Inc. to be commencement speaker for the Sunday, April 27, 2003 commencement ceremonies, and he has accepted.

Regent Valvo accepted the report.

Official Reporting Dates (Section 18)

Provost Paul Schollaert recommended that the Board of Regents formally accept the following Opening to Term and Official Record dates for the 2003-2004 fiscal year as determined by university policy.

	Opening of Term	Official Record
Summer 2003	July 3, 2003	September 19, 2003
Fall 2003	September 12, 2003	January 23, 2004
Winter 2004	January 14, 2004	May 21, 2004
Spring 2004	May 6, 2004	July 16, 2004

The proposed official record dates for the 2003-2004 fiscal year represent the date when 10% of the total classes in each semester have been held. The dates are used for reporting University information on enrollment when reporting to the State of Michigan.

Regent Valvo accepted the report.

Policy: Final Revisions to the Student Conduct Code (Section 19)

Jennifer Schrage recommended that the Board of Regents approve the amendments to Eastern Michigan University's Student Conduct Code. The Student Judicial System Review Committee conducted a review

of Student Judicial Services during the Fall 2002 semester. As part of the review, the Committee recommended changes to the Student Conduct Code. The proposed changes mainly address issues of clarity and refinement of code language.

In January *Jennifer Schrage* gave a full presentation of the conclusions of the Committee and a discussion of each of the points of revision. Following the presentation there have been no proposed changes since then.

Regent Valvo asked what happens if a student fails to appear? The way we are notifying students that they need to appear is by contacting them at their last address of record. Since mail does not catch up with them, are we taking any steps to make sure that the students actually have received the notice of the hearing? *Jennifer Schrage* responded that we take extensive efforts to find a student when there is a formal hearing. When the case proceeds to a formal hearing we do send it to the address of record. We also have a pre-conference before the hearing and make every effort to have the student appear. If the student does not appear, they usually choose not to appear.

Regent Valvo accepted the report.

Work Force Analysis

Jill Pollock recommended that the Board approve the Work Force Analysis stating that the full-time employment level is virtually unchanged from the January 2003 report. Of the 2117 employees, 17.52% are minorities and 52.88% are women.

Regent Valvo accepted the report, thanked everyone for their presentations and adjourned the meeting at 10:00am.

Respectfully submitted,

Nicki Banush, Executive Secretary
Academic Affairs

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

REPORT

REPORT: 2003-2004 SABBATICAL LEAVE AWARDS

ACTION REQUESTED

It is recommended that the Board of Regents accept and place on file the Report on 2003-2004 Sabbatical Leaves.

STAFF SUMMARY

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

In 2003-2004, nine (9) one-semester and nine (9) two-semester leaves will be awarded.

FISCAL IMPLICATIONS

None. The cost of sabbatical leaves will be absorbed in the 2003-2004 faculty salary budget.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS

2003-2004 SABBATICAL LEAVE AWARDS

Two Semesters

Peter Bednekoff, Biology,

“Costs and Benefits of Living on the Edge of Groups”

David Geherin, English Language and Literature

“Scene of the Crime: The Role of Place in Crime and Mystery Fiction”

Tamara Greco, Biology

“Using a Microarray Strategy to Identify Estrogen-Regulated Genes”

Wayne Hanewicz, Interdisciplinary Technology

“Study of Paradigms in Technology”

Louise Jones, Human, Environmental, and Consumer Resources

“Certificate in Green/Sustainable Interior Design”

Melissa Motschall, English Language and Literature

“An Examination of the Relationship Between Formal Education and Practical Experience in Preparing Students for Careers in Public Relations”

Julia Myers, Art

“Robert Wylie and the American Search for Community in Brittany”

Pamela Ruiter-Feenstra, Music

“Bach and Improvisation: Learning the Language”

Joanna Scott, Political Science

“Book Manuscript for Rowman and Littlefield: Hannah Arendt: The Shock of Experience”

One Semester

Ernest Beringer, Physics and Astronomy

“Photoluminescence Spectroscopy of Semiconductor Heterostructures”

Joanne Caniglia, Mathematics

“Teachers Learning Together: Investigating Effective Strategies for the Retention of Urban Teachers Through Lesson Study Methodology”

Kay Hodges, Psychology

“A Pilot Study of Factors which Influences Dissemination of Evidence-Based Treatment and Their Relationship to Client Outcome”

Stephanie Newell, Management

“Managing Organizational Identity: Strategic Decision-Making in a Period of Change”

Valerie Polakow, Teacher Education

“Who Cares for the Children? Policy, Poverty, and Child Care”

Raymond Rosenfeld, Political Science

“Fulbright-University of Calgary Distinguished Chair in North American Studies and Civic Culture Research”

Donald Snyder, Chemistry

“Surface Derivation of Conducting Polymers with Immunospecific Biomolecules for Impedance Spectroscopy-Based Biosensors”

Glenn Walker, Biology

“Developmental Deformities Associated with Specific Levels of PCB Congener in Lake Trout Embryos”

Patricia Williams, Art

“Development of a Certificate Program in Jacquard Weaving”

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

REPORT

REPORT: 2003-2004 FACULTY RESEARCH AND CREATIVE ACTIVITY FELLOWSHIPS

ACTION REQUESTED

It is recommended that the Board of Regents accept and place on file the Report on 2003-2004 Faculty Research and Creative Activity Fellowships.

STAFF SUMMARY

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

FISCAL IMPLICATIONS

None. The cost of the fellowships will be absorbed in the 2003-2004 faculty salary budget.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS

**2003-2004 FACULTY RESEARCH AND CREATIVE ACTIVITY
FELLOWSHIPS**

Monroe P. Friedman, Psychology

“Partnering with an Urban Community Agency to Research and Alleviate the Consumer Problems of Hispanic Immigrants”

Deborah L. Heyl-Clegg, Chemistry

“Cyclic Peptide Inhibitors of α -Amylase: Synthesis and Kinetic Analysis”

Sarah Huyvaert, Teacher Education

“Development of Beginning Teachers Who Enter the Classroom Through Alternative Certification Programs”

Lisa Klopfer, Library

“The Social Context of Libraries and Readers in Two Maharashtrian Cities: A Baseline Ethnographic Study of Reading Practices and Library Use”

Huei Lee, Computer Information Systems

“An Investigation of the Impact of Using Wireless and Handheld Computers on Medical Record Input Systems”

Walter R. Parry, Mathematics

“Teichmuller Theory and Three-Dimensional Geometry”

Philip C. Schmitz, History and Philosophy

“The Phoenician Mediterranean: A History of Discovery”

Weidian Shen, Physics and Astronomy

“Investigation of the Adhesion of Ink Deposited on Plastic Films Using a Nano-Indenter and a Scanning Probe Microscope”

Diana J. Wong, Management

“Managing Multiple Boundaries in International Business”

Tsu-Yin Wu, Nursing

“A Comparative Study on Physical Activity and Health-Risk Behaviors Among Native-Born and Immigrant Adolescents in the United States”

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

REPORT

**REPORT: 2003 SPRING-SUMMER AWARDS FOR RESEARCH AND
CREATIVE ACTIVITY**

ACTION REQUESTED

It is recommended that the Board of Regents accept and place on file the Report on 2003 Spring-Summer Awards for Research and Creative Activity.

STAFF SUMMARY

Spring-Summer Awards for Research and Creative Activity are competitive grants given annually to faculty who submit meritorious research or special study proposals. These individual awards equal 20 percent of the recipient's base salary and are disbursed to thirteen (13) faculty members as additional pay over the course of the four-month spring/summer period. Faculty work continuously over this period of time on their research projects.

The University Research and Sabbatical Leave Committee reviews the Spring-Summer Award proposals and makes recommendations to the Provost and Vice President for Academic Affairs. Information about the award recipients and the titles of their research projects are included on the following pages.

FISCAL IMPLICATIONS

None. The cost of the awards will be absorbed in the 2003-2004 faculty salary budget.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS

**SPRING-SUMMER AWARDS FOR RESEARCH
AND CREATIVE ACTIVITY FOR 2003**

Kristine Ajrouch, Sociology, Anthropology & Criminology
“Enhancing the Visibility of Arab Americans in Aging Research”

Leslie Atzmon, Art
“Dreamland: The Impact of Victorian Science on Sidney Sime’s Fantasy Illustration”

Sanjib Chowdhury, Management
“What Is the Effect of Individual-Level and Team-Level Knowledge and Complex Knowledge Sharing on High-Tech Entrepreneurial Firm Performance?”

Steven Francoeur, Biology
“Autotrophic Regulation of Wetland Herterotrophic Enzyme Activity: A Coupled Field and Laboratory Investigation”

Angela Hwang, Accounting and Finance
“Derivative Disclosures after SFAS No. 133 Implementation: Has Reporting on Derivative Activities Improved?”

Marianne Laporte, Biology
“Defining Starvation and Responses to Starvation in Plants”

Harriet Lindsay, Chemistry
“A Novel Approach to the Synthesis of Natural and Unnatural Sugar Mimics with Biomedical Applications”

Vijay Mannari, Interdisciplinary Technology
“Synthesis and Applications of Urethane-Acrylate Oligomers for UV-Cured Coating Systems”

Christina Milletti, English Language and Literature
“The Religious, A Collection of Stories”

David Reid, Physics and Astronomy
“Electron and Positron Scattering from Molecules”

Eric Schulz, Management

“Issuance of Stock Options and Firm Performance”

Cara Shillington, Biology

“Movement Patterns and Metabolic Rates of Male and Female Tarantulas
Theraphosidae: *Brachypelma vegans*”

John Texter, Interdisciplinary Technology

“Colloidal Crystalline Array Templates”

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 22

DATE: June 17, 2003

RECOMMENDATION

APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS

ACTION REQUESTED

It is recommended that the Board of Regents appoint Judith Brooks, Susan Hubbard and Mary E. W. Packard to three-year terms on the Board of Directors of the Ann Arbor Learning Community; Tony Kinsey to a three-year term on the Board of Directors of Edison Oakland Academy; and Nancy Beckett and Cheryl Garant to three-year terms on the Board of Directors of Gaudior 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.

Ann Arbor Learning Community

Judith Brooks is employed at Eastern Michigan University in the Department of Human, Environmental and Consumer Resources as director of the dietetics and human nutrition programs. She holds a Master of Science degree in food and nutrition and a Ph.D. in home economics from Oklahoma State University. Dr. Brooks is currently the secretary/treasurer of the Dietetic Educators of Practitioners Practice Group and a member of the National Wellness Association and the American Dietetic Association. She is a past recipient of the EMU Faculty Appreciation Award.

Susan Hubbard is a mentoring coordinator in the Office of the Washtenaw County Prosecuting Attorney. She earned a Bachelor of Arts degree in psychology from Furman University and a Master of Social Work from the University of Michigan, Ann Arbor. Hubbard is a volunteer for the Washtenaw County Youth Mentoring Program and Nonprofit Enterprise at Work, Inc., and a member of the Junior League of Ann Arbor and the Ann Arbor Junior Chamber of Commerce.

Mary E. W. Packard is data collection manager and senior speech language pathologist at the University of Michigan Institute for Human Adjustment. Packard has been employed at the University of Michigan since 1990. She earned a Bachelor of Arts degree in psychology in 1986 and master's degrees in communicative disorders and urban planning in 1987 and 1994 from the University of Michigan. Packard is a parent advocate and consultant in special education and has written numerous publications in her field.

Edison Oakland Academy

Tony Kinsey is senior account executive at Qwest Corporation in Southfield. His previous work experience includes positions as senior account manager and solutions consultant for SBC/Ameritech. Kinsey earned a Bachelor of Science degree in communications from Western Michigan University and a Master of Business Administration degree from the University of Phoenix Detroit Metro.

Gaudior Academy

Nancy Beckett is employed as an administrative assistant at the University of Detroit Jesuit High School and Academy. Her previous work experience includes research assistantships at Wayne State University where she earned Bachelor and Master of Arts degrees in geography. Beckett has served on the Board of Directors of Gaudior Academy for the past three years.

Cheryl Garant taught second and third grades at Gaudior Academy from 1997-2000. Prior to this assignment, she was a substitute teacher for the Plymouth-Canton school district. Garant earned a Bachelor of Science degree in elementary education from Eastern Michigan University and holds Michigan Elementary Provisional Certification, grades K-8. She has served as president of the Gaudior Board of Directors since June 2000.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

Judi Brooks, PhD, RD, CHE, CLC

EDUCATION

Oklahoma State University, Ph.D. in Home Economics (emphasis in Food, Nutrition, and Institution Administration with focus in Nutrition Education), 1989.

Oklahoma State University, M.S. in Food, Nutrition, and Institution Administration with emphasis in Institution Administration, 1985.

Oklahoma State University, Administrative Dietetic Internship, 1984.

Michigan State University, B.S. in Dietetics with emphasis in Foodservice Management, 1983.

CERTIFICATION/LICENSES

Registered Dietitian, Commission on Dietetic Registration, 683184

Certified LifeStyle Counselor in Weight Management and Stress Management, American Association of LifeStyle Counselors

Certified On-Line Instructor through e-College

Certified Hospitality Educator, Educational Institute of American Hotel and Motel Association

EXPERIENCE

May 2000 to present

Eastern Michigan University, Department of Human, Environmental and Consumer Resources
Dietetics and Human Nutrition Programs
Director

August 1999 to present

Eastern Michigan University, Department of Human, Environmental and Consumer Resources
Dietetics and Human Nutrition Programs
Assistant Professor

January 1992 to June 1999

Monterey Peninsula College
Life Sciences Division
Instructor of Nutrition

May 1993 to August 1999

Community Hospital of the Monterey Peninsula
Nutrition Services

Clinical Dietitian (Acute Care, Long-Term Care, Hospice, Outpatient Services,
Computer Specialist, and Education)

January 1992 to November 1993

Self-Employed in Monterey, California
Nutrition Consultant

January 1992 to May 1992

Hartnell Community College
Department of Family and Consumer Studies
Instructor of Nutrition

August 1990 to August 1991

Winthrop College
Department of Human Nutrition
Assistant Professor of Foodservice Management and Human Nutrition

September 1985 to July 1990

Oklahoma State University
Department of Food, Nutrition, and Institution Administration and Department of
Hotel and Restaurant Administration
Teaching Associate

June 1985 to August 1985

Oklahoma State University
Department of Food, Nutrition and Institution Administration
Research Assistant

August 1984 to June 1985

Oklahoma State University
Department of Food, Nutrition and Institution Administration
Teaching Assistant to the Administrative Dietetic Internship

PROFESSIONAL SOCIETIES AND ORGANIZATIONS – MEMBERSHIPS

National Wellness Association

American Dietetic Association

Practice Groups: Dietetic Educators of Practitioners, Gerontological Nutritionists,
Complementary and Alternative Medicine, Sports and Cardiovascular
Nutritionists, Research Dietitians

American Heart Association
Program Committee and Speakers' Bureau

Michigan Dietetic Association

Michigan Dietetic Educators of Practitioners Practice Group

Ann Arbor Dietetic Association

American Association of Lifestyle Counselors

PROFESSIONAL SOCIETIES AND ORGANIZATIONS – SERVICE

Dietetic Educators of Practitioners Practice Group, Secretary/Treasurer, 2001 – present

Michigan Dietetic Association Board of Directors, SPRC Chair, 2001 – 2002

Ann Arbor District Dietetic Association, SPRC Chair, 2000 – 2001

American Heart Association, Monterey Peninsula Division, Board of Directors, 1993 – 1996

American Heart Association, Monterey Peninsula Division, Heart Fest Chair, 1993 – 1996

American Heart Association, Salinas Division, Board of Directors, 1991 – 1993

American Heart Association, Salinas Division, Program Committee Co-Chair, 1991 – 1993

American Heart Association, Salinas Division, Heart Fest Chair, 1991 – 1993

Catawba District Dietetic Association Board of Directors, Legislative and Public Policy Committee Chair, 1990 – 1991

Catawba District Dietetic Association, School Nutrition Action Committee (SNAC) founding member, 1990 – 1991

PRESENTATIONS

Michigan Academy of Sciences Annual Meeting, March 21, 2003. Title: An Interdisciplinary Team: Transforming teaching and learning.

Association of Gerontologists in Higher Education National Meeting, March 7, 2003. Title: An Interdisciplinary Team: Transforming teaching and learning.

Michigan Dietetic Association Annual Meeting, May 17, 2002. Poster Presentation Titled: Laying the Ground Work for a Wellness Program Using an Online Self-Assessment Tool.

SUSAN NABORS HUBBARD

Summary of Qualifications

- Experience in program management, event planning and supervision of college students.
- Energized, confident, and dedicated team player.
- Productive and creative planner and organizer.
- Strong writing, training, and public speaking skills.
- Talented leader with a clear ability to tackle multiple tasks and projects.

Education

Master of Social Work - University of Michigan, Ann Arbor (September 1999 to December 2000)

Bachelor of Arts - Psychology, Furman University, Greenville, SC (September 1993 to June 1997)

Professional Experience

Mentoring Coordinator, Washtenaw County Prosecuting Attorney – Youth Mentoring Program, Ann Arbor, MI (January 2001 to Present)

- Recruits volunteers from the Washtenaw County community.
- Organizes and conducts youth and volunteer training sessions.
- Screens volunteers using interviews, reference checks and criminal background checks.
- Supervises and supports youth, families and volunteers throughout program experience.
- Plans special events for program participants.
- Collaborates with departments, schools, and organizations on local, state, and national level.
- Develops program brochure, training manual, newsletter, and handbook for participants.
- Assists in grant writing and program sustainability.

Grant Peer Reviewer, United States Department of Education (August 2002)

- Reviewed 10 grants and provided scores and extensive comments for each proposal.
- Participated as a panel member in the grant review process.

Outreach Therapist Intern, Starfish Family Services, Inkster, MI
(January 2000 to December 2000)

- Received the “Make A Difference” award for initiating a Voter Registration Campaign.
- Utilized play therapy in both the home and agency setting.
- Assisted in the start-up of a new program for parents and infants.
- Facilitated a self-esteem building group for 8-9 years old girls.
- Developed the quarterly intern newsletter “Dear Sandy”.
- Executed a Parent Awareness Month campaign.

Program and Services Specialist, Florida Children's Forum, Tallahassee, FL
(November 1998 to July 1999), **Employer Services Assistant** (May 1998 to November 1998),
Editorial Assistant (September 1997 to May 1998)

- Coordinated the 1998 and 1999 *Little Hands Care-A-Van* event at the Florida State Capitol in Tallahassee, FL. This event was the kickoff to *Children's Week* - an annual statewide event that promotes the importance of children's issues to the Florida legislature.
- Assisted in the coordination of *Children's Week* 1999.
- Aided the 1998 Florida Children's Forum Parent Involvement Pre-Conference and coordinated the vendors and exhibitors for the Annual Conference.
- Coordinated the *Caring for Kids* Financial Assistance Program.
- Served as Assistant Editor of the "Family Ties" Parent Involvement Newsletter.
- Helped develop reports for dependent care assistance plans for large companies.
- Conducted quality checks on the 25 local Florida child care resource and referral agencies.

Counselor Intern, Marshall I. Pickens Hospital Children's Program, Greenville, SC
(June 1996 to August 1996)

Intern, Marshall I. Pickens Hospital Addiction/Life Program, Greenville, SC
(March 1996 to May 1996)

Researcher, Furman University Undergraduate Research Program, Greenville, SC
(June 1995 to February 1997)

Volunteer Experience

Washtenaw County Youth Mentoring Program – Mentor, Ann Arbor, MI (July 2002 to Present)

Nonprofit Enterprise at Work, Inc. – Board Builders, Ann Arbor, MI (September 2002 to Present)

Helpsource – Group Evaluation Project Member, Ann Arbor, MI (October 2000 to December 2000)

SOS Community Services – Volunteer, Ypsilanti, MI (September 1999 to December 1999)

Furman University – Freshman Advisor, Greenville, SC (August 1994 to May 1995)

Professional Associations

Junior League of Ann Arbor – New Member (September 2002 to Present)

Ann Arbor Junior Chamber of Commerce - Member (March 2001 to August 2002)

- Awarded "Financial Management Project of the Year" as Co-chairman of the 2001 Annual Christmas Tree Sales.

National Association of Social Workers – Member (September 2000 to September 2002)

Nancy L. Beckett

Education: Master of Arts in Geography, Wayne State University
May, 2001. G.P.A. 4.0.
Thesis: Delisting in Southeast Michigan, Getting off the Brownfield List.

Bachelor of Arts in Geography, Wayne State University
May, 1999. Summa Cum Laude. Phi Beta Kappa.

Publications:

Eugene Perle, Harald Bauder, Nancy Beckett, *Accessibility Measures in Spatial Mismatch Models*, *The Professional Geographer*, 54(1) 2002, pages 106-110

Employment Experience:

Presently: Administrative Assistant at The University of Detroit Jesuit High School and Academy, Office of Academic Affairs; supervisor Daryl Beebe, Assistant Principal for Academic Affairs.

Winter 2001: Technician at Wayne State University College of Urban, Labor and Metropolitan Affairs (CULMA). Worked as the assistant coordinator of local details for the Urban Affairs Association's Annual Meeting hosted by WSU in April, 2001. Assisted Professor Robin Boyle.

Fall 2000: Research Assistant at Wayne State University Department of Geography and Urban Planning. Research for work contracted by the Rockefeller Institute of Albany, New York regarding Social Capital of selected areas of Detroit. Research with Professor Robin Boyle.

**Fall 1999-
Spring 2000:** Graduate Research Assistant at Wayne State University Department of Geography and Urban Planning. Research involved statistical modeling regarding the location of hazardous waste in the metro-Detroit area and the demographics of the population near those sites. Research with Professor Eugene Perle.

**Fall 1998-
Spring 1999:** Internship with Michigan Metropolitan Information Center (MIMIC), Center for Urban Studies, Wayne State University. Gained experience working with U.S. Census data and Geographic Information Systems. Kurt Metzger, Director.

1981 - 1987: Booth Newspapers, Ann Arbor, Michigan

Computer Division: Supervisor Anthony Veit

- Tested mainframe applications and trained employees in circulation, advertising, and payroll systems at the eight Booth newspapers.
- Trained controllers and marketing managers in early PC applications.
- Wrote handbooks for circulation and payroll systems.

The Ann Arbor News: Supervisor Fred Jahnke

- Circulation Office Manager for data entry staff and database integrity.
- Accounting Department billing in all areas.

Volunteer Activities:

Gaudior Academy: Member of School Board, August, 2000 - present.

Church: Canvass Co-Chair, Capital Campaign Fund Drive Co-chair, Three years on Board of Governors, Member of Minister Search Committee.

Rosedale Park - Northwest Detroit Cooperative Preschool: 1991-1995, Member of Board of Directors; participated on Bylaws and Merger Committees.

References:

John Amberger (734) 261-7633 (home)
Executive Director, Emeritus, Southeast Michigan Council of Governments (SEMCOG)

Robin Boyle (313) 577-2701
Associate Dean at College of Urban Labor & Metropolitan Affairs, Wayne State University

Kurt Metzger (313) 577-8996
Director of MIMIC, Center for Urban Studies, Wayne State University

Eugene Perle (248) 851-7268 (home)
Professor of Urban Planning, Wayne State University, Retired

Cheryl L. Garant

OBJECTIVE

To obtain a three year term on the Gaudior Academy Board of Trustees.

CERTIFICATION

Michigan Elementary Provisional Certification, K-8

April, 1995

TEACHING EXPERIENCE

Gaudior Academy

September, 1997 to August, 2000

Second/Third Grade Teacher

Inkster, MI

- Worked in a self-contained classroom teaching school curriculum.
- Interviewed perspective teachers.
- 1999-2000 Advisory for the second and third grade teachers.
- 1997-2000 Developed and oversaw the March reading month program.
- 1998-1999 Community out-reach liaison
- 1997-1998 Member yearbook committee
- 1998-2000 Helped develop the summer reading and math program
- One of four teachers that developed the science curriculum for the school

Plymouth-Canton School District

June, 1995 to June 1997

Substitute Teacher

Plymouth, MI

Long-Term Substitute Teacher

November, 1995 to February, 1996

- Placed into a three-month teaching assignment at Isbister Elementary working with a second grade classroom.
- Developed course curriculum, presented lessons, and evaluated the progress of students.
- Held conferences with parents and promoted parent involvement.
- Other assignments ranged from teaching kindergarten through sixth grade.

Dearborn Heights School District #7

April, 1997 to June 1997

Substitute Teacher

Dearborn Heights, MI

- Assisted in all aspects of teaching kindergarten through eighth grade

Red Bell Pre-School

June, 1994 to August, 1998

Teaching Associate

Plymouth, MI

- Assisted in all aspects of teaching kindergarten through sixth grade.
- Promoted from Teacher Assistant to Lead Teaching Associate.
- Helped develop the summer day-camp program.

Plymouth Y.M.C.A February 1991 to October 1994
Instructor Plymouth, MI

- Taught a variety of classes including crafts, cooking, cheerleading, and aerobics.

Safety Town June, 1987 to October 1992
Instructor Canton, MI

- Worked with pre-kindergarten children in a unique learning environment which taught everyday safety procedures.

NON-TEACHING EXPERIENCE

Corey's Jewel Box June, 1992 to Present
Sales Associate Taylor, MI

- Worked extensively with customers to ensure their satisfaction and resolve any issues.
- Other duties included working with inventory control, transactions, merchandise procurement, and operational problems.

EDUCATION

Eastern Michigan University April, 1995
Bachelor of Science Ypsilanti, MI
Minors: Elementary Science, Social Science, Content and Methods

Student Teaching: Erickson Elementary School - Canton, MI – Winter, 1995
First Grade

OTHER SKILLS

Teaching: Cheerleading, Gymnastics, Cooking, Bowling, Aerobics
Photography: Take professional photographs of children and families.

VOLUNTEER

Gaudiior Academy Board of Trustees June, 2000 to Present

- President of the Board of Trustees from July 2001 to present

References Available Upon Request

Tony Kinsey

- Powerful interpersonal and negotiation skills, able to interrelate well with people at all levels and from diverse backgrounds.
- Winner of presentation and demonstration award for the State of Michigan.
- Exceeded both sales and margin targets for 1996. **Top producing Account Manager** in Michigan with sales that were in excess of \$1 million.
- Achieved a 27% increase in sales, dramatically exceeding industry growth rate of 2%, with a revenue objective of over \$6 million annually.
- Strong leadership, motivational and organizational skills. Results-oriented problem solver with the ability to perform under pressure and achieve objectives.
- As Sales Specialist, my team was recognized as top producers with **Peak Performance award** by achieving 127% of an objective of \$1 million in revenue.
- Implemented process improvement plan as **President of the Board** at a Edison School
- Excellent negotiation, presentation and cold calling skills.
- Energetic sales leader, skilled communicator and team builder accomplished at strategic planning, new business development, new product development, and sales leadership. Established excellent track record of accomplishments with industry leaders such as Nortel Networks, SBC/Ameritech Corporation and MCI WorldCom.

PROFESSIONAL EXPERIENCE:

Qwest Corporation Southfield, MI 48076

March 2003 to Present

Senior Account Executive

- Lead account manager selling bandwidth products to enterprise customers
- Completed sales training for internet security products provided by RedSerin
- Leverage relationship with VAR partners to increase module by 20%

SBC/Ameritech Corporation Southfield, MI 48075

1995 to 2002

Senior Account Manager

March 2002 to October 2002

- Responsible for supporting over 15 account executives in selling the value of doing business with SBC/Ameritech.
- Increased my team's acquisition of large business accounts with annual revenue up to \$2 million dollars.
- Created relationships at the C level with customers in the legal and corporate markets.
- Recognized as a top producer for the 2nd quarter of 2002.
- Conducted PowerPoint sales presentations on various technology products via videoconferencing and Internet/Intranet.

Solutions Consultant

December 2000 to February 2002

- Responsible for managing and supporting over 25 account executives to sell cutting edge Information Technology products. We offer applications such as Customer Relationship Management software, VOIP Phones, and Business to Customer contact management solutions.
- Successfully ramped up new account executives to hit their numbers the first three months on the job.

- Increased client server application sales by 30% over 1999.
- Created the "biscuit" program to motivate and inform salespeople using the Internet and e-mail.
- Recognized as "top banana" for exceeding objective of over \$1 million for the 1st quarter 2000 in revenue with attainment of 108%.

Sales Specialist/Sales Manager

March 1998 to November 2000

- Responsible for ten direct reports to help them sell bandwidth products, telephone systems, Internet products, and software solutions.
- Earned recognition for top sales team and was awarded the 2nd Quarter 1998 **Pinnacle Club winner** for achieving 117% of objective.
- Coached sales people to position the entire suite of SBC products.
- Team recognized as "Peak Performance" for achieving sales level of 126% of a \$700,000 monthly objective.
- Implemented the "**Beat Your Best**" program to increase sales & improve morale.

Account Manager

October 1995 to March 1998

- Lead sales person selling telephony products to small companies and up to fortune 1000 corporations.
- Consistently performed at or above high standard objectives: 45K Norstar Key system, 2K in network services.
- Achieved **President Club** honors in 1997 for achieving 126% of objective.
- Lead in sales in 1996 for achieving 146% of objective and was inducted into the "World of Winner" club and winner of a prestigious trip.

MCI Communication (WorldCom), Southfield, MI 48075

1994 to 1995

Account Executive

- Acquired new business accounts, while continuing to supply existing customers with the latest global telephone solutions (voice/data and bandwidth products)
- Consistently performed at or above high standard objectives: 2K per month
- Developed relationships with and designed total solutions for small businesses up to Fortune 1000 companies leading to long term revenue growth.
- Penetrated 20-30 accounts daily.

EDUCATION

University of Phoenix Detroit Metro
MBA e-Business January 2003

Western Michigan University Kalamazoo, MI
Bachelor of Science, Communications June 1992

Further Training/workshops/Seminar: Foundation of Leadership training, Spin Selling, Tom Hopkins Sales of a Champion, Anthony Robbins Awakening the Giant Within, Target Account Selling, Managing the Major Account, MCI's Consulting to Yes, Value Proposition, Ameritech's Application Selling, Les Brown's "It not over until you win", Coaching to Optimal performance, Cisco's Internet Protocol Phones and Customer Relationship Management (CRM)

Mary E. Winkelseth Packard

EXPERIENCE

Data Collection Manager/

1/02-present

Senior Speech Language Pathologist

University of Michigan Institute for Human Adjustment

- Manage all aspects of data collection for ongoing grant funded projects with the **Michigan Project on African American Language**.
- Work with primary investigators to develop research questions.
- Develop data collection protocols.
- Hire and train data collection staff.
- Ensure adherence to all IRB and federal guidelines regarding human subjects use.
- Establish relationships with onsite administrators and personnel.
- Consult with classroom teachers as requested regarding individual students and language learning in the classroom.
- Provide individualized intervention for adult and child clients within the University Center for the Development of Language and Literacy within the Institute for Human Adjustment as assigned.

Program Manager/Senior Speech Language Pathologist

7/98 – 1/02

University of Michigan Institute for Human Adjustment

- Develop a comprehensive plan for expanding clinical service and broadening the client base within the ever-changing healthcare market.
- Develop and maintain million dollar programmatic budgets.
- Determine language and literacy specific intervention needs and lead the design and implementation of innovative programs to successfully target these needs in a fiscally responsible manner.
- Design the clinical implementation of an Office Management Data system and train clinical staff and office staff.
- Collaborate on the development of marketing strategies for clinical programs and assist in the development of marketing materials.
- Represent the clinical programs at local, state and national level conferences through presentations and marketing efforts.
- Serve as a resource to educate current and potential clients and family, professionals, reimbursement agents and the general public regarding language and literacy difficulties, their impact and the benefits of intervention.
- Develop and maintain student internship experiences, relating to faculty, students and outside agencies.
- Hire and supervise clinical and ancillary staff.
- Organize continuing education opportunities for the clinical staff.
- Ensure the efficacy of all clinical programs through quality assurance activities.
- Produce quality assurance reports for all clinical activities.
- Interact with local, state and national agencies to provide comprehensive services, community support/education and referrals.

- Evaluate the speech, language and literacy skills of persons across the lifespan.
- Design and implement individualized treatment programs.
- Serve as a consultant to the clinical staff regarding difficult clinical cases.

Program Coordinator

4/90 - 7/98

University of Michigan Communicative Disorders Clinic

- Plan, develop and implement language intervention programs in conjunction with an existing residential program for an adult population.
- Develop and coordinate all aspects of clinical scheduling.
- Perform Quality Assurance audits of clinical programs.
- Represent the unit at local, state and national level meetings and conferences.
- Supervise dormitory support staff and student interns.
- Diagnose speech and language disorders and design and implement treatment programs for improved communication.
- Educate clients and their families regarding the social, behavioral and psychological problems associated with communication disorders.

Clinical Speech Language Pathologist

1/88 – 4/90

University of Michigan Communicative Disorders Clinic

- Design and implement individualized treatment programs to facilitate improved communication skills with neurologically impaired adults, and developmentally delayed children and adolescents.

EDUCATION

University of Michigan

1991-1994

Ann Arbor, MI

Master of Urban Planning, Health and Human Services.

University of Michigan

1986-1987

Ann Arbor, MI

Master of Science in Communicative Disorders

State of Michigan Teaching Certificate - provisional

University of Michigan

1982-1986

Ann Arbor, MI

Bachelor of Arts in Psychology, Speech and Hearing Sciences

PROFESSIONAL MEMBERSHIPS

- | | |
|----------------|--|
| 1988 – Present | Certified member American Speech-Language Hearing Association |
| 1994 - Present | Planners Network |
| 1995 - 2000 | Housing and Human Services Division of American Planning Association |
| 1994 - 1998 | American Planning Association |

PROFESSIONAL/COMMUNITY ACTIVITIES

- Parent Advocate & Consultant, Special Education, 3/00-present.

- Member Operation Stroke, Rehabilitation Subcommittee, American Heart Association Washtenaw County, 5/00- 12/02.
- Member Perry Child Development Center Parent Advisory Board, Fall, 2000.
- Secretary/Member at Large Ypsilanti Otters Swim Club, 6/99-11/00.
- Co-Chairperson Speaking Out! 2000. National Aphasia Association/ UM Communicative Disorders Clinic national conference.
- Editorial Experience, 1995 Book Review for National Stroke Association.
- Member UM Communicative Disorders Clinic M-Quality Team 1994-1997.
- Member of the National Stroke Association/American Speech and Hearing Association Liaison Group, 1994.
- Member of Just Caring Project for Washtenaw County, 1993-1994.
- Development of Health and Human Services Network and Database for the residents in Southwest Inkster, MI, 1993.

PUBLICATIONS

- Hinckley, J.J. & Packard, M.E.W. (2001). Family Education seminars and social functioning of adults with chronic aphasia. Journal of Communication Disorders: Special Issue; Vol 34(3) May-June 2001, 241-254.
- Hinckley, J.J., Packard, M.E.W., & Bardach, L. (1995). Alternative family education programming for adults with chronic aphasia. Topics in Stroke Rehabilitation, 2.
- Hinckley, J.J., Craig, H.K., Winkelseth, M., Carry, L., et al (1994). Chronic aphasia: Alternative forms for eliciting and quantifying connected speech samples. MSHA Journal, 26.
- Craig, H. K., Hinckley, J. J., Winkelseth, M., Carry, L., et al (1993). Quantifying connected speech samples of adults with chronic severe aphasia. Aphasiology, 7(2).

PRESENTATIONS

- Packard, M.E.W., (2002). Successful communication when someone has aphasia. Reaching Those People at Risk for Stroke, Lansing, Michigan.
- Packard, M.E.W., & Gibson, J., (2001). The social and behavioral impact of language and literacy development ages 0-5. University of Michigan Children's Center.
- Packard, M.E.W, & Hinckley, J.J. (1999). Measuring communication burden: Comparison of subjective ratings and objective assessments. Clinical Aphasiology Conference.
- Packard, M.E.W., & Hinckley, J.J. (1997). Measuring conversational burden in adults with severe aphasia. American Speech-Language-Hearing Association Convention, Boston, MA.
- Hinckley, J.J., Packard, M.E.W., et. al. (1997). The effectiveness of an alternative family education approach in aphasia. American Speech-Language-Hearing Association Convention, Boston, MA.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 23

DATE:

June 17, 2003

RECOMMENDATION

BOARD POLICIES RECOMMENDED FOR APPROVAL

ACTION REQUESTED

It is recommended that the Board of Regents approve the deletion of one policy and the revision of 11 others. (See attached information.)

STAFF SUMMARY

The 11 policies and one policy recommended for deletion have been revised to eliminate redundancy, clarify focus, update content, and ensure that all policies are formatted similarly. The rationale for the revisions or deletions is included on the attached document.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

Recommendations to the Educational Policies Committee
Regarding Revisions to Eastern Michigan University (EMU)
Board of Regents Policies

Policy Number	Policy Name	Rationale for Approval
3.1.2	Equal Employment Opportunity/Affirmative Action	In this policy, all references to “handicap” have been changed to “physical or mental disability” to be consistent with State of Michigan and Federal law enactments/amendments (Federal Americans with Disabilities Act; former Michigan Handicappers’ Civil Rights Act now known as the Michigan Persons with Disabilities Act). As required by Federal law, the policy has been amended to include references to “veteran’s” status and EMU’s implementation of an affirmative action plan for veterans. Since the Board of Regents has already taken action to extend the sexual orientation provision of the policy to medical benefits for faculty and staff, and is no longer studying this issue, the second paragraph of the policy statement has been changed accordingly. Finally, the policy statement has been revised to reflect the current title and reporting relationship for the Office of Diversity and Affirmative Action and its Director.
3.1.3	Civil Rights	In this policy, all references to “handicap” have been changed to “physical or mental disability” to be consistent with State of Michigan and Federal law enactments/amendments (Federal Americans with Disabilities Act; former Michigan Handicappers’ Civil Rights Act now known as the Michigan Persons with Disabilities Act). As required by Federal law, the policy has been amended to include references to “veteran’s” status and EMU’s implementation of an affirmative action plan for veterans. Finally, as the Board of Regents has already taken action to extend the sexual orientation provision of the policy to medical benefits for faculty and staff, and is no longer studying this issue, the second paragraph of the policy statement has been revised accordingly.
3.1.6	Conflict of Interest	It is recommended that this policy, labeled “Conflict of Interest” be deleted and that the content be integrated into four separate, existing policies (i.e., 3.1.6.1, 3.1.6.2, 3.1.6.3, and 3.1.7). Only minimal changes in content have been made; instead, changes in formatting, labeling, and organization will result in greater clarity about the application of these policies to all university employees.
3.1.6.1	Reporting Relationships	For clarity, this policy that was previously titled “Conflict of Interest” is re-titled “Reporting Relationships.” Further, reference to “persons involved in domestic relationships” is included in the policy statement. This revision is consistent with prior Board actions which added sexual orientation to the University’s civil rights as well as equal employment policy statements and extended medical benefits to domestic partners of EMU employees.

Recommendations to the Educational Policies Committee
Regarding Revisions to Eastern Michigan University (EMU)
Board of Regents Policies

Policy Number	Policy Name	Rationale for Approval
3.1.6.2	Supplemental Employment—Non-Bargained for Employees	For clarity, this policy that was previously entitled “Conflict of Interest” is now re-titled “Supplemental Employment – Non-Bargained for Employees.” This action is being recommended because the supplemental employment guidelines for union employees are found in the applicable collective bargaining agreements. Further, the reference to reporting forms in the “practice” section of the policy statement has been deleted since reporting forms have not been utilized for several years.
3.1.6.3	Use of Facilities by Private Research and Consulting	This “Conflict of Interest” policy statement is now re-titled “Use of Facilities by Private Research and Consulting.” Except for formatting, no other revisions were made.
3.1.7	Conflict of Interest: University Employees	Relevant sections of Policies 3.1.6 and 3.1.7 have been combined to reflect EMU’s overall position regarding conflict of interest for all University employees (except the President whose responsibilities in the conflict of interest area are covered in another policy). The policy title has subsequently been changed from “Conflict of Interest: Senior Administrators” to “Conflict of Interest – University Employees.” Further, the policy statement is revised to clarify that the annual written disclosure requirements apply only to senior administrative employees who are within the management and administrative compensation bands.
3.7.4	Extreme Weather Policy	No changes have been made in the content of this policy except in the section related to “responsibility for implementation.” These wording changes are proposed to clarify the Vice President for Business and Finance’s responsibilities and to omit reference to the nonexistent position of Executive Vice President.
3.7.5	Health Services	The actual information included in this policy is basically unchanged, but the content has been reformatted for consistency with other EMU policies.
7.1.4	Admissions: Admission of Students with Prior Convictions and Disciplinary Records	The actual information included in this policy is basically unchanged, but the content has been reformatted for consistency with other EMU policies. The questions have been removed to eliminate the necessity of revising the policy each time these queries change.
7.2.4	Financial Aid: State Programs	The Financial Aid: State Programs policy has been changed to reflect the state programs that are currently administered by the Office of Financial Aid. Program descriptions were added and revised based on the content of current legislation.

Recommendations to the Educational Policies Committee
 Regarding Revisions to Eastern Michigan University (EMU)
 Board of Regents Policies

Policy Number	Policy Name	Rationale for Approval
8.0	Mandatory Health Insurance for International Students	<p>The scope of the policy has been changed to include only those international students with F or J visa status, instead of including all international students. The rationale for this change rests in the determination that the University assumes a responsibility for international students in those two visa codes, not all visa codes and that their primary purpose in being at Eastern Michigan University is educational. In addition, since the policy requires those students to carry insurance during the semesters in which they are enrolled at EMU, the policy has been changed to reflect that the health insurance premium should be assessed for each semester in which the student will be enrolled rather than as a one-time annual assessment. Finally, the policy revisions delineate that University Health Services has the responsibility for the administration of the policy but that the Offices of Admissions and of International Students are primarily responsible for notification to new students regarding this policy, as those offices are the main conduits for information to new international students.</p>

Effective Date	Date of Revision
5-16-73	1-23-96



Policies, Rules And Regulations

Chapter Name	Chapter No.	Page
EMPLOYMENT/AFFIRMATIVE ACTION	3.1.2	Page 1 of 3 3

Issue
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

UNIVERSITY POLICY STATEMENT:

It is the policy of Eastern Michigan University, in recognition of the essential rights of all employees and applicants as individuals, to recruit and hire in all job classifications without regard to race, color, religion, creed, sex, age, national origin, ancestry, marital status, veterans status or handicap physical or mental disability as provided for and to the extent required by state and federal statutes. Further, it is the policy of the University to take affirmative action to ensure that all personnel actions such as rate of compensation, promotion, retirement, transfers, fringe benefits, layoffs, return from layoff, University training programs, social and recreational programs are administered without regard to race, color, religion, creed, sex, age, national origin, ancestry, marital status, veterans status or handicap physical or mental disability as provided for and to the extent required by state and federal statutes. Finally, it is the policy of the University to recruit, hire and take other personnel actions in all job classifications without regard to sexual orientation.

The sexual orientation provision of this policy shall not prohibit the University from maintaining relationships with agencies of the federal government. Further, ~~because the University wishes to study how particular~~ except where approved by separate action of the Board of Regents the sexual orientation provision of this policy shall not apply to employment benefits, family housing, financial aid packages and student residency status. ~~would be affected by the addition of the sexual orientation provision, the provisions shall not apply to those subjects at this time. The provision will apply to those subjects only after the appropriate Board of Regents' committees and the Board of Regents determine, after the study, how and to what degree the provision should apply to those areas.~~

UNIVERSITY PRACTICE:

Eastern Michigan University reaffirms its equal employment opportunity and affirmative action policies and is committed to their full implementation. Good faith efforts shall be directed toward equality of employment opportunity that transcends racial and sexual identities for present and potential employees. To this end, traditional recruitment and employment patterns ~~are being~~ have been amended to increase the number and proportion of women and minority individuals in instructional and noninstructional positions in every department, unit, and division of the University, where these individuals are underutilized. Diversity of personnel--men, women, minority, majority--all properly represented at every level of responsibility will bring new richness to our environment, intellectually and socially.

The affirmative action program plan represents the reaffirmation of Eastern Michigan University to eliminate discrimination in recruiting, employment, and inequities based on race or sex within its own structure and to provide leadership in this area for society at large.

The University has also implemented an affirmative action plan for veterans and persons with disabilities consistent with the regulations of the Vietnam Era Veterans Readjustment Act of 1974 and Sections 503 and 504 of the Rehabilitation Act of 1973.

Chapter Name	Chapter No.	Page
EMPLOYMENT/AFFIRMATIVE ACTION	3.1.2	Page 2 of 3 3
Issue		
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION		

The President and all persons with hiring authority will continue to establish and follow result-oriented procedures to implement these policies of equal employment opportunities and affirmative action. The ~~affirmative action director~~ Director of Diversity and Affirmative Action (Director) will monitor the progress of the program as it is defined herein and redefined as progress is being made in reaching and maintaining the goal of equal employment opportunity.

The University shall communicate to prospective employees the existence of the University's affirmative action program and make available such elements of the programs as will enable such prospective employees to know of and avail themselves of its benefits.

If employees are pictured in consumer or help-wanted advertising, both minority and majority men and women should be shown.

The University shall send written notification of policies to all subcontractors, vendors and suppliers requesting appropriate action on their part.

The University's affirmative action and equal employment opportunity policies and procedures shall be available to the public through the ~~Personnel Office~~ Office of Diversity and Affirmative Action, Human Resources Office and the Office of Assistant Vice President for Academic Affairs.

RESPONSIBILITY FOR IMPLEMENTATION:

The President of Eastern Michigan University is responsible for the overall implementation of this program. However, each vice president, dean, director, department head, and other supervisory personnel has specific responsibility for developing and implementing the program in relation to recruitment, employment, promotion, and salary progression within his or her functional areas of responsibility. These individuals shall be evaluated on the basis of their performance in the implementation of the University's equal employment opportunity and affirmative action policies by their immediate supervisors.

The ~~affirmative action director~~ Director shall have the responsibility of coordinating all aspects of the equal employment opportunity and affirmative action program. The ~~affirmative action director~~ Director shall, through the ~~associate vice president for administration and the vice president for administration~~ General Counsel/University Attorney and Vice President for Business and Finance, advise the President concerning statements of policy and the identification of problem areas; assist in arriving at methods for solutions to problems; provide the necessary procedural guidance; and coordinate the efforts in complying with these programs among the various departments.

The ~~affirmative action director~~ Director shall work with the vice presidents, deans, directors, department heads, and other supervisory personnel to establish guidelines for implementation, along with goals and timetables where required by law. The goals and timetables shall be reviewed and updated periodically. The goals and timetables shall specify those areas requiring particular attention and what is specifically expected to be done to carry out the responsibilities of the program, along with the necessary time schedules for the achievement of results.

~~EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION FOR THE HANDICAPPED~~

~~Eastern Michigan University will not discriminate against any employee or applicant because of a physical or mental handicap in regard for any position for which the employee or applicant is qualified, as provided for and to the extent required by state and federal statutes. Eastern Michigan University will implement an affirmative action program for handicapped person consistent with the regulations of Sections 503 and 504 of the Rehabilitation Act of 1973.~~


Chapter Name	Chapter No.	Page
EMPLOYMENT/AFFIRMATIVE ACTION	3.1.2	Page 3 of 3 3
Issue		
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION		

SCOPE OF POLICY COVERAGE:

The above policy covers all University employees and individuals seeking employment with the University.

Authority for Creation or Revision

Minutes of the Board of Regents, May 16, 1973; para. .1236M.
 Minutes of the Board of Regents, January 23, 1996;

Effective Date		Date of Revision		Policies, Rules And Regulations
5-16-73		06-17-03		
Chapter Name		Chapter No.	Page	
EMPLOYMENT/AFFIRMATIVE ACTION		3.1.2	Page 1 of 2	
Issue				
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION				

UNIVERSITY POLICY STATEMENT:

It is the policy of Eastern Michigan University, in recognition of the essential rights of all employees and applicants as individuals, to recruit and hire in all job classifications without regard to race, color, religion, creed, sex, age, national origin, ancestry, marital status, veterans status or physical or mental disability as provided for and to the extent required by state and federal statutes. Further, it is the policy of the University to take affirmative action to ensure that all personnel actions such as rate of compensation, promotion, retirement, transfers, fringe benefits, layoffs, return from layoff, University training programs, social and recreational programs are administered without regard to race, color, religion, creed, sex, age, national origin, ancestry, marital status, veterans status or physical or mental disability as provided for and to the extent required by state and federal statutes. Finally, it is the policy of the University to recruit, hire and take other personnel actions in all job classifications without regard to sexual orientation.

The sexual orientation provision of this policy shall not prohibit the University from maintaining relationships with agencies of the federal government. Further, except where approved by separate action of the Board of Regents the sexual orientation provision of this policy shall not apply to employment benefits, family housing, financial aid packages and student residency status.

UNIVERSITY PRACTICE:

Eastern Michigan University reaffirms its equal employment opportunity and affirmative action policies and is committed to their full implementation. Good faith efforts shall be directed toward equality of employment opportunity that transcends racial and sexual identities for present and potential employees. To this end, traditional recruitment and employment patterns have been amended to increase the number and proportion of women and minority individuals in instructional and noninstructional positions in every department, unit, and division of the University, where these individuals are underutilized. Diversity of personnel--men, women, minority, majority--all properly represented at every level of responsibility will bring new richness to our environment, intellectually and socially.

The affirmative action plan represents the reaffirmation of Eastern Michigan University to eliminate discrimination in recruiting, employment, and inequities based on race or sex within its own structure and to provide leadership in this area for society at large.

The University has also implemented an affirmative action plan for veterans and persons with disabilities consistent with the regulations of the Vietnam Era Veterans Readjustment Act of 1974 and Sections 503 and 504 of the Rehabilitation Act of 1973.

The President and all persons with hiring authority will continue to establish and follow result-oriented procedures to implement these policies of equal employment opportunities and affirmative action. The Director of Diversity and Affirmative Action (Director) will monitor the

Chapter Name	Chapter No.	Page
EMPLOYMENT/AFFIRMATIVE ACTION	3.1.2	Page 2 of 2
Issue		
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION		

progress of the program as it is defined herein and redefined as progress is being made in reaching and maintaining the goal of equal employment opportunity.

The University shall communicate to prospective employees the existence of the University's affirmative action program and make available such elements of the programs as will enable such prospective employees to know of and avail themselves of its benefits.

If employees are pictured in consumer or help-wanted advertising, both minority and majority men and women should be shown.

The University shall send written notification of policies to all subcontractors, vendors and suppliers requesting appropriate action on their part.

The University's affirmative action and equal employment opportunity policies and procedures shall be available to the public through the Office of Diversity and Affirmative Action, Human Resources Office and the Office of Assistant Vice President for Academic Affairs.

RESPONSIBILITY FOR IMPLEMENTATION:

The President of Eastern Michigan University is responsible for the overall implementation of this program. However, each vice president, dean, director, department head, and other supervisory personnel has specific responsibility for developing and implementing the program in relation to recruitment, employment, promotion, and salary progression within his or her functional areas of responsibility. These individuals shall be evaluated on the basis of their performance in the implementation of the University's equal employment opportunity and affirmative action policies by their immediate supervisors.


The Director shall have the responsibility of coordinating all aspects of the equal employment opportunity and affirmative action program. The Director shall, through the General Counsel/University Attorney and Vice President for Business and Finance, advise the President concerning statements of policy and the identification of problem areas; assist in arriving at methods for solutions to problems; provide the necessary procedural guidance; and coordinate the efforts in complying with these programs among the various departments.

The Director shall work with the vice presidents, deans, directors, department heads, and other supervisory personnel to establish guidelines for implementation, along with goals and timetables where required by law. The goals and timetables shall be reviewed and updated periodically. The goals and timetables shall specify those areas requiring particular attention and what is specifically expected to be done to carry out the responsibilities of the program, along with the necessary time schedules for the achievement of results.

SCOPE OF POLICY COVERAGE:

The above policy covers all University employees and individuals seeking employment with the University.

Authority for Creation or Revision
Minutes of the Board of Regents, May 16, 1973; para. .1236M. Minutes of the Board of Regents, January 23, 1996;

Effective Date		Date of Revision			Policies, Rules And Regulations
10-3-66		1-23-96			
Chapter Name			Chapter No.		Page
EMPLOYMENT/AFFIRMATIVE ACTION			3.1.3		Page 1 of 144
Issue					
CIVIL RIGHTS					

UNIVERSITY POLICY STATEMENT:

Eastern Michigan University shall not discriminate against any person because of race, color, religion, creed, sex, age, national origin, ancestry, marital status, veterans status or handicap physical or mental disability as provided for and to the extent required by state and federal statutes. Further, the University shall not discriminate against any person because of sexual orientation. The University shall work for the elimination of improper discrimination in the areas listed above (1) in organizations recognized by the University, and (2) from non-university sources where students and employees of the University are involved.

The sexual orientation provision of this policy shall not prohibit the University from maintaining relationships with agencies of the federal government. Further, ~~because the University wishes to study how particular~~ except where approved by separate action of the Board of Regents the provisions of this policy shall not apply to employment benefits, family housing, financial aid-packages and student residency status. ~~would be affected by the addition of the sexual orientation provision, the provision shall not apply to these subjects at this time. The provision will apply to these subjects only after the appropriate Board of Regents committees and the Board of Regents determine, after the study, how and to what degree the provision should apply to those areas.~~

RESPONSIBILITY FOR IMPLEMENTATION:


The President of Eastern Michigan University is responsible for the overall implementation of this policy. The Director of Diversity and Affirmative Action is primarily responsible for the day to day implementation and enforcement of the policy.

SCOPE OF POLICY COVERAGE:

The policy covers all operations and activities of the University.

Authority for Creation or Revision

Minutes of the Board of Regents, October 3, 1966; para. .436M.
Minutes of the Board of Regents, January 23, 1996;

Effective Date		Date of Revision			Policies, Rules And Regulations
10-3-66		06-17-03			
Chapter Name			Chapter No.	Page	
EMPLOYMENT/AFFIRMATIVE ACTION			3.1.3	Page 1 of 1	
Issue					
CIVIL RIGHTS					

UNIVERSITY POLICY STATEMENT

Eastern Michigan University shall not discriminate against any person because of race, color, religion, creed, sex, age, national origin, ancestry, marital status, veterans status or physical or mental disability as provided for and to the extent required by state and federal statutes. Further, the University shall not discriminate against any person because of sexual orientation. The University shall work for the elimination of improper discrimination in the areas listed above (1) in organizations recognized by the University, and (2) from non-university sources where students and employees of the University are involved.

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RESPONSIBILITY FOR IMPLEMENTATION

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SCOPE OF POLICY COVERAGE

The policy covers all operations and activities of the University.

Authority for Creation or Revision
Minutes of the Board of Regents, October 3, 1966; para. .436M. Minutes of the Board of Regents, January 23, 1996;



Policies, Rules And Regulations

Effective Date	Date of Revision
6-19-74	12-6-89

Chapter Name	Chapter No.	Page
EMPLOYMENT/AFFIRMATIVE ACTION	3.1.6	Page 1 of 3

Issue
CONFLICT OF INTEREST

No member of the Board of Regents, University officers, or University employees shall have a direct or indirect interest, financial or otherwise, in a contract with the University or incur any obligation of any nature, when such contract or obligation is in substantial conflict or provides a potential substantial conflict with the discharge of his or her duties in the public interest.

A substantial conflict exists when a University employee:

Engages in a business transaction as a representative or agent of the University with a business entity in which he or she is a director, president, general manager or other similar executive officer, or owns or controls directly or indirectly a substantial portion of the entity.

Accepts other employment or engages in a business or professional activity which will require him or her to disclose confidential information acquired by him or her during the course of his or her official duties.

Specific provisions concerning potential financial conflict and other potential conflict of interest, but not limiting the coverage of this policy, are as follows:

Financial Interest

University employees with authority for investment or control of funds or to authorize the procurement or payment of goods and services for the University shall be required to report annually to the president of the University any financial conflict of interest or potential financial conflict of interest.

Conflict of interest or potential conflict is defined as the ownership or control of more than one percent of any firm or institution providing goods or services to Eastern Michigan University by such individuals as noted above or by a member of their immediate family.

A statement reporting a conflict or potential conflict or affirming that no conflict exists will be filed by University employees each fiscal year upon acceptance of their appointment or reappointment.

When such a conflict or potential conflict is reported, the treasurer shall notify the Board of Regents of what steps have been taken or controls placed to neutralize such conflict or potential conflict. However, in no case will an employee be allowed continued employment where a conflict of interest exists contrary to the laws of the state of Michigan.

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Employment of Relatives

The following policies shall govern married or consanguineous (parent, offspring, or sibling) persons who are appointed to or are already members of the faculty and staff of Eastern Michigan University.

Marriage or consanguinity to an Eastern Michigan University employee shall be considered neither a qualification nor a disqualification for employment at Eastern Michigan University.

University personnel who are employed in the same instructional department, office, or administrative unit of the University with a member or members of their family (husband, wife, offspring, or sibling), shall not participate in recommendations or decisions of direct concern to a member or members of their family. As used herein, "of direct concern" includes, but is not limited to, such matters as appointment, retention, tenure, dismissal, salary, promotion, leave of absence, evaluation, and sabbatical leave.

The dean, director, or account executive, together with the vice-president for business and finance, shall have the authority and responsibility to insure that no member of a family has an unchecked or unreviewed responsibility for any matters relating to University audits, financial records, payroll, or inventory of goods and supplies of another member of the family. The vice-president for business and finance may issue rules to be published in the Systems Manual in carrying out this responsibility.

Use of Facilities by Private Research and Consulting

Use of University facilities, services, equipment and supplies for private teaching and research, consulting, and like activities for personal gain is prohibited except when such use is a part of a program or project authorized by the Board of Regents, or the president. When not a part of an authorized project, use of such facilities may be approved by the vice-president for academic affairs upon payment to the University of an appropriate fee.

Any request for the use of University facilities, supplies or service which is inconsistent with the aims, purposes, and policies of the University shall be denied.

Supplemental Employment (Non-bargained for employees)

The University encourages the interaction of its faculty and staff with the community and with governmental, public, and business organizations. Through consulting relationships and other forms of employment, University employees can be a valuable resource.

Full-time employees of the University may be permitted such supplemental employment. However, it is understood that such employment must be outside of the employee's regular hours of work and must not interfere with the performance of the employee's duties and responsibilities.

The guidelines outlined below are intended to provide for a limited amount of supplemental employment and to protect the integrity of the employee-University employment relationship:

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Supplemental employment for non-bargained for, non-teaching employees, may be permitted when:

it is outside of the employee's regular hours of work and does not interfere with the employee's assigned duties and responsibilities and does not conflict with work requirements outside of the University's regular business hours.

Prior to undertaking such outside work, the employee must report to the department head the nature, extent, and expected duration of such work.

Such reports shall be made on forms provided by the University and shall be updated at the beginning of each semester or whenever a significant change in outside employment occurs. Such reports, including the number of hours and time during which the supplemental employment is to occur, shall be filed with the employee's department head, who shall report the same to the appropriate vice president and the internal auditor.

When, in the opinion of the appropriate vice-president/Divisional Head, the employee's supplemental employment interferes with the performance of the employee's University duties, the employee may be requested to end or modify such supplemental employment all as a condition of continued employment as a full-time employee of the University.

~~Supplemental employment for regular teaching faculty.~~

~~See the agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors, October 1978, Article IX, Section B.~~

~~Supplemental employment for employees in the clerical-secretarial bargaining unit.~~

~~See the agreement between Eastern Michigan University and UAW local 1975, Article XIX.~~


~~Supplemental employment for employees in the administrative-professional-technical bargaining unit.~~

~~See the agreement between Eastern Michigan University and UAW Local 1976, Article XIX.~~

Additional regulation on this subject may also 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, June 19, 1974; para. .1384M.
 Minutes of the Board of Regents, December 6, 1989; para. .4134M.

Effective Date		Date of Revision			<h1>Policies, Rules And Regulations</h1>
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EMPLOYMENT OF RELATIVES

The following policies shall govern married or consanguineous (parent, offspring, or sibling) persons who are appointed to or are already members of the faculty and staff of Eastern Michigan University.

Marriage or consanguinity to an Eastern Michigan University employee shall be considered neither a qualification nor a disqualification for employment at Eastern Michigan University.

University personnel who are employed in the same instructional department, office, or administrative unit of the University with a member or members of their family (husband, wife, offspring, or sibling), shall not participate in recommendations or decisions of direct concern to a member or members of their family. As used herein, "of direct concern" includes, but is not limited to, such matters as appointment, retention, tenure, dismissal, salary, promotion, leave of absence, evaluation, and sabbatical leave.

The dean, director, or account executive, together with the vice-president for business and finance, shall have the authority and responsibility to insure that no member of a family has an unchecked or unreviewed responsibility for any matters relating to University audits, financial records, payroll, or inventory of goods and supplies of another member of the family. The vice-president for business and finance may issue rules to be published in the Systems Manual in carrying out this responsibility.

USE OF FACILITIES BY PRIVATE RESEARCH AND CONSULTING

Use of University facilities, services, equipment and supplies for private teaching and research, consulting, and like activities for personal gain is prohibited except when such use is a part of a program or project authorized by the Board of Regents, or the president. When not a part of an authorized project, use of such facilities may be approved by the vice-president for academic affairs upon payment to the University of an appropriate fee.

Any request for the use of University facilities, supplies or service which is inconsistent with the aims, purposes, and policies of the University shall be denied.

SUPPLEMENTAL EMPLOYMENT (NON-BARGAINED FOR EMPLOYEES)

The University encourages the interaction of its faculty and staff with the community and with governmental, public, and business organizations. Through consulting relationships and other forms of employment, University employees can be a valuable resource.

Full-time employees of the University may be permitted such supplemental employment. However, it is understood that such employment must be outside of the employee's

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regular hours of work and must not interfere with the performance of the employee's duties and responsibilities.

The guidelines outlined below are intended to provide for a limited amount of supplemental employment and to protect the integrity of the employee-University employment relationship:

Supplemental employment for non-bargained for, non-teaching employees, may be permitted when:

It is outside of the employee's regular hours of work and does not interfere with the employee's assigned duties and responsibilities and does not conflict with work requirements outside of the University's regular business hours.


Prior to undertaking such outside work, the employee must report to the department head the nature, extent, and expected duration of such work.

Such reports shall be made on forms provided by the University and shall be updated at the beginning of each semester or whenever a significant change in outside employment occurs. Such reports, including the number of hours and time during which the supplemental employment is to occur, shall be filed with the employee's department head, who shall report the same to the appropriate vice president and the internal auditor.

When, in the opinion of the appropriate vice-president/Divisional Head, the employee's supplemental employment interferes with the performance of the employee's University duties, the employee may be requested to end or modify such supplemental employment all as a condition of continued employment as a full-time employee of the University.

Additional regulation on this subject may also 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, June 19, 1974; para. .1384M. Minutes of the Board of Regents, December 6, 1989; para. .4134M.

Effective Date		Date of Revision			Policies, Rules And Regulations
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CONFLICT OF INTEREST REPORTING RELATIONSHIPS					

Employment of Relatives UNIVERSITY POLICY STATEMENT:

The following policies shall govern married, domestic partners, or consanguineous (parent, offspring, or sibling) persons and persons involved in domestic partner relationships who are appointed to or are already members of the faculty and staff of Eastern Michigan University.

Marriage or consanguinity to an Eastern Michigan University employee or employee involvement in a domestic partner relationship shall be considered neither a qualification nor a disqualification for employment at Eastern Michigan University.

University personnel who are employed in the same instructional department, office, or administrative unit of the University with a member or members of their family (husband, wife, offspring, or sibling) or with a domestic partner, shall not participate in recommendations or decisions of direct concern to a member or members of their family or their domestic partner. As used herein, "of direct concern" includes, but is not limited to, such matters as appointment, retention, tenure, dismissal, salary, promotion, leave of absence, evaluation, and sabbatical leave.

The dean, director, or account executive, together with the vice-president for business and finance, shall have the authority and responsibility to ensure that no member of a family or domestic partner has an unchecked or unreviewed responsibility for any matters relating to University audits, financial records, payroll, or inventory of goods and supplies of another member of the family or of the employee's domestic partner. The vice-president for business and finance may issue rules to be published in the ~~Systems~~ University's Procedures Manual in carrying out this responsibility.

RESPONSIBILITY FOR IMPLEMENTATION:


The Executive Director of Human Resources, Assistant Vice President for Academic Affairs and University Supervisors have primary responsibility for implementing and enforcing this policy. Further, it is the individual responsibility of each University employee to disclose relationships that may violate this policy.

SCOPE OF POLICY COVERAGE:

The policy covers all University Employees.

Authority for Creation or Revision

Minutes of the Board of Regents, June 19, 1974; para. .1384M.
Minutes of the Board of Regents, December 6, 1989; para. .4134M.

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REPORTING RELATIONSHIPS					

UNIVERSITY POLICY STATEMENT:

The following policy shall govern married, domestic partners, or consanguineous (parent, offspring, or sibling) persons and persons involved in domestic partner relationships who are appointed to or are already members of the faculty and staff of Eastern Michigan University.

Marriage or consanguinity to an Eastern Michigan University employee or employee involvement in a domestic partner relationship shall be considered neither a qualification nor a disqualification for employment at Eastern Michigan University.

University personnel who are employed in the same instructional department, office, or administrative unit of the University with a member or members of their family (husband, wife, offspring, or sibling) or with a domestic partner, shall not participate in recommendations or decisions of direct concern to a member or members of their family or their domestic partner. As used herein, "of direct concern" includes, but is not limited to, such matters as appointment, retention, tenure, dismissal, salary, promotion, leave of absence, evaluation, and sabbatical leave.

The dean, director, or account executive, together with the vice-president for business and finance, shall have the authority and responsibility to ensure that no member of a family or domestic partner has an unchecked or unreviewed responsibility for any matters relating to University audits, financial records, payroll, or inventory of goods and supplies of another member of the family or of the employee's domestic partner. The vice-president for business and finance may issue rules to be published in the ~~Systems~~ University's Procedures Manual in carrying out this responsibility.

RESPONSIBILITY FOR IMPLEMENTATION:


The Executive Director of Human Resources, Assistant Vice President for Academic Affairs and University Supervisors have primary responsibility for implementing and enforcing this policy. Further, it is the individual responsibility of each University employee to disclose relationships that may violate this policy.

SCOPE OF POLICY COVERAGE:

The policy covers all University Employees.

Authority for Creation or Revision

Minutes of the Board of Regents, June 19, 1974; para. .1384M.
 Minutes of the Board of Regents, December 6, 1989; para. .4134M.

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Issue					
CONFLICT OF INTERESTS SUPPLEMENTAL EMPLOYMENT – NON-BARGAINED FOR EMPLOYEES					

Supplemental Employment (Non-bargained for employees) UNIVERSITY POLICY STATEMENT:

The University encourages the interaction of its faculty and staff with the community and with governmental, public, and business organizations. Through consulting relationships and other forms of employment, University employees can be a valuable resource.

Full-time employees of the University may be permitted such supplemental employment. However, it is understood that such employment must be outside of the employee's regular hours of work and must not interfere with the performance of the employee's duties and responsibilities.

UNIVERSITY PRACTICE:

The guidelines outlined below are intended to provide for a limited amount of supplemental employment and to protect the integrity of the employee-University employment relationship:

Supplemental employment for non-bargained for, non-teaching employees, may be permitted when:

it is outside of the employee's regular hours of work and does not interfere with the employee's assigned duties and responsibilities and does not conflict with work requirements outside of the University's regular business hours.

Prior to undertaking such outside work, the employee must report to the department head the nature, extent, and expected duration of such work.

~~Such reports shall be made on forms provided by the University and shall be updated at the beginning of each semester or whenever a significant change in outside employment occurs. Such reports, including the number of hours and time during which the supplemental employment is to occur, shall be filed with the employee's department head, who shall report the same to the appropriate vice-president and the internal auditor.~~

When, in the opinion of the appropriate vice-president/Divisional Head, the employee's supplemental employment interferes with the performance of the employee's University duties, the employee may be requested to end or modify such supplemental employment all as a condition of continued employment as a full-time employee of the University.

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Issue

**CONFLICT OF INTERESTS SUPPLEMENTAL EMPLOYMENT –
NON-BARGAINED FOR EMPLOYEES**

RESPONSIBILITY FOR IMPLEMENTATION:

The Executive Director of Human Resources, Assistant Vice President for Academic Affairs and University Supervisors have the primary responsibility for implementing and enforcing this policy. Further, it is the responsibility of each University employee to disclose his or her supplemental employment.

SCOPE OF POLICY COVERAGE:

The policy covers all non-bargained for full-time University employees.

~~Additional r~~ Regulations on this subject in regards to bargained-for employees may also be found and may supersede this policy for employees covered by in collective bargaining agreements.

Authority for Creation or Revision

Minutes of the Board of Regents, June 19, 1974; para. .1384M.
Minutes of the Board of Regents, December 6, 1989; para. .4134M.

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Issue
SUPPLEMENTAL EMPLOYMENT – NON-BARGAINED FOR EMPLOYEES

UNIVERSITY POLICY STATEMENT

The University encourages the interaction of its faculty and staff with the community and with governmental, public, and business organizations. Through consulting relationships and other forms of employment, University employees can be a valuable resource.

Full-time employees of the University may be permitted such supplemental employment. However, it is understood that such employment must be outside of the employee's regular hours of work and must not interfere with the performance of the employee's duties and responsibilities.

UNIVERSITY PRACTICE

The guidelines outlined below are intended to provide for a limited amount of supplemental employment and to protect the integrity of the employee-University employment relationship:

Supplemental employment for non-bargained for, non-teaching employees, may be permitted when:

- It is outside of the employee's regular hours of work and does not interfere with the employee's assigned duties and responsibilities and does not conflict with work requirements outside of the University's regular business hours.

- Prior to undertaking such outside work, the employee must report to the department head the nature, extent, and expected duration of such work.

- When, in the opinion of the appropriate vice-president/Divisional Head, the employee's supplemental employment interferes with the performance of the employee's University duties, the employee may be requested to end or modify such supplemental employment all as a condition of continued employment as a full-time employee of the University.

RESPONSIBILITY FOR IMPLEMENTATION

The Executive Director of Human Resources, Assistant Vice President for Academic Affairs, and University Supervisors have the primary responsibility for implementing and enforcing this policy. Further, it is the responsibility of each University employee to disclose his or her supplemental employment.

SCOPE OF POLICY COVERAGE


The policy covers all non-bargained for full-time University employees.

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SUPPLEMENTAL EMPLOYMENT – NON-BARGAINED FOR EMPLOYEES		

Regulations on this subject in regards to bargained-for employees may be found in collective bargaining agreements.

Authority for Creation or Revision

Minutes of the Board of Regents, June 19, 1974; para. .1384M.
 Minutes of the Board of Regents, December 6, 1989; para. .4134M.

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CONFLICT OF INTEREST USE OF FACILITIES BY PRIVATE RESEARCH AND CONSULTING					

Use of Facilities by Private Research and Consulting UNIVERSITY POLICY STATEMENT:

Use of University facilities, services, equipment and supplies for private teaching and research, consulting, and like activities for personal gain is prohibited except when such use is a part of a program or project authorized by the Board of Regents, or the president. When not a part of an authorized project, use of such facilities may be approved by the vice-president for academic affairs upon payment to the University of an appropriate fee.

Any request for the use of University facilities, supplies or service which is inconsistent with the aims, purposes, and policies of the University shall be denied.


RESPONSIBILITY FOR IMPLEMENTATION:

The appropriate Vice President for Academic Affairs with administrative responsibility for the buildings and/or his or her designee has primary responsibility for implementing and enforcing this policy.

SCOPE OF POLICY COVERAGE:

The policy is applicable to all University facilities, services, equipment and supplies.

Authority for Creation or Revision
Minutes of the Board of Regents, June 19, 1974; para. .1384M. Minutes of the Board of Regents, December 6, 1989; para. .4134M.

Effective Date		Date of Revision		<h1>Policies, Rules And Regulations</h1>
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USE OF FACILITIES BY PRIVATE RESEARCH AND CONSULTING				

UNIVERSITY POLICY STATEMENT:

Use of University facilities, services, equipment and supplies for private teaching and research, consulting, and like activities for personal gain is prohibited except when such use is a part of a program or project authorized by the Board of Regents, or the president. When not a part of an authorized project, use of such facilities may be approved by the appropriate vice-president upon payment to the University of an appropriate fee.

Any request for the use of University facilities, supplies or service which is inconsistent with the aims, purposes, and policies of the University shall be denied.


RESPONSIBILITY FOR IMPLEMENTATION:

The appropriate Vice President with administrative responsibility for the buildings and/or his or her designee has primary responsibility for implementing and enforcing this policy.

SCOPE OF POLICY COVERAGE:

The policy is applicable to all University facilities, services, equipment and supplies.

Authority for Creation or Revision
Minutes of the Board of Regents, June 19, 1974; para. .1384M. Minutes of the Board of Regents, December 6, 1989; para. .4134M.

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CONFLICT OF INTEREST: SENIOR ADMINISTRATORS UNIVERSITY EMPLOYEES					

UNIVERSITY POLICY STATEMENT:

No ~~member of the senior administrative staff~~ University employee shall have a direct or indirect interest, financial or otherwise, in a contract with the University or incur any obligation of any nature, when such contract or obligation is in substantial conflict or provides a potential substantial conflict with the discharge of his or her duties in the public interest.

Furthermore, no ~~member of the senior administrative staff~~ University employee shall accept any payment, remuneration, gratuity or other money or property of any kind from a corporation, individual or entity which is engaged in one or more business transactions with the University where there is any relationship, direct or indirect, between the payment to the individual and the transaction with the University.

(NOTE: A substantial conflict or potential substantial conflict of interest exists when a ~~senior administrative staff member~~ University employee: (1) engages in a business transaction as a representative/agent of the University with a business entity in which he/she holds a title of executive officer, (eg. e.g. President, vice President, Secretary, Treasurer), or owns or controls directly or indirectly more than one percent of that entity; or (2) accepts other employment or engages in a business or professional activity which will require him/her to disclose confidential information acquired while carrying out his/her official responsibilities.)

UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. Senior administrative staff (employees within the Management and Administrative Compensation Bands) shall complete a disclosure statement annually reporting any financial conflict of interest or potential conflict of interest, financial or otherwise, to the University.

(NOTE: Conflict of interest or potential conflict is defined as the ownership or control of more than one percent of any firm or institution providing goods or services to Eastern Michigan University by such individuals as noted above or by a member of their immediate family.)

2. A disclosure statement for senior administrators is available for compliance with this policy.

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3. Senior administrative staff shall be required to promptly complete and file an amended disclosure statement upon the occurrence of any change in circumstances or discovery of any new information that would alter the previous statement.

RESPONSIBILITY FOR IMPLEMENTATION:

It is the individual responsibility of each ~~senior administrator~~ University employee to disclose conflicts of interest or potential conflicts of interest to the University. The University's Internal Auditor is directly responsible for developing appropriate procedures for implementing the provisions of this policy.

SCOPE OF POLICY COVERAGE:

This policy affects all ~~senior administrative employees~~ of Eastern Michigan University employees which shall be defined as persons occupying positions at the rank of AP10 and above; however, the President is responsible for conforming with the Conflict of Interest policy set forth for Board members and the President.

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**EASTERN MICHIGAN UNIVERSITY
SENIOR ADMINISTRATORS
CONFLICT OF INTEREST
DISCLOSURE**

~~I have received and read the University Senior Administrator's Policy on Conflict of Interest and am in compliance with the policy.~~

~~Required disclosures pursuant to the policy are set forth below:~~

~~In accordance with the Senior Administrator's Conflict of Interest Policy, I understand that I have a continuing obligation to promptly prepare and file an amended disclosure upon the occurrence of any change in circumstances which would alter any response previously made or upon the discovery of any new information which would alter a response previously made on my disclosure document.~~


~~It is understood that this form (and its attachments) become part of a confidential file of Eastern Michigan University, to be used only to the extent necessary for the administration and verification of the Conflict of Interest Policy within.~~

NAME

DATE

Authority for Creation or Revision

Meeting of the Board of Regents, June 19, 1974; para. .1384M.
Meeting of the Board of Regents, December 2, 1987; para. .3634M.
Meeting of the Board of Regents, December 6, 1989; para. .4134M.

Effective Date		Date of Revision			Policies, Rules And Regulations
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CONFLICT OF INTEREST: UNIVERSITY EMPLOYEES					

UNIVERSITY POLICY STATEMENT:

No University employee shall have a direct or indirect interest, financial or otherwise, in a contract with the University or incur any obligation of any nature, when such contract or obligation is in substantial conflict or provides a potential substantial conflict with the discharge of his or her duties in the public interest.

Furthermore, no University employee shall accept any payment, remuneration, gratuity or other money or property of any kind from a corporation, individual or entity which is engaged in one or more business transactions with the University where there is any relationship, direct or indirect, between the payment to the individual and the transaction with the University.

(NOTE: A substantial conflict or potential substantial conflict of interest exists when a University employee: (1) engages in a business transaction as a representative/agent of the University with a business entity in which he/she holds a title of executive officer, (e.g. President, vice President, Secretary, Treasurer), or owns or controls directly or indirectly more than one percent of that entity; or (2) accepts other employment or engages in a business or professional activity which will require him/her to disclose confidential information acquired while carrying out his/her official responsibilities.)

UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. Senior administrative staff (employees within the Management and Administrative Compensation Bands) shall complete a disclosure statement annually reporting any financial conflict of interest or potential conflict of interest, financial or otherwise, to the University.

(NOTE: Conflict of interest or potential conflict is defined as the ownership or control of more than one percent of any firm or institution providing goods or services to Eastern Michigan University by such individuals as noted above or by a member of their immediate family.)

2. A disclosure statement for senior administrators is available for compliance with this policy.
3. Senior administrative staff shall be required to promptly complete and file an amended disclosure statement upon the occurrence of any change in circumstances or discovery of any new information that would alter the previous statement.

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RESPONSIBILITY FOR IMPLEMENTATION:


It is the individual responsibility of each University employee to disclose conflicts of interest or potential conflicts of interest to the University. The University's Internal Auditor is directly responsible for developing appropriate procedures for implementing the provisions of this policy.

SCOPE OF POLICY COVERAGE:

This policy affects all Eastern Michigan University employees; however, the President is responsible for conforming with the Conflict of Interest policy set forth for Board members and the President.

Authority for Creation or Revision

Meeting of the Board of Regents, June 19, 1974; para. .1384M.
Meeting of the Board of Regents, December 2, 1987; para. .3634M.
Meeting of the Board of Regents, December 6, 1989; para. .4134M.

Effective Date		Date of Revision			Policies, Rules And Regulations
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EXTREME WEATHER POLICY					

UNIVERSITY POLICY STATEMENT:

It is the policy of Eastern Michigan University that only the President or his/her designee has the authority to temporarily modify class and/or work schedules in the event of extreme weather conditions including but not limited to snow, freezing rain, floods, and hazardous winds. This decision may include the temporary cancellation of all or part of scheduled academic programs and closure of the University.

During an unscheduled closure, certain designated personnel are expected to report for work. For the purpose of this policy, designated employees are defined as Safety and Security officers, Heating Plant employees, Physical Plant Maintenance, Grounds and Custodial employees, Food Service employees (when students are in residence), switchboard employees, and any other employees who are specifically requested to report to work by the President or his/her designee.

UNIVERSITY PRACTICE :

University practices for implementing this policy include:

1. It is the University's practice to evaluate extreme weather conditions in the context of its responsibility to provide the educational services purchased by students, particularly those who live on or immediately adjacent to campus.
2. The Vice President for Business and Finance, utilizing information gathered by the departments of Public Safety and Physical Plant, will advise the President or his/her designee of regional weather conditions and advisories affecting vehicle and pedestrian mobility. In addition to campus roads, walkways, and parking lots, regional streets and highways and weather reports will be monitored through the Washtenaw County and State Police agencies.

EXTREME WEATHER POLICY

In the event the President or his/her designee elect to modify class or work schedules, information will be immediately conveyed to the following campus departments:

EMU Department of Public Safety	487-1222
EMU switchboard	487-1849
WEMU-FM (89.1)	487-2229
EMU Newsline (Dept. of Public Information)	487-2460

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EXTREME WEATHER POLICY		

The department of Public Information will also attempt to have the information broadcast over local radio stations, such as WJR (760-AM), WAAM (1600-Am) and WTKA (1050-AM). However, any doubt regarding the status of University operations should be confirmed by contacting the above listed campus departments.

The EMU department of Public Safety will be responsible for entering school closing information into the Law Enforcement Information Network (LEIN) System, which includes, among its subscribers, various television and radio stations in the state of Michigan.

In the event that class/work schedules are not officially cancelled due to poor weather conditions, but an employee is unable or elects, because of personal safety concerns, not to report to work: the employee must notify his/her immediate supervisor as soon as possible of their intended late arrival or absence.

In the event that class/work schedules are officially cancelled due to poor weather conditions: employees who are not required to report for work and/or who have reported for work and are later sent home, shall be paid in accordance with the terms and conditions of their respective collective bargaining agreement. Non-bargained for employees will be paid in accordance with the department of Human Resources' policy regarding closure of the University.

RESPONSIBILITY FOR IMPLEMENTATION:

~~The President of the University or his/her designee has the overall responsibility for implementation of this policy. The management of the policy is with the Vice President for Business and Finance in conjunction with the Executive Vice President who provides oversight to the Human Resources and Public Information departments.~~

RESPONSIBILITY:


The Vice President for Business and Finance or his/her designee(s), in consultation with the Crisis Management Team, has overall responsibility for implementation and administration of this policy and for amending and/or revising related policies, as necessary, to assure compliance and consistency with this policy.

SCOPE OF POLICY COVERAGE:

This policy applies to all University employees and students.

Authority for Creation or Revision

Minutes of the Board of Regents, December 6, 1994; para. 4927M.

Effective Date		Date of Revision		<h1>Policies, Rules And Regulations</h1>
12-1-78		6/17/03		
Chapter Name		Chapter No.	Page	
EMPLOYMENT/AFFIRMATIVE ACTION		3.7.4	Page 1 of 2	
Issue				
EXTREME WEATHER POLICY				

UNIVERSITY POLICY STATEMENT:

It is the policy of Eastern Michigan University that only the President or his/her designee has the authority to temporarily modify class and/or work schedules in the event of extreme weather conditions including but not limited to snow, freezing rain, floods, and hazardous winds. This decision may include the temporary cancellation of all or part of scheduled academic programs and closure of the University.

During an unscheduled closure, certain designated personnel are expected to report for work. For the purpose of this policy, designated employees are defined as Safety and Security officers, Heating Plant employees, Physical Plant Maintenance, Grounds and Custodial employees, Food Service employees (when students are in residence), switchboard employees, and any other employees who are specifically requested to report to work by the President or his/her designee.

UNIVERSITY PRACTICE :

University practices for implementing this policy include:

1. It is the University's practice to evaluate extreme weather conditions in the context of its responsibility to provide the educational services purchased by students, particularly those who live on or immediately adjacent to campus.
2. The Vice President for Business and Finance, utilizing information gathered by the departments of Public Safety and Physical Plant, will advise the President or his/her designee of regional weather conditions and advisories affecting vehicle and pedestrian mobility. In addition to campus roads, walkways, and parking lots, regional streets and highways and weather reports will be monitored through the Washtenaw County and State Police agencies.

EXTREME WEATHER POLICY

In the event the President or his/her designee elect to modify class or work schedules, information will be immediately conveyed to the following campus departments:

EMU Department of Public Safety	487-1222
EMU switchboard	487-1849
WEMU-FM (89.1)	487-2229
EMU Newslines (Dept. of Public Information)	487-2460

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Issue		
EXTREME WEATHER POLICY		

The department of Public Information will also attempt to have the information broadcast over local radio stations, such as WJR (760-AM), WAAM (1600-Am) and WTKA (1050-AM). However, any doubt regarding the status of University operations should be confirmed by contacting the above listed campus departments.

The EMU department of Public Safety will be responsible for entering school closing information into the Law Enforcement Information Network (LEIN) System, which includes, among its subscribers, various television and radio stations in the state of Michigan.

In the event that class/work schedules are not officially cancelled due to poor weather conditions, but an employee is unable or elects, because of personal safety concerns, not to report to work: the employee must notify his/her immediate supervisor as soon as possible of their intended late arrival or absence.

In the event that class/work schedules are officially cancelled due to poor weather conditions: employees who are not required to report for work and/or who have reported for work and are later sent home, shall be paid in accordance with the terms and conditions of their respective collective bargaining agreement. Non-bargained for employees will be paid in accordance with the department of Human Resources' policy regarding closure of the University.

RESPONSIBILITY:

The Vice President for Business and Finance or his/her designee(s), in consultation with the Crisis Management Team, has overall responsibility for implementation and administration of this policy and for amending and/or revising related policies, as necessary, to assure compliance and consistency with this policy.

SCOPE OF POLICY COVERAGE:

This policy applies to all University employees and students.

Authority for Creation or Revision
Minutes of the Board of Regents, December 6, 1994; para. 4927M.



Policies, Rules And Regulations

Effective Date	Date of Revision
2-16-72	4-25-84

Chapter Name	Chapter No.	Page
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Issue
HEALTH SERVICE

UNIVERSITY POLICY STATEMENT:

ALL CURRENTLY ENROLLED STUDENTS, FACULTY, STAFF AND THEIR SPOUSES ARE ELIGIBLE TO USE UNIVERSITY HEALTH SERVICES (UHS) AT SNOW HEALTH CENTER. STUDENTS ARE ELIGIBLE TO UTILIZE UHS UP TO SIX MONTHS PAST THEIR LAST ENROLLMENT DATE AT NON-STUDENT RATES. The Health Service is available to University staff, is open to staff for emergencies occurring on campus and for inoculation programs and for other reasons as approved by the Health Service. Department heads may send employees to the Health Service if the employee becomes ill on the job or if there is a question as to whether the employee should continue his or her duties."

Snow Health Center provides a variety of medical services which are available to all Eastern Michigan University students and their spouses. The Health Center is open weekdays but is closed on Saturdays, Sundays and holidays.

UNIVERSITY PRACTICE:

UNIVERSITY PRACTICES FOR IMPLEMENTING THIS POLICY INCLUDE:

1. THE SCOPE OF SERVICES AVAILABLE INCLUDE CONFIDENTIAL SERVICES FOR PREVENTION, ILLNESS AND INJURY, IMMUNIZATIONS, VACCINATIONS AND ALLERGY SHOTS, GYNECOLOGICAL CARE, AND TB, STD AND HIV TESTING. PHARMACEUTICAL, LABORATORY AND X-RAY FACILITIES ARE LOCATED IN SNOW HEALTH CENTER. Snow Health Center is responsible for the provision of the following services: primary medical and emergency care, diagnosis and treatment of common injuries and illnesses, administration of vaccinations, immunizations and allergy shots, tuberculosis testing, specialty clinics for treating specific problems in the medical specialties of gynecology, dermatology, and mental health. The Health Center also assists in the student health insurance program and provides other ancillary services including those of a prescription pharmacy, a medical laboratory and an X-ray department.

Faculty, staff and their spouses may utilize the services of the Health Center but are charged slightly higher fees than the regular student fees for most physician services.

2. Nominal charges-FEES will be made CHARGED for most services rendered, by the Health Center. WITH FACULTY, STAFF AND THEIR SPOUSE, AND STUDENTS' SPOUSES BEING CHARGED SLIGHTLY HIGHER FEES THAN THOSE PAID BY CURRENTLY-ENROLLED STUDENTS FOR SELECTED MEDICAL SERVICES. However, patients may consult the nurses on duty at any time without charge. The services of the mental health counselor are also free of charge.

3. The Health Center endeavors to provide continuity of care in cooperation with the patient's family physician or private doctor. The team approach for the delivery of highest quality medical care is encouraged by the entire staff. Appropriate referrals will be made to a family practitioner or to a specialist of the patient's choice when desired or WHEN indicated. Extreme Emergency or

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HEALTH SERVICE		

complicated cases will be referred immediately to nearby hospitals or other accredited health care facilities.

RESPONSIBILITY FOR IMPLEMENTATION:


THE VICE PRESIDENT FOR STUDENT AFFAIRS HAS OVERALL RESPONSIBILITY FOR THE IMPLEMENTATION AND ADMINISTRATION OF THIS POLICY AND HAS DELEGATED ITS OVERALL MANAGEMENT TO THE DIRECTOR OF UNIVERSITY HEALTH SERVICES.

SCOPE OF POLICY COVERAGE:

THIS POLICY APPLIES TO ALL ELIGIBLE UNIVERSITY STUDENTS, CURRENT UNIVERSITY EMPLOYEES AND THEIR SPOUSES.

Authority for Creation or Revision

Minutes of the Board of Regents, February 16, 1972; para. .1079M; June 22, 1977; para. .1813M; June 21, 1978; para. .1949M; August 20, 1980; para. .2291M; October 26, 1983; para. .2791M; April 25, 1984; para. .2900M.

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2-16-72		06/17/03		
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HEALTH SERVICE				

UNIVERSITY POLICY STATEMENT:

All currently enrolled students, faculty, staff and their spouses are eligible to use University Health Services (UHS) at Snow Health Center. Students are eligible to utilize UHS up to six months past their last enrollment date at non-student rates.

UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. The scope of services available include confidential services for prevention, illness and injury, immunizations, vaccinations and allergy shots, gynecological care, and TB, STD and HIV testing. Pharmaceutical, laboratory and x-ray facilities are located in Snow Health Center.
2. Nominal fees will be charged for most services rendered, with faculty, staff and their spouse, and students' spouses being charged slightly higher fees than those paid by currently-enrolled students for selected medical services. The services of the mental health counselor are free of charge.
3. Appropriate referrals will be made to a family practitioner or to a specialist when indicated. Emergency or complicated cases will be referred immediately to nearby hospitals or other accredited health care facilities.

RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Student Affairs has overall responsibility for the implementation and administration of this policy and has delegated its overall management to the Director of University Health Services.

SCOPE OF POLICY COVERAGE:

This policy applies to all eligible University students, current university employees and their spouses.

Authority for Creation or Revision

Minutes of the Board of Regents, February 16, 1972; para. .1079M; June 22, 1977; para. .1813M; June 21, 1978; para. .1949M; August 20, 1980; para. .2291M; October 26, 1983; para. .2791M; April 25, 1984; para. .2900M.



Policies, Rules And Regulations

Effective Date	Date of Revision
Fall Semester 2001	6/20/00
Chapter Name	Chapter No.
ADMISSIONS AND FINANCIAL AID	7.1.4

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Issue

ADMISSIONS: ADMISSION OF STUDENTS WITH PRIOR CONVICTIONS AND DISCIPLINARY RECORDS

ADMISSIONS APPLICATION:

UNIVERSITY POLICY STATEMENT

Eastern Michigan University's admissions application and re-enrollment form includes the following questions regarding prior criminal conviction and/or disciplinary history, and the information provided by the student may be considered when making the decision as to whether to admit or re-enroll the student to the University.

Question: ~~Have you ever been convicted of a criminal offense other than a minor traffic violation, or found to be delinquent by a juvenile court, or are there any such charges currently pending against you at this time?~~

Question: ~~Have you ever been expelled, suspended, placed on probation, or been subject to any other disciplinary action at any secondary school or college you have attended?~~

~~If you answer yes to either of these questions, please submit a statement of explanation.~~

UNIVERSITY PRACTICE

REVIEW PROCESS

A student who answers "yes" to the prior criminal conviction question or the disciplinary question will submit a statement of explanation. A review board consisting of the Director of Admissions, Director of Housing, Dean of Students, Director of Student Judicial Services and the Chief of Police, or their respective designees, will review the application, and all explanatory materials, of any student answering either of the two questions affirmatively.

Prior to making an admissions or re-enrollment decision, the review board may request additional materials from the applicant, conduct a phone interview with the applicant and/or request that the applicant appear before the review board to discuss his/her application.

After considering all information, the review board will have the authority to make one of the following decisions, except that the Vice President of Enrollment Services must approve any decision to deny admission to the applicant.

1. Deny admission or re-enrollment to the applicant.
2. Admit or re-enroll the applicant on probation but deny the option of university housing.
3. Admit or re-enroll the applicant on probation and permit the option of university housing.
4. Admit or re-enroll the applicant without any conditions.

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RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Enrollment Services is responsible for the implementation of this policy. The Director of Admissions, Director of Housing, Dean of Students, Director of Student Judicial Services and the Chief of Police, or their respective designees, will sit on the review committee.

SCOPE OF POLICY COVERAGE

This policy applies to all Eastern Michigan University students.

Authority for Creation or Revision
Minutes of the Board of Regents, June 20, 2000; para. .5688M.

Effective Date		Date of Revision			Policies, Rules And Regulations
Fall Semester 2001		6/20/00			
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ADMISSIONS: ADMISSION OF STUDENTS WITH PRIOR CONVICTIONS AND DISCIPLINARY RECORDS					

UNIVERSITY POLICY STATEMENT

Eastern Michigan University's admissions application and re-enrollment form include questions regarding prior criminal convictions and/or disciplinary history, and the information provided by the student may be considered when making the decision as to whether to admit or re-enroll the student to the University.

UNIVERSITY PRACTICE

A student who answers 'yes' to the prior criminal conviction question or the disciplinary question will submit a statement of explanation. A review board will review the application and all explanatory materials of any student answering either of the questions affirmatively. Prior to making admissions or re-enrollment decision, the review board may request additional materials from the applicant, conduct a phone interview with the applicant and/or request that the applicant appear before the review board to discuss his/her application.

After considering the information, the review board will have the authority to make one of the following decisions, except that the Vice President for Enrollment Services must approve any decision to deny admission to the applicant.

1. Deny admission or re-enrollment to the applicant.
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3. Admit or re-enroll the applicant on probation and permit the option of university housing.
4. Admit or re-enroll the applicant without any conditions.

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Enrollment Services is responsible for the implementation of this policy. The Director of Admissions, Director of Housing, Dean of Students, Director of Student Judicial Services and the Chief of Police, or their respective designees, will sit on the review committee.

SCOPE OF POLICY COVERAGE

This policy applies to all Eastern Michigan University students.

Authority for Creation or Revision

Minutes of the Board of Regents, June 20, 2000; para. .5688M.

Effective Date	Date of Revision
9-3-75	8-2-77



Policies, Rules And Regulations

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ADMISSION AND FINANCIAL AID	7.2.4	Page 1 of 2

Issue

FINANCIAL AID: STATE PROGRAMS

ELIGIBLE MICHIGAN RESIDENTS ARE CONSIDERED FOR STATE CAMPUS BASED AID PROGRAMS BY COMPLETING AND SUBMITTING THE FEDERAL STUDENT AID APPLICATION. RESIDENCY REQUIREMENTS AND OTHER AWARD CRITERIA ARE PROMULGATED BY PUBLIC ACT NO. 102 OF 1986, PUBLIC ACT NO. 273 OF 1986, PUBLIC ACT 288 OF 1986, AS AMENDED BY PUBLIC ACT NO. 47 OF 1990, AND PUBLIC ACT NO. 303 OF 1986. THE MICHIGAN HIGHER EDUCATION ASSISTANCE AUTHORITY PUBLISHES ADDITIONAL RULES, REGULATIONS, POLICIES AND PROCEDURES.

MICHIGAN CAMPUS BASED AID PROGRAMS:

~~STATE OF MICHIGAN COMPETITIVE SCHOLARSHIPS~~

~~State of Michigan Competitive Scholarships pay up to full tuition and fees for the full college year to undergraduate students. Scholarships are awarded on the basis of academic potential and financial need. Students must take the original qualifying test before they enroll in college.~~

MICHIGAN WORK STUDY

THE MICHIGAN WORK STUDY PROGRAM HELPS ELIGIBLE STUDENTS MEET EDUCATIONAL EXPENSES BY PLACEMENT IN ON AND OFF-CAMPUS EMPLOYMENT. THE PRIMARY CRITERION FOR AWARD CONSIDERATION IS FINANCIAL NEED.

MICHIGAN EDUCATIONAL OPPORTUNITY GRANT

THIS GRANT IS PROVIDED TO STUDENTS WHO DEMONSTRATE HIGH FINANCIAL NEED.

MICHIGAN PART TIME ADULT GRANT

THIS GRANT IS AWARDED TO PART TIME INDEPENDENT STUDENTS WHO DEMONSTRATE HIGH FINANCIAL NEED.

OTHER MICHIGAN STUDENT AID PROGRAMS:

STATE OF MICHIGAN COMPETITIVE SCHOLARSHIPS

State of Michigan Competitive Scholarships pay up to full A PORTION OF tuition and fees for the full college ACADEMIC year to undergraduate students. Scholarships are awarded on the basis of academic potential and financial need. Students must take the original A qualifying test before they enroll in college.

~~ACT 245, PUBLIC ACTS OF 1935~~ MICHIGAN MERIT AWARDS

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Issue		
FINANCIAL AID: STATE PROGRAMS		

MICHIGAN MERIT AWARDS ARE EARNED BY STUDENTS WHO PASS THE MICHIGAN EDUCATIONAL ASSESSMENT PROGRAM TEST. AWARD AMOUNTS AND TERMS ARE SET BY THE STATE OF MICHIGAN. THE MICHIGAN HIGHER EDUCATION ASSISTANCE AUTHORITY DIRECTLY NOTIFIES STUDENTS OF THEIR ELIGIBILITY FOR THIS AWARD.

~~Act 245, Public Acts of 1935 was created to provide tuition payments for children of certain Michigan soldiers, sailors, marines and nurses. Full-time and part-time students eligible for benefits receive payment of tuition and fees.~~

MICHIGAN VETERANS TRUST FUND LOANS

~~Michigan Veterans Trust Fund loans are available to Michigan veterans, their legal dependents, or the children of a deceased veteran. The applicant must be enrolled as a full-time student and have need for a loan. The loan may not exceed \$600 and is repayable, without interest, within six months.~~

Authority for Creation or Revision

Executive Council, September 3, 1975.
Board of Regents Finance Committee Meeting, August 2, 1977.

Effective Date	Date of Revision
9-3-75	06/17/03



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Issue
FINANCIAL AID: STATE PROGRAMS

ELIGIBLE MICHIGAN RESIDENTS ARE CONSIDERED FOR STATE CAMPUS BASED AID PROGRAMS BY COMPLETING AND SUBMITTING THE FEDERAL STUDENT AID APPLICATION. RESIDENCY REQUIREMENTS AND OTHER AWARD CRITERIA ARE PROMULGATED BY PUBLIC ACT NO. 102 OF 1986, PUBLIC ACT NO. 273 OF 1986, PUBLIC ACT 288 OF 1986, AS AMENDED BY PUBLIC ACT NO. 47 OF 1990, AND PUBLIC ACT NO. 303 OF 1986. THE MICHIGAN HIGHER EDUCATION ASSISTANCE AUTHORITY PUBLISHES ADDITIONAL RULES, REGULATIONS, POLICIES AND PROCEDURES.

MICHIGAN CAMPUS BASED AID PROGRAMS:

MICHIGAN WORK STUDY

THE MICHIGAN WORK STUDY PROGRAM HELPS ELIGIBLE STUDENTS MEET EDUCATIONAL EXPENSES BY PLACEMENT IN ON AND OFF-CAMPUS EMPLOYMENT. THE PRIMARY CRITERION FOR AWARD CONSIDERATION IS FINANCIAL NEED.

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STATE OF MICHIGAN COMPETITIVE SCHOLARSHIPS


State of Michigan Competitive Scholarships pay A PORTION OF tuition and fees for the ACADEMIC year to undergraduate students. Scholarships are awarded on the basis of academic potential and financial need. Students must take A qualifying test before they enroll in college.

MICHIGAN MERIT AWARDS

MICHIGAN MERIT AWARDS ARE EARNED BY STUDENTS WHO PASS THE MICHIGAN EDUCATIONAL ASSESSMENT PROGRAM TEST. AWARD AMOUNTS AND TERMS ARE SET BY THE STATE OF MICHIGAN. THE MICHIGAN HIGHER EDUCATION ASSISTANCE AUTHORITY DIRECTLY NOTIFIES STUDENTS OF THEIR ELIGIBILITY FOR THIS AWARD.

Authority for Creation or Revision

Executive Council, September 3, 1975.
Board of Regents Finance Committee Meeting, August 2, 1977.

Effective Date		Date of Revision		Policies, Rules And Regulations
5-21-96				
Chapter Name		Chapter No.	Page	
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		Issue		
		MANDATORY HEALTH INSURANCE FOR INTERNATIONAL STUDENTS		

UNIVERSITY POLICY STATEMENT:

All international students WITH AN F OR J VISA STATUS and their accompanying dependents shall be required to carry health insurance during the semesters in which they are enrolled at Eastern Michigan University. Eastern Michigan University will allow these international students to present proof of equivalent insurance coverage complying with the expected standard of coverage during a specified waiver period each semester.

UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. ~~REGISTRATION The Foreign Student Affairs Office will identify INTERNATIONAL STUDENTS WITH AN F OR J VISA STATUS. THIS WILL AUTOMATICALLY REQUIRE THEM TO CARRY THE MANDATORY STUDENT HEALTH INSURANCE. all individuals required to carry mandatory health insurance.~~
2. ~~There will be assessment of an annual~~A health insurance premium WILL BE ASSESSED ON THE STUDENT'S ACCOUNT FOR EACH SEMESTER THE STUDENT WILL BE ENROLLED. STUDENTS WHO DO NOT ENROLL IN CLASSES FOR A SPECIFIC SEMESTER ARE INFORMED THAT THEY MUST PURCHASE THE INSURANCE DIRECTLY IF THEY WISH TO CONTINUE ON THE POLICY. ~~upon registration for fall semester, or a pro-rated premium in subsequent semesters for those students enrolling for winter, spring or summer.~~
3. Students will be allowed to present proof of equivalent insurance coverage complying with the expected standard of coverage. Students requesting a waiver will be required to submit a 'Waiver Application for the EMU Student Health Insurance' along with an English translation of their insurance policy for review and approval by the waiver deadline. ~~each semester of enrollment.~~ Waiver reviews will be administered by the Insurance Office, University Health Services.

RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for ~~University Marketing and Student Affairs~~ has the overall responsibility for implementation of this policy.

The Offices of Admissions AND THE OFFICE OF INTERNATIONAL STUDENTS, ~~Foreign Student Affairs and University Health Services~~ are primarily responsible for NOTIFICATION TO NEW STUDENTS REGARDING THE MANDATORY HEALTH INSURANCE POLICY AND REQUIREMENTS. UNIVERSITY HEALTH SERVICES IS PRIMARILY RESPONSIBLE FOR implementation and daily administration of this policy.


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The Student Accounting Office is responsible for assessment and collection of the health insurance premium.

SCOPE OF POLICY COVERAGE

THIS POLICY APPLIES TO ALL INTERNATIONAL STUDENTS WITH AN F OR J VISA STATUS AND THEIR ACCOMPANYING DEPENDENTS DURING THE SEMESTER IN WHICH THEY ARE ENROLLED AT EASTERN MICHIGAN UNIVERSITY.

Authority for Creation or Revision
Minutes of the Board of Regents, May 21, 1996; para. .5103M.

Effective Date		Date of Revision		Policies, Rules And Regulations
5-21-96		06/17/03		
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Issue				
MANDATORY HEALTH INSURANCE FOR INTERNATIONAL STUDENTS				

UNIVERSITY POLICY STATEMENT:

All international students WITH AN F OR J VISA STATUS and their accompanying dependents shall be required to carry health insurance during the semesters in which they are enrolled at Eastern Michigan University. Eastern Michigan University will allow these international students to present proof of equivalent insurance coverage complying with the expected standard of coverage during a specified waiver period each semester.

UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. Registration will identify international students with an F or J visa status. This will automatically require them to carry the mandatory student health insurance.
2. A health insurance premium will be assessed on the student's account for each semester the student will be enrolled. Students who do not enroll in classes for a specific semester are informed that they must purchase the insurance directly if they wish to continue on the policy.
3. Students will be allowed to present proof of equivalent insurance coverage complying with the expected standard of coverage. Students requesting a waiver will be required to submit a 'Waiver Application for the Student Health Insurance' along with an English translation of their insurance policy for review and approval by the waiver deadline. Waiver reviews will be administered by the Insurance Office, University Health Services.

RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Student Affairs has the overall responsibility for implementation of this policy.

The Office of Admissions and the Office of International Students are primarily responsible for notification to new students regarding the Mandatory Health Insurance Policy and requirements. University Health Services is primarily responsible for implementation and daily administration of this policy.

The Student Accounting Office is responsible for assessment and collection of the health insurance premium.

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SCOPE OF POLICY COVERAGE

This policy applies to all international students with an F or J visa status and their accompanying dependents during the semester in which they are enrolled at Eastern Michigan University.

Authority for Creation or Revision
Minutes of the Board of Regents, May 21, 1996; para. .5103M.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 24
DATE: June 17, 2003

RECOMMENDATION

**POLICY: STUDENT INVOLUNTARY ADMINISTRATIVE WITHDRAWAL
POLICY**

ACTION REQUESTED

It is recommended that the Board of Regents approve the adoption of the Student Involuntary Administrative Withdrawal Policy.

STAFF SUMMARY

An increasing number of students are coming to college with mental health issues, and a small number of these students exhibit inappropriate behavior, usually taking the form of disrupting others or putting self or others at risk of harm. Most campuses have developed two tracks for dealing with behavioral difficulties: a disciplinary track and a mandatory withdrawal track. The preferred method of handling misbehavior is still to use the University's Student Conduct Code since it is crafted to properly address behavior and provide for appropriate responses. However, it is important to separate the behavior from the underlying mental health condition to determine appropriate interventions. Eastern Michigan University did not have an alternative to the Student Conduct Code for use in making decisions when the student issue involved both a conduct code issue and an underlying mental health condition.

Therefore, based on the above rationale, the University has created a Student Involuntary Administrative Withdrawal Policy to be used as an alternative to the normal disciplinary process when the latter process is not appropriate in a particular case.

FISCAL IMPLICATIONS


None

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

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Issue				
STUDENT INVOLUNTARY ADMINISTRATIVE WITHDRAWAL				

UNIVERSITY POLICY STATEMENT

It is the policy of Eastern Michigan University to establish a Student Involuntary Administrative Withdrawal Policy for the purpose of maintaining a campus environment that is conducive to learning, protects the University's educational purposes, maintains reasonable order on campus, and protects the rights and safety of all members of the University community. The University may order the involuntary withdrawal of a student from the University or from University Housing in accordance with University policy, as described below.

UNIVERSITY PRACTICE

The Student Involuntary Administrative Withdrawal Policy, below, outlines the procedures to be utilized in seeking the involuntary withdrawal of a student.

Section I: Scope of Policy

The policy will cover behaviors described in Section II: Standards for Withdrawal, Items "a" through "e", that occur 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.

For purposes of this policy a student is defined as follows:

- a. Any person enrolled for courses through or at EMU, both full-time and part-time, and those who attend educational institutions other than EMU but who reside in EMU residence halls."
- b. Any person who is not officially enrolled for a particular term but whose EMU record indicates a continuing relationship with the University, or
- c. Any person who has been accepted into EMU but have not yet enrolled for courses.

Section II: Standards for Withdrawal

In accordance with University policy, and applicable federal and state laws prohibiting discrimination based on disability, a student may be involuntarily withdrawn from the University and/or University Housing, either temporarily or permanently, if it is determined that a student suffers from a mental disorder as defined by the current American Psychiatric Association Diagnostic and Statistical Manual, and as a result of the disorder:

- a. Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, and/or
- b. Engages, or threatens to engage, in behavior which would cause significant property damage, which directly and substantially impedes the lawful activities of other members of the University, and/or
- c. Demonstrates an inability to satisfy personal needs (e.g., nourishment, shelter) such that there is a reasonable possibility that serious physical harm or death might occur within a short period of time, and/or

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STUDENT INVOLUNTARY ADMINISTRATIVE WITHDRAWAL		

- d. Commits a violation of the University’s Student Conduct Code and lacks the capacity to comprehend and participate in the University’s disciplinary process, and/or
- e. Commits a violation of the University’s Student Conduct Code and did not understand the nature or wrongfulness of the conduct at the time of the offense.

Section III: Premises Underlying This Policy

An involuntary administrative withdrawal:

- a. Is not a substitute for appropriate disciplinary action under the Student Conduct Code.
- b. Should not be used to dismiss socially or emotionally “eccentric” students who do not otherwise meet the standards for withdrawal specified in this section.
- c. Should only be initiated after reasonable attempts to secure voluntary cooperation for a psychological evaluation or withdrawal have been exhausted or if the student refuses to agree to or doesn’t adhere to reasonable conditions established for his/her continued presence on campus and/or in University Housing.

Section IV: Procedures Under this Policy

Commencement of the Process

This process may be initiated by the Director of Student Judicial Services when:

- a. Any member of the University community who reasonably believes that a student may meet one of the involuntary withdrawal standards in Section II contacts the Director of Student Judicial Services with his/her concerns about the student; and/or
- b. The student is referred to Student Judicial Services for a possible conduct code violation and the conduct is such that it may meet one or more of the involuntary withdrawal standards.

Informal Review by Student Judicial Services

The Director of Student Judicial Services will conduct a preliminary, informal review and will schedule a meeting with the student. At the end of this informal review, the Director may do one or more of the following:

- a. Determine that the student does not meet the standard for involuntary withdrawal and terminate this process. If warranted, the student’s conduct will be handled by Student Judicial Services under the regular disciplinary process.
- b. Require the student to schedule an evaluation by a qualified, licensed mental health professional outside the University within five calendar days. The student will be responsible for any costs associated with the evaluation.
- c. Refer the student to the Behavioral Evaluation Team for an assessment and recommendation under this policy. Any pending disciplinary action against the student will be postponed until the Behavioral Evaluation Team completes this process.
- d. Allow a student who meets the conditions for an involuntary withdrawal to voluntarily withdraw from the University and waive the right to further procedures under this policy. If future reenrollment at the University is an option, the Director will provide the conditions necessary for consideration of reenrollment to the student in writing (see “Conditions for Reenrollment” section of this policy).

Referral to the Behavioral Evaluation Team

After completing the informal review as described in the above section, the Director of Student Judicial Services may refer a student to a hearing with the University’s Behavioral Evaluation Team for assessment and recommendations. The team will include the:

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Issue		
STUDENT INVOLUNTARY ADMINISTRATIVE WITHDRAWAL		

- Dean of Students, or his/her designee (Serving as the Chair)
- Director of Counseling Services, or his/her designee
- Director of Housing, or his/her designee

The role of the Behavioral Evaluation Team is to evaluate the student and make a determination as to whether the student should be involuntarily withdrawn from the University and/or University Housing or whether the student can remain in school and/or continue to live in University Housing under specified conditions. The recommendation by the Behavioral Evaluation Team will require the concurrence of any two of the three team members.

The Director of Student Judicial Services will arrange for the Behavioral Evaluation Team to meet with the student and will notify the student in writing of his/her referral to a hearing and inform the student of the time, date and location of the hearing. If the Director of Student Judicial Services has ordered a psychological assessment, the Behavioral Evaluation Team will not be convened until the evaluation has been completed and the written psychological assessment has been submitted to the University.

Notice of the hearing will be considered adequate if it is sent to the student's last known address registered with the University or is hand delivered to the student at least three business days in advance of the meeting time.

Behavioral Evaluation Team Hearing

The Behavioral Evaluation Team will conduct a hearing with the student in order to determine an appropriate course of action under this policy. The following guidelines will govern the hearing:

- The student will have the right to be present throughout the entire hearing, unless the student becomes disruptive.
- The hearing will be conducted even if the student fails to attend the hearing or if the student is removed during the hearing for disruptive behavior.
- A family member and/or a qualified mental health professional may accompany the student to the hearing. Legal counsel will not be permitted at this hearing. The student will be expected to speak on his/her own behalf whenever possible.
- The student will have the right to review all case information before the hearing with the exception of personal or confidential notes of University officials regarding the case. The information will be made available to the student in the Student Judicial Services office during normal business hours at least 2 days before the scheduled hearing.
- The hearing shall be conversational and non-adversarial, whenever possible. Formal rules of evidence will not apply, except that the Chair may exclude evidence that is not relevant or is cumulative.
- The student has the right to question all witnesses at the hearing and comment on all documents presented.
- The hearing will be closed to the public, and all testimony and evidence will be considered confidential.
- The hearing will be tape recorded by the University. Tapes will remain the property of the University and will serve as the official record of the proceedings. The University will retain the tape recording for a period of two years after a final determination has been issued and all appeals have been exhausted under this policy. After the expiration of this two year period, the University may erase or discard the tape recording.

Disposition of the Case

Upon completion of the Behavioral Evaluation Team hearing, the Team will submit its written findings to the Director of Student Judicial Services within three business days. This document will include the recommendation of the Team, the reason(s) for the recommendation, and:

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STUDENT INVOLUNTARY ADMINISTRATIVE WITHDRAWAL		

1. If the team recommends an involuntary withdrawal, whether the student is eligible to be reconsidered for reenrollment, including the conditions the student must meet to be considered and any length of time that must pass before the student can apply for reenrollment, OR
2. If the team does not order an involuntary withdrawal, any conditions that the student must meet in order to remain enrolled in school and/or remain in University Housing.

The Director of Student Judicial Services will notify the student in writing within three business days after receiving the Team's written findings and will inform the student of his/her right to appeal the Team's recommendation. If the student chooses not to appeal or if, after the appeal, the recommendation is still to allow the student to remain enrolled in school and/or remain in University Housing, the student will meet with the Director of Student Judicial Services, within five calendar days, to formalize the recommendation into a behavioral contract between the University and the Student.

APPEAL PROCESS

A student may appeal any of the following decisions rendered under this policy:

- a. An involuntary withdrawal from the University and/or from University Housing recommended by the Behavioral Evaluation Team.
- b. The conditions recommended by the Behavioral Evaluation Team in order for the student to remain enrolled and/or continue living in University Housing.
- c. A denial of the student's request for reenrollment by the Behavioral Evaluation Team.
- d. An involuntary withdrawal implemented in accordance with the "Student's Failure to Comply" section of this policy.

The student must submit a written appeal to the Vice President for Student Affairs office within seven calendar days of the date of the decision being appealed. After reviewing the student's case and after meeting with the student, the Vice President or his/her designee will render a written decision as it relates to the student's appeal within five calendar days. This decision will be final.

A student who voluntarily withdraws or is involuntarily withdrawn under this policy may be subject to conditions for reenrollment. These will be provided to the student in writing and may include, but are not limited to the following:

- a. Submission of a psychological assessment by a qualified mental health professional, indicating readiness to return to school.
- b. Continued counseling or therapy.
- c. Continued medication.
- d. Restriction against on-campus housing.
- e. Successful completion of college courses at another college or University.
- f. Review by the Behavioral Evaluation Team.

A student seeking reenrollment must do so by notifying the Director of Student Judicial Services of his/her desire to reenroll and must provide the office with documentation of adherence to all required conditions for reenrollment. The Director of Student Judicial Services will refer the request to the Behavioral Evaluation Team.

Reenrollment is not guaranteed; after reviewing the case and meeting with the student, the Behavioral Evaluation Team will make a decision on the student's request for reenrollment, designate any further conditions for reenrollment and notify the student in writing within five calendar days after meeting with the student.

Student's Failure to Comply

A student may be involuntarily withdrawn and/or disciplined under the conduct code if he/she:

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Issue
STUDENT INVOLUNTARY ADMINISTRATIVE WITHDRAWAL

1. Fails to attend any required meeting under this policy, and/or
2. Fails to timely schedule and/or appear at a psychological assessment requested by the Director of Student Judicial Services, and/or
3. Fails to adhere to any conditions placed on him/her in order for him/her to remain enrolled in the University and/or remain in University Housing.

Section V: Emergency Interim Withdrawal

An emergency interim withdrawal may be implemented immediately by the Director of Student Judicial Services, after approval of the Vice President for Student Affairs or his/her designee, if the Director reasonably believes that the student may be suffering from a mental disorder and there is reason to believe that the student's behavior poses a substantial threat of harm to oneself or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions.

A student may be notified of the emergency interim suspension either orally or in writing. It takes effect the day it is issued by the Director of Student Judicial Services.

A student withdrawn on an emergency interim basis will be given the opportunity to meet with the Vice President for Student Affairs or his/her designee within forty-eight (48) hours from the effective date of the emergency interim withdrawal to discuss the following issues only:

1. The reliability of the information concerning the student's behavior, and/or
2. Whether the student's continued presence on campus poses a substantial threat of harm to oneself or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions.

At the conclusion of this meeting, the Vice President or his/her designee may either uphold or cancel the interim emergency withdrawal. Regardless of whether the emergency interim withdrawal is upheld or cancelled, the Vice President or his/her designee will direct the Director of Student Judicial Services to continue with the involuntary administrative withdrawal process as outlined in this policy. However, if the interim emergency withdrawal is to remain in effect, the Director of Student Judicial Services will make every effort to expedite the process in an effort to minimize any possible negative impact on the student.

Section VI: Transcripts and Refunds

Transcripts

A student who, under this policy, is allowed to voluntarily withdraw or who is involuntarily withdrawn will be given a "W" grade for each course in which he/she is currently enrolled. An administrative hold through the Dean of Students' office will be placed on the student's academic record to prevent any unauthorized reenrollment by the student.

Refunds

A student who, under this policy, is allowed to voluntarily withdraw or who is involuntarily withdrawn may request a refund of tuition, fees, housing payments and any other amounts. Refunds will be made in accordance with applicable University policies and procedures.

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RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy and may appoint a designee to oversee appeals brought forth under this policy. The Director of Student Judicial Services is responsible for the daily administration of the policy.

SCOPE OF POLICY COVERAGE

This policy applies to all students as defined in Section I of the Student Involuntary Administrative Withdrawal Policy.

Authority for Creation or Revision

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BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 25

DATE:

June 17, 2003

RECOMMENDATION

MONTHLY REPORT - FINANCE COMMITTEE

ACTION REQUESTED

It is recommended that the Working Agenda for June 17, 2003 and the minutes for the March 18, 2003 Finance Committee meeting be received and placed on file.

STAFF SUMMARY

Regular Agenda items discussed at the March 18, 2003 Finance Committee included the Finance Committee Monthly Report and University Advancement Update. Consent Agenda items discussed were: Treasurer's Report, Internal Audit Report, Grants and Contracts Report, Construction Projects Progress Report, Accounts Receivable Report, 2002-2003 General Fund Budget Status Report and ICT Initiatives Status 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

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

June 17, 2003
10:00 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**
Patrick J. Doyle, V.P. for Business and Finance and Treasurer to the Board of Regents
- 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**
John Beaghan, Assistant Vice President and Controller
- Section 6: Interim Budget Status Report**
Al Levett, Director, Budget Management
- Section 7: Technology Plan Implementation Report**
Margaret Cline, Chief Information Officer and Executive Director, Information and Communications Technology

REGULAR AGENDA

- Section 24: Finance Committee Monthly Report**
Patrick J. Doyle, V.P. for Business and Finance and Treasurer to the Board of Regents
- Section 25: FY 2003-04 General Fund Operating Budget**
Patrick J. Doyle, V.P. for Business and Finance and Treasurer to the Board of Regents
- Section 26: FY 2003-04 Tuition and Fee Rates**
Patrick J. Doyle, V.P. for Business and Finance and Treasurer to the Board of Regents
- Section 27: FY 2003-04 Auxiliary Fund Operating Budget**
Jim Vick, VP for Student Affairs

- Section 28:** **FY 2003-04 Room and Board Rates**
Jim Vick, VP for Student Affairs
- Section 29:** **FY 2004-05 General Fund Scholarships, Awards, and Grants**
Courtney McAnuff, VP for Enrollment Services
- Section 30:** **Employee Incentive Plan**
Paul Schollaert, Provost and VP Academic Affairs
- Section 31:** **Lease: Eastern Michigan University and Genoa Business Park L.L.C.**
David Clifford, Interim Associate VP for Extended Programs
- Section 32:** **Sale of Real Property – 1764 Stonebridge Drive South, Pittsfield Twp., Michigan**
Patrick J. Doyle, VP for Business and Finance and Treasurer to the Board of Regents
- Section 33:** **Revision to 2002 Parking Expansion Plan**
Anthony Catner, Associate VP Business and Finance – Facilities
- Section 34:** **Lease: Eastern Michigan University and David J. Stanton & Associates (Wendy’s)**
Jim Vick, VP Student Affairs
- Section 35:** **Policy: Program Costs for Extended Programs**
Paul Schollaert, Provost and VP Academic Affairs
- Section 36:** **Policy Revision: Acquisition/Disposal of Real Estate Property**
Patrick J. Doyle, VP for Business and Finance and Treasurer to the Board of Regents

EASTERN MICHIGAN UNIVERSITY

**Board of Regents
FINANCE COMMITTEE**

MINUTES OF MEETING

March 18, 2003

Present: Regents Antonini (Chair), Rothwell, Brandon, Valvo, Gordon, and Vice President Doyle

Regent Antonini called the Finance Committee meeting to order at 10:30 a.m.. Antonini read the Finance Committee "mission statement", and announced that the mission statement will be read at the beginning of each Finance Committee meeting. Antonini also announced that future pre-finance meetings will be held at the EMU-Livonia facilities.

TREASURER'S REPORT

Pat Doyle recommended that the Treasurer's Report for the month of January 2003 be received and placed on file. Doyle reported that as of January 31, 2003 cash and investments totaled \$84 million and were invested to return an annualized yield of 3.24 percent. Doyle reported that the University's latest investment performance compares favorably to established benchmarks. Cash and investments as of January 31, 2003 (excluding bond proceeds) increased by \$2,073,276 when compared to January 2002.

INTERNAL AUDIT

Amy Brown and Jeff Fineis of Andrews, Hooper and Pavlik recommended that the internal auditor's activity report for the period January through February 2003 be received and placed on file. Brown reported that reports have been issued for the ticket sales audit and regulatory internal audit. The ticket sales audits included findings and corresponding recommendations to improve controls. Brown stated that the recommendations have been discussed with University management and management agrees with the recommendations. The report prepared by University management on the status of the recommendations from the cash receipts audit completed in December, shows that all of the recommendations have been implemented. Brown presented an updated internal audit schedule for the period ending September 30, 2003 and noted that all expended resources are expected to be within approved budget limits.

GRANTS/CONTRACTS

Brian Anderson recommended that 76 grants and contracts totaling \$2,256,775 for the period January through February 2003 be accepted. Anderson reported that 100-percent sponsor-funded grants and contracts in the amount of \$1,252,286 were awarded to the University. Grants and contracts that require EMU cost sharing and/or in-kind contributions totaled \$1,004,489. Anderson reported that the cash contributions for those awards were \$100,732 for a fiscal year-to-date total of \$214,995 against a base budget of \$361,652. Anderson provided an updated analysis of current proposal and award activity with the prior fiscal year. Through February 28, 322 proposals were processed, which is down 15 from the plan; awards received was 244, which is down 19 from the plan; the dollar value of awards received was \$8,810,657 which is down \$2,199,343 from the plan. The matching funds committed was \$214,995 which is minus \$26,106 from the plan. In comparing February 2003 fiscal year-to-date with February 2002 fiscal year-to-date, 23 more proposals were processed; 14 more awards were received; the dollar value of awards received was down \$2,043,496; and matching funds committed were down \$4,971. Anderson stated that the current economy is affecting the dollar value of awards

received. However, Anderson stated that funds from outstanding federal government awards are expected in May and June, and should enable the University to reach it's goal. Regent Brandon asked if the recent contract from the federal government to the University's Coatings Research Institute is expected to bring in funds by June. Anderson stated that funding decisions on federal grants and contracts have been substantially delayed, and said that he is optimistic because funding for most of the programs is usually received between April and June.

CONSTRUCTION PROJECTS PROGRESS REPORT

Tony Catner and Aaron Preston recommended that the Construction Projects Progress Report for the period ending February 28, 2003 be received and placed on file. Preston reported that project expenditures and obligations to date are within approved budgets. The new student union project is underway with five qualified design/build teams preparing to submit proposals. The campus master plan project is proceeding with Pollock Design Associates assisting the University in developing a plan, which is expected to take ten months. Catner reported that the University House is approximately 90 percent complete. The structure on Ainsley was successfully demolished, and the current plan is to maintain the property as green space. Catner reported that the planning stage is nearly complete for the \$800,000 Academic Affairs improvement project. Catner reported that the University has been considering alternative energy suppliers for electricity and is reviewing other opportunities that exist within the regulated utility for economical purchases.

ACCOUNTS RECEIVABLE

John Beaghan recommended that the Student Accounts Receivable Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of February 28, 2003 be received and placed on file. Beaghan reported that the receivable ratio analysis shows a receivable balance of \$10.9 million for the reporting period, or 8.8 percent of revenues to date, compared to 10.5 million or 9.3 percent of revenues last year to date. Beaghan noted the decrease of .5 percent in receivables comparing this fiscal year to last fiscal year, and .69 percent decrease compared to the five-year average of 9.5 percent. 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.

2002-03 GENERAL FUND BUDGET STATUS REPORT

Al Levett recommended that the 2002-03 general fund budget status report as of January 31, 2003 be accepted and placed on file. The report overviews the year-to-date revenue and expenditures versus the operating plan as of January 31. Levett reported that the appropriation from the state of Michigan has been reduced by 3.5 percent or \$3,067,000. Appropriation payments from the state have been adjusted and will be reflected over the remaining payments due the University. Levett reported that combined official summer, fall and unofficial winter enrollments have slightly exceeded plan with 519,951 student credit hours. Tuition and fee revenues are below plan by approximately \$420,000 and is subject to final winter term enrollments and is a result of the enrollment mix. Other revenue collections from late and installment fees are below plan by approximately \$280,000. General Fund expenditures and transfers are accumulating according to plan at \$105,200,000. Levett reported that the University has made reductions in spending consistent with the loss of the appropriation revenue. Salary and wages have been closely managed within budget. Staff salary savings which result from position vacancies

are exceeding plan, and will be offset by the revenue shortfall. Levett reported that revenues and expenditures are generally consistent within our operating plan as adjusted, and it is anticipated that a balanced budget will be realized at year end.

INFORMATION AND COMMUNICATIONS TECHNOLOGY INITIATIVES

Margaret Cline recommended that the progress report of the ICT initiatives for the period January 1 through February 28, 2003 be received and placed on file. Cline reported that the project is 80 percent complete. The payroll module continues to function without errors. Cline reported that two mock registrations have been successfully completed. Freshmen are currently being registered by advisors, and general on-line registration for students will open March 25. Cline explained that the Web/CT portion of the project, which is an integrated management system that will help with class enrollment, is proceeding well. A pilot group will begin to use the system in the fall. Cline reported that the budget for the project is within approved limits. Regent Antonini stated that on-line registration must be competitive. Antonini also stated that even though the Board approved the budget for the project, there exists the challenge to produce a payback for the dollars spent.

MONTHLY REPORT

Pat Doyle recommended that the working agenda for March 18, 2003 and the minutes for the January 21, 2003 Finance Committee meeting be received and placed on file.

EASTERN MICHIGAN UNIVERSITY ADVANCEMENT UPDATE

Stu Starner, Executive Director/Vice President for Advancement, EMU Foundation, presented an overview of the University's Advancement division. Starner provided a brief history of the Foundation's development and staff changes since its inception in 1989 to present. Advancement is made up of Alumni Relations, to provide and engage alumni in programs, events and services to stimulate interest and support for the University; development, to provide fundraising, and publications and marketing. The goals of the Foundation, established in 2000, include initiatives to increase private support, manage assets of the endowment, manage entrepreneurial activities, and enhance awareness. Starner reported that the Foundation's development plan is to "recruit and retain extraordinary professionals, manage a methodical system based on technology, and design appropriate strategies that will effectively create partnerships" through college-based teams staffed by full-time professionals who work with the college deans and faculty. Starner said that the most important strategy is building a partnership with the deans, key faculty and volunteers. Starner reported that for last year 24 percent of annual gifts were received from alumni, 24 percent from friends of the University, 43 percent from the corporate sector, 6 percent from foundations, and 3 percent from other organizations.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 26

DATE:

June 17, 2003

RECOMMENDATION

2003-04 GENERAL FUND OPERATING BUDGET

ACTION REQUESTED

It is recommended that the Board of Regents approve the 2003-04 General Fund Operating Budget in the amount of \$197,196,980.

STAFF SUMMARY

The recommended budget has been prepared in accordance with the approved budget policies and procedures including the recognition and funding of all contractual obligations.

The budget is a \$3.2 million or 1.6 percent net increase over the prior year. This is \$8.8 million lower than the 2003-04 State Appropriation Request approved at the November 19, 2002 Board meeting. The most significant reduction is the \$8.3 million Budget Reduction Plan that has been developed in response to the State Appropriation funding decrease.

Included in the \$3.2 million net increase over 2002-03 is \$1.7 million of additional student financial aid funding. This represents a 13% increase in student financial aid funds, and is 53% of the overall net budget growth for fiscal year 2003-04.

The budget does not accommodate any across-the-board or inflationary costs for general operations. The budget is contingent upon the approval of the accompanying recommendations for 2003-04 Tuition and Fees.

The budget is based upon the executive recommendation for a FY 2004 State Of Michigan appropriation of \$78.9 million (a ten percent decrease from the final State funding level for FY 2001-02, and a 6.74 percent decrease from the final State funding level for FY 2002-03) and enrollment levels consistent with 574,074 student credit hours (an increase of 1.5% over 2002-03).

FISCAL IMPLICATIONS

Approval of this budget recommendation as detailed in the 2003-04 General Fund Operating Budget will establish the general fund spending authorization of \$197,196,980 for 2003-04.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Office

Date

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EASTERN MICHIGAN UNIVERSITY
FY 2003-04
GENERAL FUND BUDGET PLAN

Guiding Principles

- Strategically reduce costs through both continuous improvement initiatives and explicit budget redirections, while protecting revenue-generating enterprises, enhancing private and federal support, and reallocating existing resources and supporting continuous improvement initiatives. In addition, the University will make every effort to not diminish student learning or our scholarship programs, reduce access to classes or decimate the long-term strength of our academic programs.
- Maintain competitive position with other institutions in regard to all undergraduate and graduate tuition rates.
- Protect and continue to invest in campus based student financial aid.
- Protect and continue to invest in programs that enhance the experience and retention of undergraduate students.
- Continue to recognize and address the substantial difference in the cost of instruction, both by course level and program/discipline.
- Invest in strategic initiatives that support the six key directions of the University.
- Look for opportunities to eliminate “nuisance” fees that are viewed negatively by students.
- Meet all contractual obligations.
- Try to limit growth in the operating budget equivalent to enrollment growth.

Basic Assumptions

- Complete the implementation of an \$8.3 million budget reduction plan, which includes 84 fewer full-time equivalent positions – 22 full time faculty, , 47 staff reductions and 15 student employees. Fifteen employees were impacted by the plan: 10 changed jobs; 4 ended their employment, and 1 appointment was reduced from 100 percent to 50 percent.
- Anticipate the executive recommendations to cut state funding by a cumulative 10% or \$8,763,720.
- Plan enrollment growth of 1.5 percent producing 574,074 student credit hours.
- Increase General Fee by \$1.00 per credit hour to secure funding for multiple student retention, success and experience programs (see pages 9 and 10).

EASTERN MICHIGAN UNIVERSITY
FY 2003-04
GENERAL FUND BUDGET PLAN

- Plan a tuition and mandatory fee increase of an overall average of 9.9 percent for all course/class levels:

*Undergraduate – Resident	11.9 %
*Graduate – Resident	9.3%
*Undergraduate – Non-resident	9.3%
*Graduate – Non-resident	9.3%

* Percent increase includes \$1.00 increase in General Fee and 75 cents Student Union Fee.

- Increase program fees for all existing qualifying upper level undergraduate and graduate courses/programs by \$2.50 (see Section 26, FY 2003-04 Tuition and Fee Rates).
- Eliminate the \$10 per transaction Program Adjustment Fee (now done on-line by the student) and the Presidential Scholarship Fee.
- Reflect indirect cost recovery in appropriate fund.
- Eliminate \$660,500 transfer for operating purposes and reclassify as investment income. Increase reliance on investment income by \$300,000.
- Reduce the on-line application fee by \$5.00 and increase the paper application fee by \$5.00.
- Increase the Auxiliary Administrative fee by \$444,000 – this represents some of the cost-cutting initiatives accomplished by auxiliary operating units.
- Include a provision for implementation of broadbanding, strategic initiatives, and personal service contractual obligations.

Impact

- Currently, 15 individuals will be impacted by the budget reduction plan. Those in bargained-for positions have seniority rights and can “bump” others less senior if they meet minimum qualifications.
- A 10 percent reduction in state appropriation will reduce state funding per FYES to approximately \$4,028 which is \$40 less than FYES funding received in 1996.

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EASTERN MICHIGAN UNIVERSITY
FY 2003-04
GENERAL FUND BUDGET PLAN

- It is expected that the proposed resident undergraduate tuition and mandatory fee rate will place EMU either 8th or 9th out of the 15 state universities. This is based on a survey of business officers at the other universities. As of June 3, 2003 only Northern Michigan University has officially acted.

School	FY03 Resident UG FYES \$	FY04 Projected Increase	Ranking - Proj. Increase	FY04 Projected Res. UG \$ FYES	Current Ranking FY03	FY04 Projected Ranking
Central Michigan University	4,672	467	12	5,139	14	13
Eastern Michigan University	5,027	600	7	5,627	10	9
Ferris State University	5,501	550	8	6,051	4	4
Grand Valley State University	5,170	646	3	5,816	6	7
Lake Superior State University	4,759	476	11	5,235	13	12
Michigan State University	6,458	646	4	7,104	3	3
Michigan Tech. University	6,620	993	1	7,613	2	2
Northern Michigan University	4,782	330	15	5,112	12	14
Oakland University	5,064	608	6	5,672	9	8
Saginaw Valley State University	4,322	411	14	4,733	15	15
University of Michigan	8,022	642	5	8,664	1	1
University of Michigan - Dearborn	5,340	534	9	5,874	5	5
University of Michigan - Flint	4,786	479	10	5,265	11	11
Wayne State University	5,105	459	13	5,564	8	10
Western Michigan University	5,156	696	2	5,852	7	6

- Undergraduate residents' (of Michigan) costs will increase \$600 for a 30-hour academic year; non-resident undergraduate will increase \$1,285; graduate residents up \$625 and non-resident graduate up \$1,195.
- The reduction of the program adjustment fee will reduce elective fee revenue by \$280,000 and the Presidential Scholarship exam fee by \$18,000.
- The revision to the application fee is expected to be revenue neutral, increase applications and provide administrative process savings.
- Increasing qualifying program fees for certain high cost courses/programs by \$2.50 is expected to add approximately \$820,000 in revenue.

Outcome

- The General Fund operating budget is planned to increase by a net \$3.2 million (when you include the \$545,848 in General Fee transfer for student success and retention programs) or 1.6% - roughly equivalent to the 1.5% growth forecasted in enrollment. The budget will increase from \$194,487,714 to \$197,196,980.

EASTERN MICHIGAN UNIVERSITY
FY 2003-04
GENERAL FUND BUDGET PLAN

4

- Reliance on state appropriation is expected to be reduced to 40% - when including the General Fee and Technology Fee 37%. The reliance on state appropriation as recently as 1999 was 53%.
- Revenues grow by a net of \$2,995,323 (includes \$1 increase in General Fee). See page 5.
- Expenses grow by a net \$3,245,114 (see page 5).
- Operating net is forecasted to be \$10,696.
- Student financial aid in real dollars increases \$1,714,272 and its percent of the overall budget growth is 53%, and the growth in the financial aid budget is 13%. Sixteen percent of tuition and fee revenue is returned through student financial aid.
- Total aid available for EMU students include:

<u>Type of Aid</u>	<u>Estimated Amount</u>	<u>Dollars per FYES</u>
University aid	\$18.3 million	\$935
State/Federal Non-loan Aid	\$42 million	\$2,150
Loan Aid	<u>\$60 million</u>	<u>\$3,075</u>
Total Aid *	\$120.3 million	\$6,170

*Does not include federal indirect aid, i.e.:

- Hope Scholarship tax credit
- Lifetime Learning tax credit
- Penalty-free IRA withdrawals
- Student Loan interest deductibility

- Major cost saving initiatives include utility and telephone cost reduction of almost \$1.0 million. Utilities, net of a change in the cost sharing formula, are forecasted to decrease by almost \$700,000. Telephone costs are expected to decrease by \$300,000.

**EASTERN MICHIGAN UNIVERSITY
GENERAL BUDGET SUMMARY
2003 - 2004 OPERATING BUDGET**

5

Revenues	2003-04 General Fund Oper. Budget	2002-03 General Fund Oper. Budget	Variance General Fund Oper. Budget
State Appropriations	\$78,873,480	\$87,637,200	\$(8,763,720)
Tuition & Registration Fees	91,970,159	82,587,485	\$9,382,674
Tuition -- Continuing Education	12,144,544	10,120,391	\$2,024,153
Tuition -- Masco MBA	0	430,000	\$(430,000)
Program Fees	6,425,471	5,604,725	\$820,746
Program Fees -- Continuing Education*	2,275,840	2,358,900	\$(83,060)
Student Fees -- Special Purpose	2,729,073	2,887,000	\$(157,927)
Student Fees-Financial Aid	545,427	667,500	\$(122,073)
Application Fees	460,000	460,000	\$0
Financial Aid/Admin. Expense	205,000	205,000	\$0
Investment Income-Des Fund Trans.	960,500	660,500	\$300,000
Indirect Costs Recovery**	418,682	922,000	\$(503,318)
Miscellaneous Income	199,500	217,500	\$(18,000)
Total Revenue	\$197,207,676	\$194,758,201	\$2,449,475

Expense	03bases		
Operating Budgets	\$184,072,159	\$181,696,065	\$2,376,094
Continuing Education	\$11,870,472	\$11,761,764	\$108,708
Sub-Total Operating Budget	<u>\$195,942,631</u>	<u>\$193,457,829</u>	<u>\$2,484,802</u>
Estimate Of Bad Debt Expense	\$1,254,349	\$1,039,885	\$214,464
Total Expenditures	\$197,196,980	\$194,497,714	\$2,699,266
Surplus/(Deficit)	\$10,696	\$260,487	\$(249,791)

*MASCO MBA Program included in Continuing Education

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Eastern Michigan University
 2003-2004 General Fund Operating Budget

6

	2002-03 Original Budget	2003-04 Contractual/ Modifications	2003-04 Revised Budget	2003-04 Reduction Plan	2003-04 Base Budget	FY04 over FY03 Variance
Faculty F/W	44,877,516	2,539,679	47,417,195	(1,254,500)	46,162,695	1,285,179
Faculty SP/SU	4,926,950	180,000	5,106,950	(180,000)	4,926,950	0
Faculty Supplemental	1,232,040	0	1,232,040		1,232,040	0
Faculty Sabbatical	587,040	0	587,040		587,040	0
		0	0		0	
Lecturer Full Time	1,739,902	113,733	1,853,635		1,853,635	113,733
Lecturer < Full Time	4,380,944	(140,400)	4,240,544	(3,000)	4,237,544	(143,400)
Total Faculty & Lecturer	57,744,392	2,693,012	60,437,404	(1,437,500)	58,999,904	1,255,512
Athletic Coaches	1,171,809	33,245	1,205,054	0	1,205,054	33,245
AFSCME (Maintenance)	4,533,404	375,079	4,908,483	(287,849)	4,620,634	87,230
Administrative/Professional	17,198,808	602,655	17,801,463	(276,923)	17,524,540	325,732
Clerical Secretarial	8,254,440	31,617	8,286,057	(286,386)	7,999,671	(254,769)
Police Officers	569,137	56,361	625,498	0	625,498	56,361
Police Sergeants	127,317	8,530	135,847	0	135,847	8,530
Professional Technical	11,012,075	495,124	11,507,199	(222,943)	11,284,256	272,181
Total Administrative/Support	42,866,990	1,602,611	44,469,601	(1,074,101)	43,395,500	528,510
OT/Temporary	615,217	(4,150)	611,067	(59,820)	551,247	(63,970)
Misc. Pers. Services	950,800	147,247	1,098,047	(800)	1,097,247	146,447
		0				
Graduate Assistant	3,072,155	45,827	3,117,982	(84,985)	3,032,997	(39,158)
Doctoral Fellows	350,364	146,002	496,366	(43,800)	452,566	102,202
Student Help	3,562,089	(145,461)	3,416,628	(93,158)	3,323,470	(238,619)
Total Student Help	6,984,608	46,368	7,030,976	(221,943)	6,809,033	(175,575)
Fringe Benefits	33,739,783	2,609,464	36,349,247	(872,625)	35,476,622	1,736,839
SS&M	24,457,094	3,103,804	27,560,898	(3,101,648)	24,459,250	2,156
Less: Bad Debt Expense	(1,039,885)	0	(1,039,885)		(1,039,885)	0
Utilities	5,691,559	0	5,691,559	(900,000)	4,791,559	(900,000)
Advancement	1,548,208	354,128	1,902,336	0	1,902,336	354,128
Equipment & Capital Outlay	1,514,428	(107,789)	1,406,639	(24,586)	1,382,053	(132,375)
Library Acquisitions	2,213,099	10,000	2,223,099	0	2,223,099	10,000
Student Financial Aid	13,111,202	1,745,066	14,856,268	(46,815)	14,809,453	1,698,251
Auxiliary Administrative Fee	(1,555,378)	0	(1,555,378)	(444,626)	(2,000,004)	(444,626)
Total Operating Support	45,940,327	5,105,209	51,045,536	(4,517,675)	46,527,861	587,534
Transfers	4,615,712	(1,230,495)	3,385,217	(300,000)	3,085,217	(1,530,495)
Sub-Total Operating Expense	193,457,829	10,969,266	204,427,095	(8,484,464)	195,942,631	2,484,802
Bad Debt Expense	1,039,885	214,464	1,254,349		1,254,349	214,464
Total University Expenditures	194,497,714	11,183,730	205,681,444	(8,484,464)	197,196,980	2,699,266

borfy04baseg7 5/13/2003 G6FTE 6/2/2003 12:07	borfy04baseg8b	Eastern Michigan University 2003-2004 General Fund Operating Budget Position Control Summary						(e-a) Net (Reduction)/ Increase
	a	b	c	d	e			
	2002-03 Original Budget	2003-04 Budget Modifications	2002-03 Revised Budget	2003-04 Reduction Plan	2003-04 Operating Base Budget			
	691.00	-0.60	690.40	-22.00	668.40		-22.60	
Faculty FW	88.78		88.78		88.78		0.00	
Faculty SP/SU	45.16	-0.42	44.74		44.74		-0.42	
Faculty Supplemental	9.00		9.00		9.00		0.00	
Faculty Sabbatical								
Lecturer Full Time	93.21	5.53	98.74		98.74		5.53	
Lecturer < Full Time	154.42	-12.65	141.77		141.77		-12.65	
Total Faculty & Lecturer	1,081.57	-8.14	1,073.43	-22.00	1,051.43		-30.14	
Athletic Coaches	31.00	0.00	31.00	0.00	31.00		0.00	
AFSCME (Maintenance)	151.00	-0.50	150.50	-12.50	138.00		-13.00	
Administrative/Professional	224.49	9.80	234.29	-6.00	228.29		3.80	
Clerical Secretarial	313.35	-2.20	311.15	-14.50	296.65		-16.70	
Police Officers	2.50	0.00	2.50	0.00	2.50		0.00	
Police Sergeants	14.00	0.00	14.00	0.00	14.00		0.00	
Professional Technical	273.81	12.20	286.01	-14.00	272.01		-1.80	
Total Administrative/Support	1,010.15	19.30	1,029.45	-47.00	982.45		-27.70	
Graduate Assistant	126.38	1.60	127.98	-3.86	124.12		-2.26	
Doctoral Fellows	12.00	10.00	22.00	-3.00	19.00		7.00	
Student Help	259.39	-17.60	241.79	-8.24	233.55		-25.84	
Total Student Help	397.77	-6.00	391.77	-15.10	376.67		-21.10	
Total FTE	2,489.49	5.16	2,494.65	-84.10	2,410.55		-78.94	

Eastern Michigan University
2003-2004 General Fund
FY04 Budget Reductions-By Division

Advancement	\$23,049
Academic Affairs	\$3,718,726
Continuing Education	\$452,783
Business & Finance	\$1,689,605
Enrollment Services	\$241,312
Intercollegiate Athletics	\$291,444
Institutional Research/Cont. Improvement	\$23,594
Student Affairs/Auxiliary	\$762,772
University Marketing	\$51,392
University Relations	\$57,999
President	\$26,726
ICT	\$483,480
General Fee	\$504,994
Total Budget Reductions	<u><u>\$8,327,876</u></u>

EASTERN MICHIGAN UNIVERSITY
Undergraduate Student Retention,
Success, Experience and Development Programs

The following activities/programs are designed to enhance the experience and the retention of lower-division undergraduates:

- Michigan Merit Plus, Eagle Leadership, and Presidential Scholarships
- First Year Centers in residence halls provide both academic and social support to freshmen students.
- Summer Incentive Program annually enrolls 50 students who are provided with intensive support to demonstrate their ability to succeed at EMU.
- PASS Program (Promote Academic Survival and Success)
- “Early Alert” program is an intervention based on faculty recommendations.
- First Year Student Contract program allows EMU to release information about the student’s academic status to their parents.
- Monthly Parent Newsletter goes to the parents of first-year students, informing them of important dates, happenings on campus, and issues of particular interest to freshmen.
- Goalquest E-family is an electronic newsletter which is periodically sent to the families of first-year students informing them of events, deadlines, important upcoming events.
- VISION programs on campus encourage the participation of freshmen in co-curricular activities designed to develop leadership and community involvement skills.
- Developmental education
 - Pre-college mathematics
 - English 120/121 Writing Fair
- Holman Learning Center
 - Supplemental Instruction – class embedded tutoring
 - Peer tutoring – one-on-one assistance
 - Study tables – group tutoring
- Advising
 - Freshman advising
 - Collegiate and departmental advising
- Freshman Interest Group (FIG) program
 - Social networks created around a set of common courses
 - Includes special course, AADV 177, which provides freshmen with skills and information to make smooth transition to college.
- English writing celebration
 - Presentation of research done by students in English 121
 - English 120/121 Writing Fair and WAC – Writing Across the Curriculum program
- Career Services – guidance on career and major choices
- University Honors Program
 - Majority of programming is for freshmen and sophomores

Scholarships, special sections of courses, personalized advising provided to these students

- Faculty development
 - Faculty summer institutes (WAC, Undergraduate Experience)
 - Faculty seminar on teaching
 - FCIE – Faculty Center for Instructional Excellence
 - Lecturer orientation

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 27
DATE:
June 17, 2003

RECOMMENDATION

FY 2002-03 TUITION AND MANDATORY FEES

ACTION REQUESTED

It is recommended that for the Fall 2003 semester the following tuition and fee rates be approved:

<u>Type</u>	<u>Current</u>	<u>Proposed</u>	<u>Incr/Decr</u>
Registration Fee	80.00	80.00	0.00
General Fee	20.00	21.00	1.00
Technology Fee	10.00	10.00	0.00
Program adjustment fee	10.00	0.00	-10.00
Presidential Scholarship Exam Fee	30.00	0.00	-30.00
Application Fee, On-line UG	25.00	20.00	-5.00
Application Fee, On-line Grad	30.00	25.00	-5.00
Application Fee, Paper UG	25.00	30.00	5.00
Application Fee, Paper Grad	30.00	35.00	5.00
Applicable program fees	see attached	see attached	2.50

It is further recommended that the tuition rates be increased in accordance with the following schedule, effective Fall 2003 semester:

<u>Course Level – Residents</u>	<u>FY 2002-03</u>	<u>FY 2003-04</u>	<u>Increase per credit-hour</u>
100-400	\$134.90	\$153.15	\$18.25
500-600	\$246.00	\$270.25	\$24.25
700-999	\$285.75	\$311.50	\$25.75
<u>Course Level – Non-Residents</u>	<u>FY 2002-03</u>	<u>FY 2002-03</u>	<u>Increase per credit-hour</u>
100-400	\$426.00	\$467.10	\$41.10
500-600	\$500.00	\$548.10	\$48.10
700-999	\$567.00	\$618.00	\$51.00

STAFF SUMMARY

It is expected that the proposed resident undergraduate tuition and mandatory fee rate will place EMU either 8th or 9th out of the 15 state universities. This is based on a survey of business officers at the other universities. AS of June 3, 2003 only Northern Michigan University has officially acted.

Approximately 16.2% of tuition and fees are returned to students through the various campus-based financial aid awards. Reports of tuition increases in other states is attached.

School	FY03 Resident UG FYES \$	FY04 Projected Increase	Ranking - Proj. Increase	FY04 Projected Res. UG \$ FYES	Current Ranking FY03	FY04 Projected Ranking
Central Michigan University	4,672	467	12	5,139	14	13
Eastern Michigan University	5,027	600	7	5,627	10	9
Ferris State University	5,501	550	8	6,051	4	4
Grand Valley State University	5,170	646	3	5,816	6	7
Lake Superior State University	4,759	476	11	5,235	13	12
Michigan State University	6,458	646	4	7,104	3	3
Michigan Tech. University	6,620	993	1	7,613	2	2
Northern Michigan University	4,782	330	15	5,112	12	14
Oakland University	5,064	608	6	5,672	9	8
Saginaw Valley State University	4,322	411	14	4,733	15	15
University of Michigan	8,022	642	5	8,664	1	1
University of Michigan - Dearborn	5,340	534	9	5,874	5	5
University of Michigan - Flint	4,786	479	10	5,265	11	11
Wayne State University	5,105	459	13	5,564	8	10
Western Michigan University	5,156	696	2	5,852	7	6

FISCAL IMPLICATIONS

General Fund revenues from tuition, mandatory and elective fees are planned to generate \$118.3 million. General Fee revenues are projected to provide \$11.5 million, Technology Fee \$5.5 million, and Student Union Fee \$409,000. These revenues, when combined with a state appropriation of \$78.9 million, are sufficient to balance the FY 2003-04 General Fund operating budget.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

GENFEE04b
 5/30/2003
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Eastern Michigan University
General Fee
2003-04 Budget Development Summary
 Revised 5/30/03

SCH Forecast	574,074	
less: Correspondence	-1,200	
	572,874	
Rate	X	<u>\$21</u>
Gross Revenue	\$12,030,354	
less: Bad Debt (1%)	(\$120,304)	
Refunds (.7%)	(\$84,212)	
Net Revenue	<u>\$11,825,838</u>	
less: Fees Paid (See note A)	(\$360,755)	
Distributed General Fees	<u>\$11,465,083</u>	\$11,465,083

<u>Account</u>	<u>Distribution</u>	<u>Percent</u>	<u>Amount</u>	<u>Per SCH</u>
3-33310	Health Services	11.01%	\$1,261,888	\$2.311
3-33320	Facilities	23.18%	\$2,657,153	\$4.867
3-33330	Athletics	14.16%	\$1,623,219	\$2.973
3-33340	Student Government	1.67%	\$191,679	\$0.351
3-33350	Performing Arts	1.67%	\$191,679	\$0.351
	McKenny Union	4.36%	\$500,000	\$0.916
3-33370	Student Activities	4.12%	\$472,193	\$0.865
3-33380	Debt Service	29.49%	\$3,381,424	\$6.194
3-33390	Student Services	5.58%	\$640,000	\$1.172
1-02525	Academic Retention Support	4.76%	\$545,848	\$1.000
3-33300	Reserve-Unallocated	0.00%	\$0	\$0.000
		<u>100.00%</u>	<u>\$11,465,083</u>	<u>\$21.00</u>

Note A:
 Fees Paid by University (@21.00/credit hour)

	Number	Credit Hr Per Award	Amount
Graduate Assistants*	387	18	\$146,286
Athletic Awards	262.9	32	\$176,669
Presidential Scholarship Exam Fee	44	30	\$27,720
Wade McCree	40	12	<u>\$10,080</u>
Total Financial Aid			<u>\$360,755</u>

Debt Service scheduled payment \$2,781,424 and \$600,000 private activity.
 * 359 General Funded Graduate Assistants plus 18 CWS & 10 Grant Match GA's.
 Student Activities reduced from \$559,064 to \$472,193-Eliminate Concerts and Unallocated funding
 Student Services contains \$70,000 for Eastern Echo
 Student With disabilities percent includes \$130,000 in 2003-04 General Fee revenue.
 University need based grants of \$150,000 included in 2003-04 General Fee revenue.
 Debt Service increased \$330,000, offset reduction in General Fund Debt Retirement
 FY04 General Fee increased \$1 for student academic support services.

techfee04a
5/30/2003

**Eastern Michigan University
Technology Fee
2003-04 Budget Development Summary**

SCH Forecast		574,074	
less: Correspondence		-1,200	
		572,874	
Rate	X	<u>\$10</u>	
Gross Revenue		\$5,728,740	
less: Bad Debt (1%)		(\$57,287)	
Refunds (.7%)		<u>(\$40,101)</u>	
Net Revenue		\$5,631,351	
less: Fees Paid (See note A)		(\$171,788)	
Technology Fees		<u><u>\$5,459,563</u></u>	\$5,459,563

Note A:
Fees Paid by University (@10.00/credit hour)

	Number	Credit Hr Per Award	Amount
Graduate Assistants*	387	18	\$69,660
Athletic Awards	262.9	32	\$84,128
Presidential Scholarship Exam Fee	44	30	\$13,200
Wade McCree	40	12	<u>\$4,800</u>
Total Financial Aid			<u><u>\$171,788</u></u>

* 363 General Funded Graduate Assistants plus 20 CWS & 10 Grant Match GA's.
Increase Tech Fee revenue offset by spending reduction in General Fund activities in support of technology.

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5/30/2003

Eastern Michigan University
Union Fee
2003-04 Budget Development Summary

SCH Forecast		574,074	
less: Correspondence		-1,200	
		572,874	
Rate	X	<u>\$0.75</u>	
Gross Revenue		\$429,656	
less: Bad Debt (1%)		(\$4,297)	
Refunds (.7%)		<u>(\$3,008)</u>	
Net Revenue		\$422,351	
less: Fees Paid (See note A)		(\$12,884)	
Student Union Fees		<u><u>\$409,467</u></u>	\$409,467

Note A:
Fees Paid by University (@10.00/credit hour)

	Credit Hr		
	Number	Per Award	Amount
Graduate Assistants*	387	18	\$5,225
Athletic Awards	262.9	32	\$6,310
Presidential Scholarship Exam Fee	44	30	\$990
Wade McCree	40	12	<u>\$360</u>
Total Financial Aid			<u><u>\$12,884</u></u>

* 363 General Funded Graduate Assistants plus 20 CWS & 10 Grant Match GA's.
Increase Tech Fee revenue offset by spending reduction in General Fund activities in support of technology.

Eastern Michigan University
PROGRAM FEES SCHEDULE
FY 2003-04

* Proposed	Undergraduate - Upper Level		Graduate		Doctoral	
	FY 2003	FY 2004 *	FY 2003	FY 2004 *	FY 2003	FY 2004 *
Science	30.00	32.50	37.50	40.00		
Business	30.00	32.50	37.50	40.00		
Teacher Education	25.00	27.50	37.50	40.00	50.00	52.50
Health & Human Services	25.00	27.50	37.50	40.00		
Nursing	40.00	40.00	50.00	50.00		
Technology	30.00	32.50	40.00	42.50		
Foreign Languages	20.00	22.50	30.00	32.50		
Fine Art	25.00	27.50	37.50	40.00		
CAS courses, "Liberal Arts Fee"	10.00	12.50	10.00	12.50		12.50

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PROGRAM FEES

THE CASE FOR DIFFERENTIAL PRICING

1. For many years, both public and private universities have priced tuition and fees relative to costs, especially vertical cost differences from undergraduate to graduate, and increasingly, lower division to upper division.
2. Nine Michigan universities charge more for upper division than lower division and all Michigan universities charge higher rates at the graduate level than the upper division.
3. As states have proportionately disinvested in public higher education, including Michigan, public universities have increasingly recognized program or horizontal cost differences in pricing tuition and/or fees.
4. All Michigan universities impose selective incidental course fees in special areas where costs may be extraordinary or not recoverable. EMU eliminated those fees last year.
5. Beyond incidental or operations course fees, seven Michigan universities also charge the equivalent of program fees or horizontally differential tuition.
6. When different prices are set by programs or colleges within the university, they are usually applied at the upper division and graduate level, where program costs vary the most, and they often take into account future earnings potential.
7. Horizontal, program-to-program costs at EMU vary widely, to as high as a factor of 6 to one.
8. EMU currently recognizes a portion of these program differences through some upper level undergraduate and graduate program fees.
9. The cost to deliver instruction to upper level liberal arts courses is almost twice the cost of lower level courses. Instruction costs for graduate liberal arts courses are five times more costly than lower level undergraduate liberal arts courses.

EASTERN MICHIGAN UNIVERSITY
 REVENUE CALCULATE
 TUITION AND FEES
 2003-04 Acad Depts, Projection #3:

Sem	Account #	Object	Object Name	CALCULATE
SU	110010	120	TUITION-LW-UNGRAD-RESIDENT	958,526
SU	110010	125	TUITION-LW-UNGRAD NON-RESIDENT	144,673
SU	110010	130	TUITION-UP-UNGRAD-RESIDENT	915,574
SU	110010	135	TUITION-UP-UNGRAD NON-RESIDENT	98,780
SU	110010	140	TUITION-GRADUATE-RESIDENT	845,893
SU	110010	150	TUITION-GRADUATE-NON-RESIDENT	124,474
SU	110010	160	REGISTRATION FEE-UNDERGRADUATE	178,680
SU	110010	161	REGIS FEE-NONRES-UNG	6,320
SU	110010	170	REGISTRATION FEE-GRADUATE	88,800
SU	110010	171	REGIS FEE-NONRES-GRA	4,880
SU	110010		ACCOUNT TOTAL	3,366,601
FA	110015	120	TUITION-LW-UNGRAD-RESIDENT	22,359,108
FA	110015	125	TUITION-LW-UNGRAD NON-RESIDENT	2,337,078
FA	110015	130	TUITION-UP-UNGRAD-RESIDENT	10,650,154
FA	110015	135	TUITION-UP-UNGRAD NON-RESIDENT	1,497,649
FA	110015	140	TUITION-GRADUATE-RESIDENT	3,482,142
FA	110015	150	TUITION-GRADUATE-NON-RESIDENT	1,820,338
FA	110015	160	REGISTRATION FEE-UNDERGRADUATE	764,160
FA	110015	161	REGIS FEE-NONRES-UNG	24,280
FA	110015	170	REGISTRATION FEE-GRADUATE	184,960
FA	110015	171	REGIS FEE-NONRES-GRA	23,440
FA	110015		ACCOUNT TOTAL	43,143,308
WI	110020	120	TUITION-LW-UNGRAD-RESIDENT	19,062,975
WI	110020	125	TUITION-LW-UNGRAD NON-RESIDENT	1,973,413
WI	110020	130	TUITION-UP-UNGRAD-RESIDENT	10,398,456
WI	110020	135	TUITION-UP-UNGRAD NON-RESIDENT	1,315,163
WI	110020	140	TUITION-GRADUATE-RESIDENT	3,316,407
WI	110020	150	TUITION-GRADUATE-NON-RESIDENT	1,596,279
WI	110020	160	REGISTRATION FEE-UNDERGRADUATE	707,280
WI	110020	161	REGIS FEE-NONRES-UNG	21,960
WI	110020	170	REGISTRATION FEE-GRADUATE	177,360
WI	110020	171	REGIS FEE-NONRES-GRA	22,320
WI	110020		ACCOUNT TOTAL	38,591,613
SP	110025	120	TUITION-LW-UNGRAD-RESIDENT	2,493,041
SP	110025	125	TUITION-LW-UNGRAD NON-RESIDENT	250,083
SP	110025	130	TUITION-UP-UNGRAD-RESIDENT	2,161,773
SP	110025	135	TUITION-UP-UNGRAD NON-RESIDENT	257,701
SP	110025	140	TUITION-GRADUATE-RESIDENT	932,344
SP	110025	150	TUITION-GRADUATE-NON-RESIDENT	348,656
SP	110025	160	REGISTRATION FEE-UNDERGRADUATE	307,240
SP	110025	161	REGIS FEE-NONRES-UNG	9,000
SP	110025	170	REGISTRATION FEE-GRADUATE	98,720
SP	110025	171	REGIS FEE-NONRES-GRA	10,080
SP	110025		ACCOUNT TOTAL	6,868,638
FY		120	TUITION-LW-UNGRAD-RESIDENT	44,873,650
FY		125	TUITION-LW-UNGRAD NON-RESIDENT	4,705,246
FY		130	TUITION-UP-UNGRAD-RESIDENT	24,125,957
FY		135	TUITION-UP-UNGRAD NON-RESIDENT	3,169,294
FY		140	TUITION-GRADUATE-RESIDENT	8,576,786
FY		150	TUITION-GRADUATE-NON-RESIDENT	3,889,747
FY		160	REGISTRATION FEE-UNDERGRADUATE	1,957,360
FY		161	REGIS FEE-NONRES-UNG	61,560
FY		170	REGISTRATION FEE-GRADUATE	549,840
FY		171	REGIS FEE-NONRES-GRA	60,720
FY			ACCOUNT TOTAL	91,970,159
TOTALS			TUITION	89,340,679
			REGIS FEES	2,629,480
			TOTAL	91,970,159
			BAD DEBT (Est)	(919,702)
			NET REVENUE	91,050,458

EASTERN MICHIGAN UNIVERSITY
 REVENUE CALCULATE
 TUITION AND FEES
 2003-04 Continuing Education #3

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Sem	Account #	Object	Object Name	CALCULATE
SU	110010	120	TUITION-LW-UNGRAD-RESIDENT	403,714
SU	110010	125	TUITION-LW-UNGRAD NON-RESIDENT	32,925
SU	110010	130	TUITION-UP-UNGRAD-RESIDENT	492,321
SU	110010	135	TUITION-UP-UNGRAD NON-RESIDENT	4,874
SU	110010	140	TUITION-GRADUATE-RESIDENT	781,079
SU	110010	150	TUITION-GRADUATE-NON-RESIDENT	53,635
SU	110010	160	REGISTRATION FEE-UNDERGRADUATE	0
SU	110010	161	REGIS FEE-NONRES-UNG	0
SU	110010	170	REGISTRATION FEE-GRADUATE	0
SU	110010	171	REGIS FEE-NONRES-GRA	0
SU	110010		ACCOUNT TOTAL	1,768,549
FA	110015	120	TUITION-LW-UNGRAD-RESIDENT	1,114,831
FA	110015	125	TUITION-LW-UNGRAD NON-RESIDENT	73,879
FA	110015	130	TUITION-UP-UNGRAD-RESIDENT	724,667
FA	110015	135	TUITION-UP-UNGRAD NON-RESIDENT	27,858
FA	110015	140	TUITION-GRADUATE-RESIDENT	1,581,788
FA	110015	150	TUITION-GRADUATE-NON-RESIDENT	222,270
FA	110015	160	REGISTRATION FEE-UNDERGRADUATE	0
FA	110015	161	REGIS FEE-NONRES-UNG	0
FA	110015	170	REGISTRATION FEE-GRADUATE	0
FA	110015	171	REGIS FEE-NONRES-GRA	0
FA	110015		ACCOUNT TOTAL	3,745,292
WI	110020	120	TUITION-LW-UNGRAD-RESIDENT	1,294,054
WI	110020	125	TUITION-LW-UNGRAD NON-RESIDENT	89,217
WI	110020	130	TUITION-UP-UNGRAD-RESIDENT	1,058,084
WI	110020	135	TUITION-UP-UNGRAD NON-RESIDENT	60,916
WI	110020	140	TUITION-GRADUATE-RESIDENT	1,603,920
WI	110020	150	TUITION-GRADUATE-NON-RESIDENT	256,537
WI	110020	160	REGISTRATION FEE-UNDERGRADUATE	0
WI	110020	161	REGIS FEE-NONRES-UNG	0
WI	110020	170	REGISTRATION FEE-GRADUATE	0
WI	110020	171	REGIS FEE-NONRES-GRA	0
WI	110020		ACCOUNT TOTAL	4,362,728
SP	110025	120	TUITION-LW-UNGRAD-RESIDENT	653,519
SP	110025	125	TUITION-LW-UNGRAD NON-RESIDENT	49,038
SP	110025	130	TUITION-UP-UNGRAD-RESIDENT	562,606
SP	110025	135	TUITION-UP-UNGRAD NON-RESIDENT	26,389
SP	110025	140	TUITION-GRADUATE-RESIDENT	900,930
SP	110025	150	TUITION-GRADUATE-NON-RESIDENT	75,493
SP	110025	160	REGISTRATION FEE-UNDERGRADUATE	0
SP	110025	161	REGIS FEE-NONRES-UNG	0
SP	110025	170	REGISTRATION FEE-GRADUATE	0
SP	110025	171	REGIS FEE-NONRES-GRA	0
SP	110025		ACCOUNT TOTAL	2,267,975
FY		120	TUITION-LW-UNGRAD-RESIDENT	3,466,119
FY		125	TUITION-LW-UNGRAD NON-RESIDENT	245,058
FY		130	TUITION-UP-UNGRAD-RESIDENT	2,837,678
FY		135	TUITION-UP-UNGRAD NON-RESIDENT	120,037
FY		140	TUITION-GRADUATE-RESIDENT	4,867,717
FY		150	TUITION-GRADUATE-NON-RESIDENT	607,935
FY		160	REGISTRATION FEE-UNDERGRADUATE	0
FY		161	REGIS FEE-NONRES-UNG	0
FY		170	REGISTRATION FEE-GRADUATE	0
FY		171	REGIS FEE-NONRES-GRA	0
FY			ACCOUNT TOTAL	12,144,544
TOTALS			TUITION	12,144,544
			REGIS FEES	0
			TOTAL	12,144,544
			BAD DEBT (Est)	(121,445)
			NET REVENUE	12,023,099

EASTERN MICHIGAN UNIVERSITY
Undergraduate Student Retention,
Success, Experience and Development Programs

The following activities/programs are designed to enhance the experience and the retention of lower-division undergraduates:

- Michigan Merit Plus, Eagle Leadership, and Presidential Scholarships
- First Year Centers in residence halls provide both academic and social support to freshmen students.
- Summer Incentive Program annually enrolls 50 students who are provided with intensive support to demonstrate their ability to succeed at EMU.
- PASS Program (Promote Academic Survival and Success)
- “Early Alert” program is an intervention based on faculty recommendations.
- First Year Student Contract program allows EMU to release information about the student’s academic status to their parents.
- Monthly Parent Newsletter goes to the parents of first-year students, informing them of important dates, happenings on campus, and issues of particular interest to freshmen.
- Goalquest E-family is an electronic newsletter which is periodically sent to the families of first-year students informing them of events, deadlines, important upcoming events.
- VISION programs on campus encourage the participation of freshmen in co-curricular activities designed to develop leadership and community involvement skills.
- Developmental education
 - Pre-college mathematics
 - English 120/121 Writing Fair
- Holman Learning Center
 - Supplemental Instruction – class embedded tutoring
 - Peer tutoring – one-on-one assistance
 - Study tables – group tutoring
- Advising
 - Freshman advising
 - Collegiate and departmental advising
- Freshman Interest Group (FIG) program
 - Social networks created around a set of common courses
 - Includes special course, AADV 177, which provides freshmen with skills and information to make smooth transition to college.
- English writing celebration
 - Presentation of research done by students in English 121
 - English 120/121 Writing Fair and WAC – Writing Across the Curriculum program
- Career Services – guidance on career and major choices
- University Honors Program
 - Majority of programming is for freshmen and sophomores

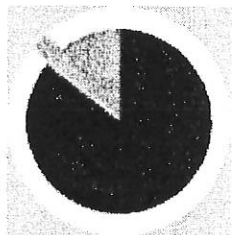
Scholarships, special sections of courses, personalized advising provided to these students

- Faculty development
 - Faculty summer institutes (WAC, Undergraduate Experience)
 - Faculty seminar on teaching
 - FCIE – Faculty Center for Instructional Excellence
 - Lecturer orientation

State Budget and Tuition Update

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 May 9, 2003



UPDATES:

- Indiana
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ALABAMA

Gov. Riley has proposed a 6.34 percent reduction in the State's Education Trust Fund, which provides funding for K-12 and higher education. Office of the Governor, Press Release, 3/06/03

Notes: The Legislature convened March 4.

ALASKA

Gov. Murkowski's FY04 budget calls for a \$10.3 million increase in state general funds (5 percent) for the University of Alaska. State of Alaska, Governor Murkowski's FY2004 Budget and Investment Plan

Tuition: The University of Alaska Board of Regents approved a 10 percent tuition increase for the 2003-2004 academic year on November 12. The Anchorage Daily News, 11/13/02

Notes: The Legislature convened on January 21.

ARIZONA

In her FY04-05 budget proposal, Gov. Napolitano calls for marginal general fund spending increases (less than 1 percent) for public colleges and universities for FY04. Office of the Governor, Summary of Executive Budget, Fiscal Year 2003-Fiscal Year 2005

Tuition: On March 6, the Arizona Board of Regents voted to approve a \$1,000 (39.9 percent) resident undergraduate tuition increase for 2003-2004. News Release, Arizona Board of Regents, 3/6/03

Notes: The Legislature convened January 13. ...TOP

ARKANSAS

A survey of the state's public colleges and universities conducted recently by the Arkansas Department of Higher Education indicates that a number of institutions are considering tuition increases of at least 10 percent for 2003-2004. The Arkansas Democrat-Gazette, 3/24/03

Notes: The Legislature convened January 13. ...TOP

CALIFORNIA

On March 18, Gov. Davis approved an FY03 budget package that cuts \$59.6 million from CSU and \$60.9 million from UC. The governor's FY04 budget proposal calls for an additional \$269 million for enrollment growth at UC and CSU, but also calls for a \$373 million general fund reduction for UC and a \$326 million general fund reduction for CSU. Senate Republicans have proposed a 7 percent across-the-board budget cut that would take an additional \$182 million from CSU. The Los Angeles Times, 3/19/03; Governor's Budget Summary 2003-2004; San Diego Union-Tribune, 4/14/03

Tuition: Current plans call for a \$795 increase in resident undergraduate fees at UC (to \$4,629) and a \$394 increase in resident undergraduate fees at CSU (to \$1,968). The Chronicle of Higher Education, 1/13/03

Notes: The Legislature convened December 2 ...TOP

COLORADO

The Legislature's Joint Budget Committee approved \$100 million in FY04 general fund cuts for the state's higher education system on March 10. The bulk of those cuts (\$64 million) would fall on Colorado State University and the University of Colorado. The Rocky Mountain News, 3/11/03

Tuition: The Joint Budget Committee recommended an 11.9 percent resident and non-resident tuition increase for 2003-2004. The Rocky Mountain News, 3/11/03

AASCU Resources

[Public Policy Agenda](#)
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State-by-State

AL	AK	AZ	AR	CA
CO	CT	DE	DC	FL
GA	HI	ID	IL	IN
IA	KS	KY	LA	ME
MD	MA	MI	MN	MS
MO	MT	NE	NV	NH
NJ	NM	NY	NC	ND
OH	OK	OR	PA	PR
RI	SC	SD	TN	TX
UT	VT	VI	VA	WA
WV	WI	WY		

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Notes: The Legislature convened January 8....TOP

CONNECTICUT

For FY03, the Connecticut State University System has experienced a general fund reduction of 5 percent (approximately \$9.6 million), and the governor's budget office ordered further FY03 cuts of \$871,000 for CSUS on April 17. Connecticut State University System News Release, 12/13/02; The Associated Press, 4/18/03
Tuition: Connecticut State University System trustees approved a 14.5 percent (\$335) tuition increase for resident undergraduate students for 2003-2004. Under the plan approved by trustees, total costs for on-campus resident students would increase between \$892 and \$1,080, depending on the campus. Connecticut State University System News Release, 12/13/02

Notes: The General Assembly convened January 8. ...TOP

DELAWARE

In response to falling FY03 revenues, Gov. Minner has asked state agencies to identify 3 percent spending reductions, and will announce where cuts will be made later this month. Delaware State News, 10/03/02

Tuition: Tuition at Delaware State University will increase 7.4 percent for resident undergraduates for 2002-2003. at the University of Delaware, resident tuition will rise 6.2 percent for 2002-2003. The News Journal, 7/29/02

Notes: The General Assembly convened January 8. ...TOP

FLORIDA

Gov. Bush's FY04 budget proposal calls for a \$111.5 million reduction in state funds for colleges and universities, and a reallocation of \$76 million in capital outlay funds to aid with class size reduction in K-12 schools. Office of the Governor, Press Release, 1/21/03

Tuition: The House's FY04 budget calls for a 12.5 percent tuition increase for 2003-2004, while the Senate's plan would limit increases to 7.5 percent. The Orlando Sentinel, 4/24/03

Notes: The Legislature convened March 4....TOP

GEORGIA

Notes: The Legislature convened January 13. ...TOP

HAWAII

Gov. Lingle has proposed operating reductions of \$3.2 million for each of the next three years for the University of Hawaii System. The Honolulu Advertiser, 2/21/03

Notes: The Legislature convened January 15. ...TOP

IDAHO

The Legislature approved, but Gov. Kempthorne vetoed, a bill that would impose an additional 3 percent FY03 funding cut for higher education. Additionally, Gov. Kempthorne's FY04 budget request calls for maintenance of current fund operations, which would mean an \$8.9 million (4.2 percent) increase over FY03 funding levels. State of Idaho, Executive Budget FY2004
Tuition: Student charges at the state's public universities will increase \$267 to \$312 for 2003-2004. The Idaho Statesman, 4/18/03

Notes: The Legislature convened January 6. ...TOP

ILLINOIS

Gov. Blagojevich's FY04 budget plan calls for a \$112 million reduction in operating support for the state's colleges and universities. News Release, Office of the Governor, 4/09/03

Tuition: Western Illinois University approved a 13 percent tuition increase for 2003-2004 on April 28. WIU

News Release, 4/28/03

Notes: The Legislature convened January 8. ...TOP

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INDIANA

The General Assembly has approved an FY04-05 budget that provides an overall higher education funding increase of 5.3 percent for FY04 and a 3.6 percent increase for FY05. The governor has indicated that he will sign the budget, but warns that significant changes will have to be made if revenues do not meet expectations. The Louisville Courier-Journal, 4/28/03

Tuition: Colleges and universities have not yet finalized their 2003-2004 tuition rates, but the state's higher education commissioner has called on institutions to limit increases to 5 percent or less, given funding increases recently approved by the legislature. The Indianapolis Star, 5/02/03

Notes: The General Assembly convened January 13. ...TOP

IOWA

The FY04 budget passed by the Legislature maintains a status quo budget for the state's three public universities, but does not include funds for salary increases. The Des Moines Register, 4/04/03

Notes: The Legislature convened January 13....TOP

KANSAS

In her FY04 budget request, Gov. Sebelius has called for a \$2.4 million general funds reduction from FY03 levels for state universities. New revenue forecasts, however, could force additional cuts. Kansas Division of the Budget, FY2004 Governor's Budget Report; The Wichita Eagle, 3/08/03

Notes: The Legislature convened January 13.. ...TOP

KENTUCKY

The House Budget Subcommittee on Education met on January 29 to discuss funding scenarios for higher education, including 1, 2, or 9 percent general funds reductions for FY04. The Lexington Herald-Leader, 1/30/03

Tuition: University of Kentucky trustees voted on March 18 to raise resident tuition and fees 14.4 percent (\$572) for 2003-2004; Morehead State trustees have authorized a 15-18 percent increase, Eastern Kentucky trustees will consider a 9.5 percent increase, and Northern Kentucky is proceeding with a 16.4 percent increase. University of Kentucky News Release, 3/18/03; The Lexington Herald-Leader, 3/25/02

Notes: The General Assembly convened January 7....TOP

LOUISIANA

Tuition: The University of Louisiana System is proposing a 3 percent tuition increase for 2003-2004. The Associated Press, 11/29/02

Notes: The Legislature convened March 31.....TOP

MAINE

Tuition: University of Maine System trustees will determine 2003-2004 tuition rates in June, but the trustees' chair has warned that a tuition increase is "very likely." The Portland Press Herald, 3/26/03

Notes: The Legislature convened December 4.....TOP

MARYLAND

Gov. Ehrlich's proposed budget for FY04 includes a 6.9 percent reduction in general funds (\$67 million) for public higher education in FY03 and level funding in FY04. However, the governor has ordered state agencies to prepare for cuts of up to 7.5 percent for FY04, which would mean a reduction of about \$60 million for higher

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education. Office of the Governor, Fiscal Year 2004 Budget; The Washington Post, 5/2/03

Tuition: On January 23, the University System of Maryland Board of Regents approved mid-year tuition increases of up to 5 percent. The increases range from \$76 per semester at the University of Maryland-Eastern Shore to \$115 at the University of Maryland-Baltimore County. USM Press Release, 1/23/03

Notes: The General Assembly convened January 8. ...TOP

MASSACHUSETTS

In his FY04 budget, Gov. Romney has proposed a radical restructuring of the state's higher education. The plan includes privatizing the Umass Medical School, the Massachusetts College of Art, and the Massachusetts Maritime Academy, making Umass-Amherst an independent institution and eliminating the UMass president's office, giving each institution a board of trustees, and creating regional councils to coordinate education policy in each region. The governor's office estimates that the reorganization plan will yield \$150 million in savings for FY04. The House, however, has passed a budget that does not change the structure of the system but does cut \$175 million in FY04 spending on colleges and universities. Commonwealth of Massachusetts, Executive Department News Release, 2/26/03; The Associated Press, 4/23/03

Tuition: UMass trustees voted on March 12 to raise resident fees by \$1,000 for 2003-2004 at the system's four undergraduate campuses (an increase of 15.4 percent to 19.5 percent). The Boston Globe, 3/13/03

Notes: The Legislature convened January 1. ...TOP

MICHIGAN

In her FY04 budget proposal, Gov. Granholm calls for a 6.5 percent general funds reduction for the state's colleges and universities. The plan also calls for a reduction of the Michigan Merit Award from \$2,500 to \$500, and for the creation of a need-based student aid program. State of Michigan, Executive Budget, Fiscal Year 2004

Tuition: Leaders of Michigan Technological University, Saginaw Valley State University, and Oakland University have indicated that 2003-2004 tuition increases will likely top 10 percent; other state university have not yet commented on prospective tuition increases. The Associated Press, 3/19/03

Notes: The Legislature convened January 8. ...TOP

MINNESOTA

The House has passed a budget that cuts \$191 million (15 percent) from the University of Minnesota for the coming biennium, and trims \$176 million (14 percent) from the MnSCU System over the same period. The Senate's budget calls for 8 percent reductions. The Minneapolis Star-Tribune, 4/30/03

Tuition: Gov. Pawlenty's FY04-05 budget proposes a 15 percent annual cap on tuition increases at the Minnesota State Colleges and Universities (MnSCU) and the University of Minnesota. Office of the Governor, FY2004-2005 Budget Proposal

Notes: The Legislature convened January 7.....TOP

MISSISSIPPI

Notes: The Legislature convened January 7....TOP

MISSOURI

In his FY04 budget, Gov. Holden has called for level funding for the state's colleges and universities. The Missouri Budget, Fiscal Year 2004

Tuition: University of Missouri System leaders announced on February 27 that they intend to hold the

tuition increase for 2003-2004 to 3.2 percent. The Kansas City Star, 2/27/03

Notes: The Legislature convened January 8. ...TOP

MONTANA

The Legislature has approved a budget for the FY04-05 biennium that increases higher education funding slightly over the current biennium, but leaves the university system about \$40 million short in funding enrollment growth. The Billings Gazette, 4/30/03

Tuition: Given the budget approved by the Legislature, university system leaders warn that tuition increases may total up to 20 percent over the next two academic years. Regents will decide tuition rates in late May. The Associated Press, 5/01/03

Notes: The Legislature convened January 6. ...TOP

NEBRASKA

In his FY04-05 budget, Gov. Johanns proposes 10 percent general fund reductions in FY04 and FY05 for the University of Nebraska and the Nebraska State Colleges (totaling approximately \$80 million over the biennium). State of Nebraska, Executive Budget, 2003-2005 Biennium

Tuition: The state college system could see 2003-2004 tuition increases as high as 18 percent, and the Faculty Senate at the University of Nebraska has recommended a tuition hike as high as 25 percent. The Lincoln Journal Star, 3/12/03; The Omaha World-Herald, 3/12/03

Notes: The Legislature convened on January 8. ...TOP

NEVADA

A joint legislative committee has approved a measure that would increase funding for the state's university system by 24 percent over the coming biennium, bringing total general fund support to approximately \$891 million. The Las Vegas Review-Journal, 4/30/03

Tuition: According to a plan approved by the Board of Regents in April 2002, resident undergraduate tuition will increase 7.6 percent for 2003-2004. University and Community College System of Nevada News Release, 4/19/02

Notes: The Legislature convened February 3. ...TOP

NEW HAMPSHIRE

In his FY04 budget, Gov. Benson recommends a \$4 million (5 percent) general funds reduction for the state's university system. In its FY04 budget, the House Finance Committee proposes a \$5.5 million (2 percent) increase for the system. State of New Hampshire, Governor's Executive Budget Summary, Fiscal Years 2004-2005; Foster's Daily Democrat, 4/11/02

Notes: The Legislature convened January 8. ...TOP

NEW JERSEY

Notes: The Legislature convened January 14. ...TOP

NEW MEXICO

Notes: The Legislature convened January 21. ...TOP

NEW YORK

In his FY04 budget recommendation, Gov. Pataki has called for a \$183.5 million (15 percent) general funds reduction for SUNY and an \$81.7 million (12 percent) general funds reduction for CUNY. 2003-2004 New York State Executive Budget

Tuition: In his FY04 budget recommendation, Gov. Pataki did not make a specific tuition request, but suggested a \$1,200 increase for 2003-2004. SUNY Trustees have already approved a plan for a resident tuition increase of up to \$1,400 for 2003-2004. The

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governor's budget proposal also calls for a restructuring of the state's need-based grant program to provide a base grant upon enrollment and a performance grant upon degree completion. 2003-2004 New York State Executive Budget; SUNY News Release, 1/17/03

Notes: The Legislature convened on January 8.....TOP

NORTH CAROLINA

Gov. Easley's 2003-2005 budget calls for a reduction of \$82.5 million for the University of North Carolina. The governor has also proposed a two-year delay in scheduled sales and income tax reductions. If the delay is not approved, UNC will have to absorb an additional \$56.7 million in cuts. On May 6, the governor announced that state agencies (including universities) will have to return up to 5 percent of the FY03 budgets with less than 60 days left in the fiscal year. UNC Board of Governors Resolution, 4/14/03; The Charlotte Observer, 5/07/03

Tuition: A committee of the University of North Carolina Board of Governors has adopted a resolution to freeze tuition rates for 2003-2004 at 2002-2003 levels. The Charlotte Observer, 1/10/03

Tuition: A committee of the University of North Carolina Board of Governors has adopted a resolution to freeze tuition rates for 2003-2004 at 2002-2003 levels; a House committee, however, has proposed a 5 percent tuition increase for UNC students for 2003-2004. The Raleigh News and Observer, 4/09/03

Notes: The General Assembly convened January 29.....TOP

NORTH DAKOTA

The Senate has approved an FY04-05 budget that trims \$7.2 million in higher education spending from Gov. Hoeven's request. The House version of the budget proposes a cut of about \$6 million from the governor's proposal. The Grand Forks Herald, 4/11/03

Tuition: The Board of Higher Education met in late November and discussed 2003-2004 tuition increases that could range from 3 percent to 14 percent at four-year institutions. The Associated Press, 11/21/02

Notes: The Legislature convened January 7....TOP

OHIO

Gov. Taft will propose a 2 percent increase in higher education spending in his FY04 budget, which would provide \$2.5 billion to colleges and universities but would leave them below FY03 funding levels. Additionally, the governor has warned that higher education could face up to \$40 million in additional FY03 cuts if the Legislature fails to approve alcohol and tobacco tax increases to fill a current-year budget gap. The Legislature refused to approve the tax increases, so the governor plans to move ahead with the cuts by March 1. Press Release, Office of the Governor, 1/27/03; The Cleveland Plain Dealer, 1/28/03; The Beacon Journal, 2/20/03

Tuition: In his FY04 budget, Gov. Taft will propose a cap on tuition increases of 9 percent for The Ohio State Universities and 6 percent for other state colleges and universities. Press Release, Office of the Governor, 1/27/03

Notes: The Legislature convened January 6.....TOP

OKLAHOMA

Tuition: A bill introduced in the Legislature on January 23 (HB 1748) that would change the tuition increase cap to the average of institutions in the Big 12 Conference has passed both houses, and the governor has signed it. Presidents of the regional public universities have indicated that this will likely mean tuition increases in the 8-10 percent range for 2003-

2004. The Daily Oklahoman, 3/21/03; The Associated Press, 3/23/03

Notes: The Legislature convened February 3.....TOP

OREGON

According to the Oregon University System, the state's colleges and universities have absorbed \$68 million in general fund cuts (10.6 percent of its general fund budget) over the 2001-2003 biennium. For the 2003-2005 biennium, the Legislature has asked the university system to draw up a prioritized list of cuts from the governor's proposed budget, ranging from 2 percent (\$13 million loss) to 10 percent (\$66 million loss). Oregon University System News Release, 3/21/03

Tuition: At a special meeting on March 21, the State Board of Higher Education voted to convert mid-year tuition surcharges approved in January to permanent tuition rates. A formal 2003-2005 tuition plan will be presented at the board's April meeting. Oregon University System News Release, 3/21/03

Notes: The Legislature convened January 13.....TOP

PENNSYLVANIA

In his FY04 budget proposal, Gov. Rendell calls for a \$22.9 million general funds reduction for the State System of Higher Education, and a \$16.1 million reduction for Penn State (including a \$6.4 million freeze from 2002-2003). Commonwealth of Pennsylvania, 2003-04 Governor's Executive Budget.

Notes: The Legislature convened on January 7....TOP

RHODE ISLAND

Notes: The General Assembly convened January 7.....TOP

SOUTH CAROLINA

Notes: The Legislature convened on January 14...TOP

SOUTH DAKOTA

Notes: The Legislature convened January 14...TOP

TENNESSEE

In his Fiscal Year 2004 budget, Gov. Bredesen has recommended a 9 percent (\$102.3 million) reduction in higher education spending from FY03 levels. State of Tennessee, The Budget, Fiscal Year 2003-2004

Notes: The General Assembly convened January 14.....TOP

TEXAS

In his State of the State address on February 11, Gov. Perry called for a 9 percent across-the-board spending reduction for FY04, with an exemption for K-12 education. The cut, combined with estimated savings from improved estimates of non-state revenue, are expected to total \$900 million. Office of the Governor, 2/11/03

Tuition: The House approved a bill April 29 that would allow the state's universities to raise undergraduate tuition up to \$25 per credit hour per year, starting in 2005, and subject to review by the Texas Higher Education Coordinating Board. The Senate has approved a smaller tuition increase. The Austin American-Statesman, 4/30/03

Notes: The Legislature convened January 14....TOP

UTAH

The Utah Board of Regents approved a 4.5 percent "first tier" resident tuition increase for 2003-2004 in November 2002, and the Board will consider "second tier" increases at a meeting on January 17. Utah System of Higher Education News Release, 1/13/03

Notes: The Legislature convened January 20.....TOP

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VERMONT**Notes:** The Legislature convened January 8.....TOP**VIRGINIA**

According to plans released in October 2002, the state's colleges and universities will experience FY04 general fund reductions ranging from 9 percent to 14 percent. Budget Reduction Plans (Summary Table), Department of Planning and Budget, 10/15/02

Tuition: The General Assembly agreed in the FY04 budget bill to cap tuition increases at public colleges and universities at an average of 7.5 percent for the upcoming year. The Washington Post, 3/4/03

Notes: The Legislature convened January 8.....TOP**WASHINGTON**

Gov. Locke's proposed budget for the 2003-2005 biennium calls for a \$180 million reduction in higher education funding, \$40 million of which would fall in non-instructional areas. Office of the Governor, 2003-2005 Budget Overview

Tuition: Gov. Locke's proposed budget for the 2003-2005 biennium calls for tuition increases of up to 9 percent per year for resident students. If the maximum increases are adopted, tuition will comprise more than half the cost of instruction at the state's public universities. Office of the Governor, 2003-2005 Budget Overview; The Spokesman Review, 1/15/03

Notes: The Legislature convened on January 13....TOP**WEST VIRGINIA**

Gov. Wise has asked all state agencies to prepare FY04 budgets 10 below FY03 levels. State of the State Address, 1/06/03

Tuition: On April 24, the Higher Education Policy Commission set maximum limits for 2003-2004 tuition increases, with four-year institutions facing limits of 7.5 percent to 9.5 percent, depending on the institution. The Charleston Gazette, 4/25/03

Notes: The Legislature convened February 12.....TOP**WISCONSIN****Notes:** The Legislature convened January 6.....TOP**WYOMING**

Gov. Doyle's 2003-2005 budget proposal calls for a \$250 million general fund reduction for the University of Wisconsin System. State of Wisconsin, 2003-2005 Executive Budget Summary

Tuition: Resident undergraduate tuition will increase 2.5 percent (to \$2,997) at the University of Wyoming for 2003-2004. The Associated Press, 5/01/03

Notes: The Legislature convened January 14.....TOP

NOTE: Information on convening of legislatures obtained from National Conference of State Legislatures.

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[AASCU](#)

SECTION: 28

DATE:

June 17, 2003

BOARD OF REGENTS

EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

2003-04 AUXILIARY FUND OPERATING BUDGETS

ACTION REQUESTED

It is recommended that the 2003-04 Auxiliary Fund Operating Budget in the amount of \$39,040,442 be approved.

STAFF SUMMARY

The recommended budget has been prepared in accordance with approved policies and procedures. It is a balanced budget and includes funding for all contractual obligations.

The revenue estimates for Housing and Dining Services are contingent upon approval of the recommendation for 2003-04 Housing and Dining Rates.

The 2003-04 auxiliary revenue budget is \$39,040,442. This is an increase of \$1.02 million over the 2002-03 budget, primarily due to the 4.5% Housing and Dining room and board rates. It is assumed and recommended that parking rates will not be increased and the General Fee allocation for University Health Services and Student Media allocation will remain constant.

The total operating expense budget before debt requirements, administrative fees and contributions to maintenance reserves is \$31.78 million, an increase of \$0.89 million over the 2002-03 budget expense.

The total net of operations is \$7.25 million of which \$2.4 million is allocated for debt; \$2.4 million earmarked for reserves; and \$2.27 million for administrative fees, facility plan commitments and operations of the power plant.

The Housing and Dining Services budget includes \$4,028,194 to fund the Maintenance and Renovation plan; \$763,950 from the operating budget, and \$3.26 million from reserves.

This recommendation is summarized in the accompanying report, 2003-04 Budget Plan – Auxiliary Fund.

FISCAL IMPLICATIONS

After all obligations are met and reserves replenished, the total operating balance at year-end is projected to be \$107,810.

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
AUXILIARY FUND
2003-2004 BUDGET GUIDELINES AND ASSUMPTIONS**

THE MISSION OF THE AUXILIARIES IS:

To provide quality goods, services and educational experiences to the University and its related communities through financially self-supporting business and service entities that exist to support the educational mission of the University.

AUXILIARY BUDGET GUIDELINES

In developing the Auxiliary Fund operating budget, the following general guidelines were employed:

- The Auxiliary Fund operating budgets in total must be balanced. The allocation of fund balance to current operations must be approved in advance.
- All debt and maintenance obligations will be met.
- Neither the General Fund nor the Auxiliary Fund will financially subsidize the other without specific Board approval, and this must be recognized as a fund transfer.
- All entities that have been an Auxiliary operation for more than one year will be assessed a charge for administrative services by the general fund.

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**EASTERN MICHIGAN UNIVERSITY
AUXILIARY FUND
2003-2004 BUDGET GUIDELINES AND ASSUMPTIONS**

In developing the University Auxiliary operating budgets for fiscal year 2003-04, the following budget planning assumptions will be used.

ENROLLMENT/OCCUPANCY ASSUMPTIONS:

Enrollment plan¹ for 2003-2004 is a fall headcount of 24,921 including 2,821 FTIAC's, 1,970 new transfers, 14,361 returning undergraduates and 5,769 graduate students.

- Credit hour production for 2003-2004 is expected to be 574,074. This number will be the basis for the Health Services General Fee. No increase in the Health Services General Fee component is anticipated.
- The September 30, 2003 preliminary budgeted occupancy for the residence halls is projected to be 3,700. It is estimated that on September 30, there will be 1,950 FTIAC, 1,450 returning and 300 transfer students living in the residence halls.
- The apartments are budgeted at 81% occupancy. The vacancy rate is attributed to students who leave campus for the spring and summer terms, terminations in mid-semester. Apartments capacity has been reduced 60 units in Pine Grove to accommodate the new union.

REVENUE ASSUMPTIONS:

- Housing and Dining room and board rates are proposed to increase 4.5 percent with the exception of the village at 5 percent. This will put Eastern Michigan University's room and board rate at the state average. Apartment and Rental Property rates will increase 4.5 percent, except Pine Grove which will be held at this year's rate.
- The Children's Institute will be supported by the general fund for the academic component by \$85,000. This is calculated using a formula of teacher-contract hours.
- Health Services will be supported with \$1,261,893 from the general fee in 2003-04. This amount will be 57.94 percent of the University Health Services revenue for 2003-04.
- The general fund will provide \$25,000 to the auxiliary ID card operation for providing this service to our students.

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**EASTERN MICHIGAN UNIVERSITY
AUXILIARY FUND
2003-2004 BUDGET GUIDELINES AND ASSUMPTIONS**

PERSONNEL ASSUMPTIONS:

Salary and fringe benefits will be budgeted according to University contract. The auxiliaries will use composite staff benefit rates effective January 1, 2003.

UTILITIES ASSUMPTIONS:

The utility assumptions were calculated by the Physical Plant, using actual utility consumption and costs allocated to operating units based on space assignment.

- Electricity....Total cost estimate is: \$827,505. This is an increase of \$217,920 charged to the Auxiliaries over last year's budget. This is a net of reduced consumption coupled with a change in the cost allocation formula.
- Gas....Total cost estimate is: \$965,252. This represents a net savings of \$44,870 over the prior year's budget.
- Water....Total cost estimate of: \$723,189. This represents an increase of \$55,425 over last year's budget.

Electricity is allocated based on square footage a change from last year's allocation based on cubic footage.

The auxiliary fund will transfer \$70,000 to heating plant operations.

OTHER INFLATION ASSUMPTIONS:

Prices are based on University guidelines, specific industry projections, and consumer price index and collective bargaining agreements.

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**EASTERN MICHIGAN UNIVERSITY
AUXILIARY FUND
2003-2004 BUDGET GUIDELINES AND ASSUMPTIONS**

ADMINISTRATIVE SUPPORT:

The administrative fee will be \$2.0 million for 2003-04 an increase of \$444,429. This increase represents cost reduction initiatives within the Auxiliary operating units allowing for an increase in fund transfers to the general fund in meeting University budget reduction goals. The administrative fee primarily reflects the cost of services provided to auxiliary operating units.

DEBT:

- The 2003-04 auxiliary fund debt total is \$2,468,454

	<u>2002-03</u>	<u>2003-04</u>
Housing, Dining, Union & Conferences	\$1,741,269	\$1,747,689
Parking & SEEUS	<u>722,276</u>	<u>720,765</u>
Total	\$2,463,545	\$2,468,454

INSURANCE:

• Liability	\$298,027	\$279,601
• Michigan University's Self-Insurance Consort (MUSIC)	50,000	50,000
• Malpractice Insurance (Health Services only)	<u>19,279</u>	<u>22,573</u>
	\$402,427	\$352,174

FACILITY PLAN:

• Rec/IM Membership fees	\$100,000	\$100,000
• Vending	<u>100,000</u>	<u>100,000</u>
	\$200,000	\$200,000

MAINTENANCE AND PLANT FUND RESERVES:

- Maintenance projects and plant fund reserves will be budgeted to spend \$4.0 million. The uses of these funds are described in the Housing and Dining Service Maintenance and Renovation Plan.
- On June 30, 2003, the total plant fund reserves for Housing and Dining are expected to be \$5.7 million. Housing and Dining Services plans to fund \$4.0 million for maintenance and renovation projects in 2003-2004. Funding for these projects will be \$3.3 million from plant reserves and \$763,950 from operations. Plant fund reserves are expected to be \$4.1 million as of June 30, 2004.

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Eastern Michigan University
AUXILIARY FUND
2003-04

BUDGET SUMMARY PLAN

Overview

The planned 2003-04 auxiliary revenue is \$39.04 million for all units. The total net of operations is \$7.25 million. The auxiliary operations are essentially unchanged from the previous year. Student Technology services were incorporated into the ICT division in 2000-01 although all the expense is reflected in the Housing and Dining budget. The increase in expenses are adjustments primarily from price and wage increases. The total auxiliary operating balance is \$107,810. The auxiliaries employ 198.95 FTE.

	2002-2003	2003-2004
	Budgeted Goals	Budgeted Goals
Revenues	\$37,620,976	\$38,580,442
Transfers from General Fund	108,178	110,000
<u>Allocation from Auxiliary Fund Balance</u>	<u>292,001</u>	<u>350,000</u>
Total Funding	38,021,155	39,040,442
<u>Total Operating Expenses</u>	<u>30,893,088</u>	<u>31,784,838</u>
Net of Operations	\$7,128,067	\$7,255,604

Allocation of Net

Mandatory Debt	\$2,463,545	\$2,468,453
Facility Plan	200,000	200,000
Administrative Fee to General Fund	1,555,571	2,000,000
Power Plant	70,000	70,000
<u>Plant Fund – Maintenance Reserves</u>	<u>2,735,955</u>	<u>\$2,409,341</u>
Total Transfers	\$7,025,071	\$7,147,794
Operating Account Balance	\$102,996	\$107,810

The auxiliaries are operating within budget guidelines. Additional details can be found in the Administrative Resource Plan, the Detailed Operating Budgets and Staff List documents.

Eastern Michigan University
 Auxiliary Operating Statement
 2003-04 Budget Development

	Student Affairs							ICT(1) Student Tech Services
	Apartments	Residence Halls	Dining Services	Rental Property	University Health Services	Children's Institute	Rec/IM	
REVENUE								
Sales and Services	3,443,276	11,950,398	14,119,539	137,580	901,000	578,500	495,000	128,204
Fees	0	0	0	0	1,261,288	0	0	0
Investment Income	0	0	0	0	0	0	0	0
TOTAL REVENUES	3,443,276	11,950,398	14,119,539	137,580	2,162,868	578,500	495,000	128,204
Transfers from G.F.	0	0	0	0	0	85,000	0	25,000
Transfers from D.E./E.R.	0	0	0	0	0	60,000	0	0
Allocations from Fund Balance	0	0	0	0	15,000	0	275,000	0
TOTAL FUNDING	3,443,276	11,950,398	14,119,539	137,580	2,177,868	723,500	770,000	153,204
EXPENSES								
Cost of Goods Sold	0	0	5,196,751	0	394,000	0	78,000	0
Personnel Services	59,114	0	1,188,215	0	858,929	361,304	89,703	0
Misc. Personnel	9,793	0	215,755	0	57,842	7,487	31,794	0
Fringe Benefits	29,063	0	521,697	0	330,604	136,985	56,629	0
Recouped Salaries (Abr 1367)	0	0	0	0	(32,884)	(40,796)	0	0
Student Help	5,264	1,154,943	1,847,917	0	23,000	120,000	23,000	31,512
SS&M	1,812,802	3,431,150	1,363,054	48,452	309,463	40,728	244,985	64,173
Travel	12,185	25,490	42,217	0	6,100	0	0	0
Equipment	11,200	128,302	164,389	0	3,500	0	40,000	15,450
Admin. Support/HDC	623,231	3,094,775	1,905,301	0	0	0	0	55,366
Custodial	0	0	0	0	0	0	0	0
Maintenance Staff	430,219	814,521	263,023	9,078	0	0	0	0
Other Expenses	0	0	0	0	0	0	0	0
TOTAL EXPENSES	2,992,811	8,649,181	12,706,319	57,530	1,950,533	627,769	544,110	166,501
NET OF OPERATIONS	450,465	3,301,217	1,411,220	80,050	227,335	95,731	225,890	(13,297)
TRANSFERS								
Admin. Fee/General Fund	167,208	605,524	625,904	1,396	230,112	97,068	24,100	8,056
Mand. Debt	128,039	1,553,558	66,091	0	0	0	0	0
Facility Plan	0	0	100,000	0	0	0	100,000	0
Maintenance Reserve/Plant Fund	132,000	1,017,500	605,500	78,000	(13,279)	(2,000)	97,447	0
Power Plant	17,759	43,414	7,798	0	546	210	0	0
Transfers to D.E./E.R. (Match)	0	0	0	0	0	0	0	0
TOTAL TRANSFERS	445,006	3,219,996	1,405,293	79,396	217,379	95,278	221,547	8,056
BALANCE - OPR. ACTS.	5,459	81,221	5,927	654	9,956	453	4,343	(21,353)

(1) ICT Student Technology Services and ID Operations
 Prepared by Financial Operations 5/14/2003

Eastern Michigan University
Auxiliary Operating Statement
2003-04 Budget Development

	Student Affairs	Marketing & Communications	University Publications	Academic Computer Sales	Business and Finance Kresge Environmental Education	Parking/SEEUS and DP's Support
REVENUE						
Sales and Services	348,800	56,700	1,552,500	600,000	29,325	2,907,732
Fees	70,000	0	0	0	0	0
Investment Income	0	0	0	0	0	0
TOTAL REVENUES	418,800	56,700	1,552,500	600,000	29,325	2,907,732
Transfers from G.F.	0	0	0	0	0	0
Transfers from D.E./R.	0	0	0	0	0	0
Allocations from Fund Balance	418,800	56,700	1,552,500	600,000	29,325	2,907,732
TOTAL FUNDING	837,600	113,400	1,552,500	1,200,000	58,650	5,817,464
EXPENSES						
Cost of Goods Sold	0	12,000	1,053,000	570,000	9,350	0
Personnel Services	115,185	0	133,273	0	0	647,204
Misc. Personnel	2,565	0	3,959	0	12,410	59,071
Fringe Benefits	42,282	0	57,284	0	997	289,039
Recouped Salaries (Abr 1357)	(22,754)	0	0	0	0	0
Student Help	122,000	5,750	30,372	18,000	0	164,806
SS&M	126,626	17,163	200,168	7,196	0	341,519
Travel	0	5,800	9,800	2,000	0	18,000
Equipment	0	15,000	14,000	0	0	25,000
Admin. Support/HDC	0	0	0	0	0	0
Custodial	0	0	0	0	0	0
Maintenance Staff	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
TOTAL EXPENSES	385,904	55,713	1,501,856	597,196	22,757	1,524,638
NET OF OPERATIONS	451,696	60,687	50,644	2,804	6,563	1,383,091
TRANSFERS						
Admin. Fee /General Fund	30,946	0	35,806	0	0	173,880
Mand. Debt	0	0	0	0	0	720,765
Facility Plan	0	0	0	0	0	0
Maintenance Reserve/Plant Fund	0	0	0	0	6,568	487,605
Power Plant	126	0	147	0	0	0
Transfers to D.E./R. (Match)	0	0	0	0	0	0
TOTAL TRANSFERS	31,072	0	35,953	0	6,568	1,382,250
BALANCE - OPR. ACTS.	1,824	387	14,651	2,204	0	844

5/14/2003

Prepared by Financial Operations

	Total
REVENUE	
Sales and Services	37,248,554
Fees	1,331,888
Investment Income	0
TOTAL REVENUES	38,580,442
Transfers from G.F.	110,000
Transfers from D.E./R.	0
Allocations from Fund Balance	350,000
TOTAL FUNDING	39,040,442
EXPENSES	
Cost of Goods Sold	7,313,101
Personnel Services	3,452,925
Misc. Personnel	400,617
Fringe Benefits	1,426,578
Recouped Salaries (Abr 1357)	(96,374)
Student Help	3,546,564
SS&M	8,007,479
Travel	121,592
Equipment	416,841
Admin. Support/HDC	5,678,674
Custodial	0
Maintenance Staff	1,516,841
Other Expenses	0
TOTAL EXPENSES	31,784,838
NET OF OPERATIONS	7,255,604
TRANSFERS	
Admin. Fee /General Fund	2,000,000
Mand. Debt	2,468,453
Facility Plan	200,000
Maintenance Reserve/Plant Fund	2,409,341
Power Plant	70,000
Transfers to D.E./R. (Match)	0
TOTAL TRANSFERS	7,147,794
BALANCE - OPR. ACTS.	107,810

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Eastern Michigan University
 Auxiliary Operating Statement
 2003-04 Budget Development
 2002-03/2003-04 Budget Variance

		Student Affairs							ICT (I)	
		Residence Halls	Dining Services	Rental Property	University Health Services	Children's Institute	Rec/M	Student Tech Services		
REVENUE										
Sales and Services										
Fees										4,120
Investment Income										0
TOTAL REVENUES		430,861	691,285	0	56,960	0	(7,000)	0		0
Transfers from G.F.		0	0	0	0	0	0	0		0
Transfers from D.E./E.R.		0	0	0	0	1,822	0	0		0
Allocations from Fund Balance		0	0	0	0	12,999	30,000	0		0
TOTAL FUNDING		430,861	691,285	0	71,961	14,821	23,000	0		4,120
EXPENSES										
Cost of Goods Sold		0	157,975	0	70,000	0	(14,400)	0		0
Personnel Services		1,998	65,872	0	45,725	9,106	9,488	0		0
Misc. Personnel		3,021	(52,673)	0	(41,275)	(6,601)	85	0		0
Fringe Benefits		402	2,201	0	8,024	11,454	3,764	0		0
Recouped Salaries (Abr 1367)		0	0	0	(32,884)	(9,758)	0	0		0
Student Help		(62,716)	72,631	0	(1,200)	(10,000)	(5,500)	0		0
SS&M		86,778	4,361	128	(13,582)	(9,036)	80,629	(26,808)		0
Travel		1,012	(508)	0	(2,800)	(1,000)	(1,000)	0		0
Equipment		11,200	(60,611)	0	(500)	0	40,000	(8,504)		0
Admin. Support/HDC		114,418	440,896	0	0	0	0	2,158		0
Custodial		(19,678)	(385,683)	0	0	0	0	0		0
Maintenance Staff		7,132	92,844	491	0	0	0	0		0
Other Expenses		0	0	0	0	0	0	0		0
TOTAL EXPENSES		143,566	337,296	619	31,508	(9,834)	113,066	(33,154)		0
NET OF OPERATIONS		(330,952)	353,989	(619)	40,453	24,655	(90,066)	37,274		0
TRANSFERS										
Admin. Fee /General Fund		38,194	131,254	336	48,364	26,618	6,172	1,685		0
Mand. Debt		1,764	566	0	0	0	0	0		0
Facility Plan		0	0	0	0	0	0	0		0
Maintenance Reserve/Plant Fund		(370,000)	239,800	18,000	(13,279)	(2,000)	(97,553)	59,000		0
Power Plant		0	0	0	0	0	0	0		0
Transfers to D.E./E.R. (Match)		0	0	0	0	0	0	0		0
TOTAL TRANSFERS		(330,042)	371,620	18,336	35,085	24,618	(91,381)	60,685		0
BALANCE - OPR. ACTS.		(910)	(17,630)	(18,955)	5,368	98	1,315	(23,411)		0

(1) ICT Student Technology Services and ID Operations
 Revenue () is less revenue than budgeted.
 Expense () is less expense than budgeted.
 Net of operations () lower than budget.
 Balance () lower than budget.
 Prepared by Financial Operations 5/14/2003

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Eastern Michigan University
 Auxiliary Operating Statement
 2003-04 Budget Development
 2002-03/2003-04 Budget Variance

	Student Affairs	Marketing & Communications	Academic	Business and Finance	Total	
	Eastern Echo	Licensing	University Publications	Computer Sales	Kresge Environmental Education	Parking/SEELUS and DPS Support
REVENUE						
Sales and Services	(24,200)	0	0	0	(5,175)	0
Fees	0	0	0	0	0	0
Investment Income	0	0	0	0	0	0
TOTAL REVENUES	(24,200)	0	0	0	(5,175)	0
Transfers from G.F.	0	0	0	0	0	0
Transfers from D.E./E.R.	0	0	0	0	0	0
Allocations from Fund Balance	(24,200)	0	0	0	(5,175)	0
TOTAL FUNDING	(24,200)	0	0	0	(5,175)	0
EXPENSES						
Cost of Goods Sold	0	12,000	79,000	0	(1,650)	0
Personnel Services	2,898	0	9,865	0	0	82,294
Misc. Personnel	(1,927)	0	(15,977)	0	(2,190)	(17,525)
Fringe Benefits	1,660	0	(831)	0	(179)	29,351
Recouped Salaries (Abr. 1367)	(22,754)	0	0	0	0	0
Student Help	0	5,750	0	0	0	(15,000)
SS&M	(9,179)	(20,537)	(100,103)	1,970	0	(38,700)
Travel	0	1,800	2,000	(2,000)	0	(7,000)
Equipment	0	5,000	6,000	0	0	0
Admin. Support/HDC	0	0	0	0	0	0
Custodial	0	0	0	0	0	0
Maintenance Staff	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
TOTAL EXPENSES	(29,302)	4,013	(20,045)	(30)	(4,019)	33,420
NET OF OPERATIONS	5,102	(4,013)	20,045	30	(1,154)	(38,420)
TRANSFERS						
Admin. Fee/General Fund	5,850	0	8,225	0	0	47,625
Mand. Debt	0	0	0	0	0	(1,511)
Facility Plan	0	0	0	0	0	0
Maintenance Reserve/Plant Fund	0	0	0	0	(905)	(78,677)
Power Plant	0	0	0	0	0	0
Transfers to D.E./E.R. (Match)	0	0	0	0	0	0
TOTAL TRANSFERS	5,850	0	8,225	0	(905)	(32,563)
BALANCE - OPFR. ACTS.	(748)	(4,013)	11,821	30	(251)	(657)

(1) ICT Student Technology Services and ID Operations
 Revenue () is less revenue than budgeted.
 Expense () is less expense than budgeted.
 Net of operations () lower than budget.
 Balance () lower than budget.
 Prepared by Financial Operations 5/14/2003

REVENUE	
Sales and Services	959,465
Fees	1
Investment Income	0
TOTAL REVENUES	959,466
Transfers from G.F.	1,822
Transfers from D.E./E.R.	0
Allocations from Fund Balance	57,999
TOTAL FUNDING	1,019,287
EXPENSES	
Cost of Goods Sold	302,925
Personnel Services	227,245
Misc. Personnel	(135,061)
Fringe Benefits	55,847
Recouped Salaries (Abr. 1367)	(59,365)
Student Help	(69,416)
SS&M	91,980
Travel	(35,095)
Equipment	118,867
Admin. Support/HDC	2,276,096
Custodial	(1,967,823)
Maintenance Staff	85,561
Other Expenses	0
TOTAL EXPENSES	891,750
NET OF OPERATIONS	127,537
TRANSFERS	
Admin. Fee/General Fund	444,429
Mand. Debt	4,908
Facility Plan	0
Maintenance Reserve/Plant Fund	(326,614)
Power Plant	0
Transfers to D.E./E.R. (Match)	0
TOTAL TRANSFERS	122,723
BALANCE - OPFR. ACTS.	4,814

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**Eastern Michigan University
Auxiliary Fund
2002-03 Budget Vs. 2003-04 Budget
Object Code FTE Summary**

Object Code	Object Description	02-03 Budget	02-03 Revised	03-04 Budget	Change
1210	ADMIN/PROF NBF AP10 & ABOVE	14.80	14.76	14.76	-0.04
1220	ADMIN/PROF NBF AP09 & BELOW	9.00	9.00	9.00	0.00
1230	PROFESSIONAL/TECHNICAL (UAW)	70.75	72.00	71.87	1.12
1250	POLICE OFFICERS	4.00	4.00	4.00	0.00
1260	POLICE SERGEANTS	2.50	2.50	2.50	0.00
1280	CLERICAL/SECRETARIAL	25.84	24.92	24.92	-0.92
1310	MAINTENANCE (AFSCME)	51.40	52.40	52.40	1.00
1320	DINING SERVICES	19.50	19.50	19.50	0.00
TOTAL		197.79	199.08	198.95	1.15

**HOUSING, DINING AND CONFERENCES
MAINTENANCE FUNDING
2003-04**

**CONSOLIDATED MAINTENANCE
BY FUNDING AREA:
SHORT TERM**

	FUNDING SOURCES			
	Unit Operations	Apartment Reserve	Housing & Dining Reserve1	Total
Apartments	79,600	1,224,375	-	1,303,975
Residence Halls	562,534	-	1,176,342	1,738,876
Dining Service	121,816	-	630,527	752,343
Miscellaneous	-	-	233,000	233,000
TOTAL SHORT TERM	\$ 763,950	\$ 1,224,375	\$ 2,039,869	\$ 4,028,194

**DESIGNATED PLANNING
BY FUNDING AREA:
LONG TERM**

	FUNDING SOURCES			
	Unit Operations	Apartment Reserve	Housing & Dining Reserve1	Total
Residence Halls - Infrastructure	-	-	-	-
Dining Service - Kitchen of the Future	-	-	-	-
TOTAL LONG TERM	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL FUNDING REQUIRED	\$ 763,950	\$ 1,224,375	\$ 2,039,869	\$ 4,028,194

1. This is referenced in the Projected Activity in Reserve Funds schedule in the 2003-04 Resource Plan.

SECTION: 29

DATE:
June 17, 2003

BOARD OF REGENTS

EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

2003-2004 ROOM AND BOARD RATES

ACTION REQUESTED

It is recommended that the 2003-2004 Rates Proposal for Housing and Dining Services be approved.

STAFF SUMMARY

This proposal represents a 4.5 percent room and board increase except in the Village where increases will be 5.0 percent and in Pine Grove Apartments where the rent will remain the same. The complete rate schedule is found in the accompanying report, *2003-2004 Rates Proposal*.

The average cost increase for the academic year will amount to \$253.

FISCAL IMPLICATIONS

The proposal meets the following seven objectives:

- Budgeted residence hall occupancy of 3,700 for September 30, 2003
- Maintain 81 percent apartment occupancy
- Meet debt obligation of \$1.75 million
- Meet basic facility needs of \$4.028 million
- Maintain current level of service
- Maintain an operating reserve fund balance of at least \$1.0 million
- Provide first priority housing for FTIACs

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

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EASTERN MICHIGAN UNIVERSITY

University Housing and Dining Services

2003-04 Rates Overview

Eastern Michigan University's Housing and Dining Services is an integral part of the University community that:

Highlights of Operations

Employs approximately 140 full-time staff and several hundred students
Has an operating budget exceeding \$29,000,000
Manages facilities valued at more than \$100,000,000
Requires 30 percent of annual operating funds to support daily maintenance
Requires 2003-04 payment obligations of \$1,747,689 principal and interest
Manages 17 distinct dining units, plus concessions
Manages 14 residence halls and 590 apartments

Successful housing and dining operations are contingent upon accurate occupancy estimates and room and board rates that are affordable and competitive.

For 2003-04, five important assumptions are made:

Five Important Assumptions

1. Based on Southeast Michigan demographics and early enrollment trends, the FTIAC (First Time In Any College) class is estimated to be 2,821 students.
2. Availability of privately owned apartments with modern amenities in this area will keep competition for student residents high.
3. Assuming FTIAC enrollment and transfer goals are met, Residence Halls and Apartments will be at budgeted occupancy for the fall.
4. Student eating habits dictate that Dining Services continue to decentralize operations to provide food when and where it is desired.
5. Academic network availability (Resnet) is an important amenity for attracting and retaining residence hall students.

The budgeted occupancy for 2003-04 will be 3,700 with 1,200 spaces designated for FTIACs in the First Year Center. An additional 750 FTIAC spaces will be available in Jones, Best, Wise and Downing. All rooms outside the Towers and the Village will be doubles. It is expected that FTIAC's who desire on-campus housing, and who sign contracts by May 1, will be accommodated.

2003-04 OBJECTIVES

In establishing the 2003-04 Housing and Dining rates, the following seven objectives were used as guidelines:

- Meet September 30 budgeted residence hall occupancy of 3,700 versus prior year 3,740 - a planned decrease of 40 to insure against overstating revenue in an uncertain economy that may result in additional students commuting to reduce expenses.
- Meet budgeted apartment occupancy of 81 percent. Capacity has been reduced in apartments by 60 units, due to offline apartments in Pine Grove to accommodate the new union.
- Meet debt-payment obligations of \$1,747,689 versus \$1,741,269 last year
- Fund basic facilities needs identified in the Maintenance and Renovation Plan as follows:

	2002-03	2003-04
Use of plant fund reserves	\$ 4,589,442	\$ 3,264,244
Use of operational funds	\$ 1,091,230	\$ 763,950
Total	<u>\$ 5,680,672</u>	<u>\$ 4,028,194</u>

- Maintain current level of service
- Maintain Housing and Dining Reserve fund balance at \$1 Million.
- Provide first priority housing for FTIACs

MICHIGAN UNIVERSITIES

2003-04 ROOM/BOARD RATE COMPARISON*

INSTITUTION	2003-04 PROPOSED RATE	2002-03 RATE	% INCREASE	STATUS
UNIVERSITY OF MICHIGAN	\$6,704	\$6,366	5.30%	APPROVED
WESTERN MICHIGAN UNIVERSITY	\$6,255	\$6,014	4.00%	CONSIDERING
FERRIS STATE UNIVERSITY	\$6,207	\$5,968	4.00%	CONSIDERING
CENTRAL MICHIGAN UNIVERSITY	\$5,942	\$5,522	7.60%	CONSIDERING
AVERAGE FOR THE STATE (*)	\$5,864	\$5,590	4.90%	AVERAGE
EASTERN MICHIGAN UNIVERSITY	\$5,849	\$5,597	4.50%	RECOMMENDED
GRAND VALLEY STATE UNIVERSITY	\$5,815	\$5,640	3.10%	APPROVED
MICHIGAN TECHNOLOGICAL UNIVERSITY	\$5,775	\$5,412	6.71%	CONSIDERING
LAKE SUPERIOR STATE UNIVERSITY	\$5,735	\$5,462	5.00%	CONSIDERING
NORTHERN MICHIGAN UNIVERSITY	\$5,724	\$5,460	4.84%	APPROVED
SACRAMENTO VALLEY STATE UNIVERSITY	\$5,645	\$5,485	2.92%	APPROVED
SPRINGFIELD UNIVERSITY	\$5,515	\$5,252	5.00%	RECOMMENDED
MICHIGAN STATE UNIVERSITY	\$5,230	\$4,934	6.00%	APPROVED

*The above rates are proposed as of May 10, 2003.

These rates are dynamic and subject to change due to economic uncertainties of the state.

**EASTERN MICHIGAN UNIVERSITY
APARTMENTS
2003-04 RATE COMPARISON**

COMPLEX	NUMBER OF BEDROOMS ¹	RATE ²	DEPOSIT	UTILITIES ³
EVERGREEN POINT	2U	\$705-\$795	\$250	W,G,H
GLENCOE HILLS	2U	\$790-\$890	\$400	W,Trash
HURON VIEW	2F Only	\$580-\$625	1 Month's Rent	All Utilities
INTERNATIONAL	2U	\$630-\$725	\$99	H,L
LAKE IN THE WOODS	2U	\$539-\$705	\$99	G
RIVER DRIVE	2U	\$809-\$875	\$200	G,H,AC,W
RIVER RAIN	2U	\$825-\$950	1 1/2 Month's Rent	W
SCHOONER COVE	2U	\$780-\$840	\$400	W
SPICE TREE	2U	\$685-\$760	\$200	W,G,H
AVERAGE	2U	\$705-\$796		

UNIVERSITY APARTMENTS 2003-04 PROPOSED RATES⁴

BROWN	2U	\$490-\$810	NONE	ALL
CORNELL	2U	\$595	NONE	ALL
PINE GROVE	2U	\$570	NONE	ALL
WESTVIEW	2U	\$665	NONE	ALL

¹ F-FURNISHED; U-UNFURNISHED

² ALL NON-EMU RATES ARE AT 00-01 LEVEL.

³ G-GAS; W-WATER; H-HEAT; E-ELECTRIC; AC-AIR CONDITIONING; T-TRASH; L-LAUNDRY INCLUDED IN RENT

⁴ INCLUDES ENERGY COSTS

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**EASTERN MICHIGAN UNIVERSITY
RESIDENCE HALLS AND DINING SERVICES
2003-04 PROPOSED RATE SCHEDULE**

BOARD (ROOM) OPTION	2002-03 RATE	2003-04 RATE	DOLLAR VARIANCE	PERCENT VARIANCE
TRIPLE OCCUPANCY				
ALL MEAL PLANS	\$4,737	\$4,950	\$213	4.50%
REGULAR FLEX PLAN	\$4,737	\$4,950	\$213	4.50%
DOUBLE OCCUPANCY				
ALL MEAL PLANS	\$5,597	\$5,850	\$253	4.50%
REGULAR FLEX PLAN	\$5,597	\$5,850	\$253	4.50%
SINGLE OCCUPANCY				
ALL MEAL PLANS	\$7,151	\$7,474	\$323	4.50%
REGULAR FLEX PLAN	\$7,151	\$7,474	\$323	4.50%
TOWERS FLEX MEAL PLAN	\$6,118	\$6,394	\$276	4.50%
*VILLAGE	\$4,463	\$4,686	\$223	5.00%
*VILLAGE MEAL OPTION	\$5,313	\$5,580	\$267	5.00%

*The Village will increase 5% due to the available amenities and the increased cost of maintenance for this unit.

Effective Fall 2003

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**EASTERN MICHIGAN UNIVERSITY
2003-04 PROPOSED
APARTMENT RATE SCHEDULE**

UNIT	MONTHLY 2002-03 RATE	MONTHLY 2003-04 RATE
*PINE GROVE		
FURNISHED ONE-BEDROOM	\$550	\$550
FURNISHED TWO-BEDROOM	\$610	\$610
UNFURNISHED ONE-BEDROOM	\$510	\$510
UNFURNISHED TWO-BEDROOM	\$570	\$570
CORNELL COURTS		
FURNISHED ONE-BEDROOM	\$550	\$575
FURNISHED TWO-BEDROOM	\$610	\$635
UNFURNISHED ONE-BEDROOM	\$510	\$535
UNFURNISHED TWO-BEDROOM	\$570	\$595
WESTVIEW		
FURNISHED ONE-BEDROOM	\$620	\$645
FURNISHED TWO-BEDROOM	\$670	\$700
UNFURNISHED ONE-BEDROOM	\$580	\$605
UNFURNISHED TWO-BEDROOM	\$635	\$665
BROWN/MUNSON		
SINGLE OCCUPANCY	\$465-\$550	\$490-\$575
SINGLE OR DOUBLE OCCUPANCY	\$500-\$775	\$530-\$810

1. Application Fee: \$55 per application.
2. Pet Fee (cats only): \$20 per month (maximum two cats).
3. Late Fee: \$25 per occurrence.
4. Exterminating Fee: \$80 per occurrence.
5. Transfer Fee: \$165 per occurrence.
6. Lockout Fee (second and subsequent occurrences, per year): \$20.
7. Bad Check Charge (NSF): \$20 per occurrence.

*Rates in Pine Grove held constant to attract tenants during construction of new union.

Effective July 1, 2003

**EASTERN MICHIGAN UNIVERSITY
HOUSING AND DINING SERVICES
2003-2004 PROPOSED BUDGET SUMMARY**

DESCRIPTION	AMOUNT
REVENUE:	
APARTMENTS	\$ 3,443,276
RESIDENCE HALLS	11,950,398
DINING SERVICES	14,119,540
MISCELLANEOUS	265,784
TOTAL REVENUE	<u>29,778,998</u>
EXPENSES:	
SUPPLIES, SERVICES, AND MATERIALS	7,265,743
PERSONAL SERVICES	6,370,171
FOOD COSTS	5,196,751
STUDENT HELP	3,588,259
RESERVE TRANSFERS	1,908,000
FRINGE BENEFITS	1,797,800
DEBT	1,747,689
ADMINISTRATIVE FEE	1,408,085
OTHER	424,600
TOTAL EXPENSES	<u>29,707,098</u>
NET INCOME	<u>\$ 71,900</u>

SECTION: 30

DATE:

June 17, 2003

RECOMMENDATION

2004-2005 GENERAL FUND SCHOLARSHIPS, AWARDS AND GRANTS

ACTION REQUESTED

It is recommended that the Board of Regents approve the 2004-2005 General Fund Scholarships, Awards and Grants proposal for \$12,437,901 (\$12,287,901 through General Fund revenues, of which \$400,000 is projected from the sale of loan proceeds, and \$150,000 through General Fee revenues).

STAFF SUMMARY

The General Fund Scholarships, Awards and Grants proposal is presented a year in advance of the 2004 funding time lines due to publication requirements and the recruiting cycle for the 2004 freshman class.

Programmatic changes for undergraduate students include:

Additional awards and funding are requested to attract new students and to meet obligations for scholarship recipients who are retaining their awards at higher levels. Several award and grant accounts have been eliminated and moved to the Leader Award (formerly Campus Leader Award) and University Grant accounts.

Athletic grants-in-aid: Funds are needed to cover 4 more women's crew grants-in-aid. This is the fourth year of the previously approved five-year phase-in plan.

Increased funding is requested for all athletic grants in aid and scholarships that pay current tuition and room/board rates.

FISCAL IMPLICATIONS

The 2004-2005 Scholarships, Awards and Grants will be increased by \$929,720 over the 2003-2004 adjusted General Fund base of \$11,508,181.

The total budget of \$12,437,901 includes:

- | | |
|------------------------------------|--------------|
| 1. Scholarships, Awards and Grants | \$ 6,671,757 |
| 2. Athletic Grants-in-Aid | \$ 5,036,947 |
| 3. Federal and State Matches | \$ 729,197 |

ADMINISTRATIVE RECOMMENDATION

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

University Executive Office

Date

EASTERN MICHIGAN UNIVERSITY

General Fund Scholarships, Awards and Grants

Proposal for 2004-2005



Division of Enrollment Services

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

June 17, 2003

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2004-2005 SCHOLARSHIPS, AWARDS AND GRANTS
EXECUTIVE SUMMARY OF PROGRAM INCREASES

	<u>Amount</u>
Presidential Scholarship 4 additional awards	\$ 46,804
National Guard Program 18.75 additional awards	\$ 30,000
International Student Award 25 additional awards	\$ 50,000
Music Service Award 11 additional awards	\$ 5,000
Undergraduate Honors Assistantship 14 additional awards	\$ 40,000
Community College Transfer Scholarship 80 additional awards	\$ 80,000
Move Eagle Leadership Award to Leader Award	-0-
Move Academic Service Award, Eastern Opportunity Grant, and University Award to University Grant	-0-
Eliminate Residence Hall Leadership Award	(\$ 45,000)
Great Lakes Award 33 additional awards	\$ 200,000
Academic Scholarships and Awards Tuition and Room/Board increases	\$ 157,283
Athletic Grants-in-Aid 4 additional Women's Crew awards	\$ 51,652
Athletic Grants-in-Aid Tuition & Room/Board increases	\$ 313,981
TOTAL ABOVE BASE INCREASES	\$ 929,720

2004-2005 BUDGET SUMMARY

Amount

I. Academic Scholarships, Awards and Grants

Presidential Scholarship Account - 18145

\$ 577,757

Award Amount: 30 credit hours tuition/fees, room/board
Requires living in University Housing first two years.

25 awards at \$ 11,955 \$ 298,885
FTIAC/sophomores

23 awards at \$ 12,125 \$ 278,872
Juniors/Seniors

Awards are based on a competitive exam. High school seniors who apply to compete must have a 3.70 GPA or a 3.50 to 3.69 GPA and a minimum 25 ACT (1150 SAT). The Director of Financial Aid or Director of Admissions may permit exceptions when students are below minimum in one criterion. Students must complete 15 credits per semester (6 credits per spring or summer) and maintain a 3.50 GPA for renewal. Awards are limited to the equivalent of eight semesters. Freshmen recipients must live in University Housing their first two years.

Regents Scholarship Account - 18151

\$ 1,235,000

Award Amount: \$2,600/year (\$1,300 per semester)
Requires living in University Housing first two years.

139 awards at \$2,600 \$ 361,400
FTIAC awards

336 awards at \$2,600 average* \$ 873,600
Renewal awards (approximate)

Freshmen must have a high school GPA of 3.70 with a 25 ACT (1150 SAT) for consideration. New transfer and current EMU students must have a 3.70 cumulative GPA to be considered. The Director of Financial Aid or designee may permit exceptions when students are below minimum in one criterion. Recipients must complete a minimum of 15 credit hours each semester (6 credits spring and summer) and maintain a 3.50 EMU GPA for renewal. Awards are limited to the equivalent of eight semesters. Freshmen recipients must live in University Housing their first two years.

*Prior to 2000-2001, this was a tuition-sensitive award

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**Recognition of Excellence Scholarship
Account - 18155**

\$ 1,128,155

602 awards

351 lower level awards at \$1,500 \$ 526,500

251 upper level awards at \$2,397.03 \$ 601,655

Freshmen must have a high school GPA of 3.50 with a 21 ACT (1000 SAT) for consideration. New transfer and current EMU students must have a 3.50 cumulative GPA to be considered. The Director of Financial Aid or designee may permit exceptions when students are below minimum in one criterion. Recipients must complete a minimum of 12 credit hours each semester (6 credits spring and summer) and maintain a 3.30 EMU GPA for renewal. Awards are limited to the equivalent of eight semesters. Freshmen recipients must live in University Housing their first two years.

**Wade McCree Scholarship
Account - 18181**

\$ 234,903

Award Amount: 30 credit hours tuition/fees per year.

40 awards at \$ 5,872.57

Incoming students must have a 3.00 high school GPA with a 21 ACT (1000 SAT) to qualify following the completion of their high school contractual agreement. Recipients must take a minimum of 15 credit hours per semester and maintain a 2.50 EMU GPA for renewal.

**ROTC Service Award
Account - 18184**

\$ 30,000

Award Amount: varies (10.5 full-time equivalent awards)

Awards pay part of University residence hall charges for ROTC scholarship recipients.

**National Guard Tuition/Grant Program
Account - 18186**

\$ 90,000

Award Amount: \$1,600 per year - \$800 per semester (56.25 awards)

Awards will be made to students receiving Chapter 1606 benefits through the National/Air Guard.

**Leader Award
Account - 18212**

\$ 253,000

Award Amount: \$500 per year (506 awards)

Awards are made to students who have shown significant volunteer commitments and service to the university and community. Incoming freshmen awards are made to students who have participated in leadership activities in high school. Students must have a 2.50 GPA, enroll in 12 credit hours each semester. Special awards may be given upon recommendation of the Director of Financial Aid or designee.

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Communication/Theatre Arts Awards \$ 65,000
Account – 18214

Award Amount: varies (approximately 60 awards)

Awards are made to students who perform in forensics, theatre arts programs or who make outstanding contributions to the Communication/Theatre Arts Department. Students must be in good academic standing.

International Student Award \$ 150,000
Account – 18211

Award Amount: \$ 2,000 per year (75 awards)

Awards are made to students from foreign countries who are not permanent residents of the U.S. and are not fully funded by foreign governments, agencies or athletics. Students must have a 3.00 cumulative GPA to be considered.

Music Service Awards \$ 50,000
Account – 18213

Award Amount: varies (approximately 111 awards)

Awards are made to students who perform in Eastern's music programs or provide outstanding service to the Music Department. Students must be in good academic standing.

Undergraduate Honors Assistantship \$ 90,000
Account – 18229

Award Amount: varies (approximately 54 awards)

Throughout the grant period, Honors Undergraduate Assistants must be enrolled full-time (minimum 12 hours for fall/winter, 6 hours for spring/summer) at EMU. Recipients must have been members in good standing of the University Honors Program for at least one (1) semester, including a minimum 3.30 EMU cumulative GPA and completion of at least 56 credit hours. Recommendations for recipients are made by a scholarship committee to the Director of Financial Aid.

University Grant \$ 483,500
Account – 18220

Award Amount: varies based on need (approximately 798 awards)

Grants are given to needy students who are in good academic standing. Students are encouraged to apply for federal and state need-based aid funds first. Awards may be provided to students with unusual circumstances or academic merit who may not meet federal guidelines for need-based aid. Funding is intended to provide support for students enrolled in the Summer Incentive Program in an effort to reduce loan indebtedness in the first year.

Graduate Fellowship & Awards Account – 18315 \$ 230,000

Fellowship Award Amount: varies from \$500 to \$4,000 (approximately 153 awards)

Fellowships are awarded to both new and continuing full-time students based on high academic achievement. Awards are also based on demonstrated outstanding leadership and service. Preference is given to entering first-year degree-admitted students and to those lacking other forms of institutional support. Fellowships are distributed equitably among degree programs. Awardees are selected by the graduate school associate dean and the Director of Financial Aid.

Community College Scholarship Account – 18157 \$ 200,000

Award Amount: \$1,000 (200 awards)

Awards are offered to students transferring to EMU. Students must have a 3.50 minimum community college GPA and have completed 30 credit hours for consideration. This is a one-time award. Awards may be pro-rated based on less than full-time enrollment.

Valedictorian & Salutatorian Scholarship Account – 18158 \$ 100,000

Award Amount: \$2,000 (50 awards)

Scholarships are offered to new freshmen who graduate as the Valedictorian or Salutatorian from their high school. This is a one-time award.

Great Lakes Award Account – 18311 \$ 500,000

Award amount: \$6,000 full-time award (83 awards)

Awarded to incoming students who are residents of Canada, Minnesota, Wisconsin, Illinois, Indiana, Pennsylvania, New York and New Jersey. Undergraduate students must have a minimum 3.0 high school GPA and graduates must have a minimum 3.6 undergraduate GPA to receive and retain this award.

Eastern Michigan Merit Plus Award Account – 18174 \$ 528,000

Award amount: \$500 to \$1,250 (approximately 450 awards)

Awarded to incoming students who have a minimum high school GPA of 3.0 and who qualify for the Michigan Merit Award. One-time only award.

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**Bilingual Teacher Training Scholarship
Account – 18340**

\$ 93,000

Award amount: approximately \$1,860 (50 awards)

Awarded to Spanish-speaking students who have a minimum high school GPA of 2.5, or students who are in good standing at EMU, and who meet the application requirements published by Bilingual Teacher Education Training Program.

**National Scholars Program
Account – 18195**

\$ 633,442

Award Amount: 30 credit hours of the difference between in-state and out-of-state tuition

60 awards at \$10,557 (rounded)

Awarded only to new freshmen and new transfer students with a minimum GPA of 3.50 who are residents of states other than Michigan and Ohio. Students must complete a minimum of 15 credits per semester and maintain a 3.0 EMU GPA for renewal. Awards are limited to a maximum of eight semesters depending on grade level at time of award. Freshman recipients must live in University Housing their first two years. Funds for this award may not be transferred to other accounts.

I. Total Academic Scholarships, Awards and Grants	\$ 6,671,757
II. Athletic Grants-in-Aid	\$ 5,036,947
III. Federal and State Required Matches	<u>\$ 729,197</u>
2004/2005 Scholarship, Athletic Aid & Awards Proposal	<u>\$12,437,901</u>

Total funding requested from General Fund	\$12,287,901
Total funding requested from General Fee Revenue	150,000

Total \$12,437,901

Note: Exceptions are made at the discretion of the Director of Financial Aid or designee. Funds may be transferred from under-utilized accounts to areas of need within the General Fund accounts.

2004-05 BUDGET REQUEST
03-04 / 04-05

CHART A

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	[FS]	2003-04 Adjusted 5/8/2003	[FS]	2004-05 Request 5/8/2003	Increase Over 2003-04
I. Academic Scholarships, Awards and Grants					
18145 Presidential Scholarship*	44	\$499,726	48	\$577,757	\$78,031
18151 Regents Scholarship	475	1,235,000	475	1,235,000	0
18155 Recognition of Excellence*	602	1,083,484	602	1,128,155	44,671
18181 Wade McCree*	40	217,106	40	234,903	17,797
18184 ROTC Service Award	10.5	30,000	10.5	30,000	0
18186 National Guard Program	37.5	60,000	56.25	90,000	30,000
18153 Academic Service Award	14	3,500	0	0	-3,500
18212 Leader Award	106	53,000	506	253,000	200,000
18214 Communication & Theatre Arts	60	65,000	60	65,000	0
18173 Eastern Opportunity Grant	180	180,000	0	0	-180,000
18211 International Student Award	50	100,000	75	150,000	50,000
18213 Music Service Award	100	45,000	111	50,000	5,000
18162 Residence Hall Leadership Award	90	45,000	0	0	-45,000
18229 Undergrad Honors Assistantship	30	50,000	54	90,000	40,000
18220 University Grant	560	280,000	798	483,500	203,500
18221 University Award	44	20,000	0	0	-20,000
18315 Graduate Fellowship	153	230,000	153	230,000	0
18157 Community College Transfer Scholarship	120	120,000	200	200,000	80,000
18158 Valedictorian/Salutatorian	50	100,000	50	100,000	0
18159 Eagle Leadership	400	200,000	0	0	-200,000
18174 Eastern Michigan Merit Award	450	528,000	450	528,000	0
18340 Bilingual Teacher Training Scholarship	50	87,000	50	93,000	6,000
18195 National Scholars Program*	60	575,854	60	633,442	57,588
Total Academic Scholarships, Awards and Grants		\$5,807,670		\$6,171,757	\$364,087
II. Athletic Grants-in-Aid					
18200 Men's Athletic Grants	142.9	\$1,744,004	142.9	\$1,845,254	\$101,250
18209 Women's Athletic Grants	124.0	1,513,342	128.0	1,652,852	139,510
18197 Out-of-State Tuition Differentials	122.0	1,248,968	122.0	1,373,842	124,874
18207 Spring Academic Aid		120,000		120,000	0
Men's Football Summer Aid		30,000		30,000	0
Women's Basketball 5th Year Aid		15,000		15,000	0
Total Athletic Grants-in-Aid		\$4,671,314		\$5,036,947	\$365,633
III. Federal and State Required Matches					
18410 Michigan Work Study Match		\$65,500.00		\$65,500.00	\$0
18400 Federal Work Study Match		349,364		349,364	0
18425 Federal Perkins/NDSL Match		23,000		23,000	0
18180 Federal Supplemental Grant Match		291,333		291,333	0
Total Federal and State Matches		729,197		729,197	0
IV. Subtotal Request					
		\$11,208,181		\$11,937,901	\$729,720
<i>Add Restricted Award Funds:</i>					
18311 Great Lakes Award	50	\$300,000	83	\$500,000	\$200,000
Total Expenditure Request		\$11,508,181		\$12,437,901	\$929,720
Funded by General Fee Revenue		\$150,000		\$150,000	\$0
Funded by Auxiliary Fund		45,000		0	(45,000)
Funded by General Fund		11,313,181		12,287,901	974,720
(Offset by anticipated Stafford Loan Sale Premium of \$400,000)					
Total Funding Request		\$11,508,181		\$12,437,901	\$929,720

FS = # of scholarships

*Based on 10% tuition rate increase and 3.5% room/board rate increase

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2004-05 ATHLETICS GRANTS-IN-AID REQUEST
Detailed Analysis by Sport 5/08/03

Men's Athletic Aid		Sport	Room & Board	Tuition & Fees
NCAA	EMU			
85.0	85.0	Football	\$517,040	\$580,557
13.0	13.0	Basketball	\$79,077	\$88,791
11.7	11.7	Baseball	\$71,169	\$79,912
4.5	3.3	Golf	\$20,073	\$22,539
9.9	9.9	Swimming	\$60,220	\$67,618
12.6	11.0	Track/Cross Country	\$66,911	\$75,131
9.9	4.0	Wrestling	\$24,331	\$27,320
<u>146.6</u>	<u>137.9</u>	Total	<u>\$838,821</u>	<u>\$941,868</u>

\$1,780,689

5 Medicals @ \$12,913 rounded (tuition, fees, room and board)

64,565

Total Men's Athletic Awards

\$1,845,254

Women's Athletic Aid		Sport	Room & Board	Tuition & Fees
NCAA	EMU			
15.0	15.0	Basketball	\$91,242	\$102,451
12.0	12.0	Softball	\$72,994	\$81,961
12.0	12.0	Volleyball	\$72,994	\$81,961
8.0	8.0	Tennis	\$48,663	\$54,641
14.0	14.0	Swimming	\$85,159	\$95,621
12.0	12.0	Gymnastics	\$72,994	\$81,961
18.0	18.0	Track/Cross Country	\$109,491	\$122,941
12.0	12.0	Soccer	\$72,994	\$81,961
6.0	6.0	Golf	\$36,497	\$40,980
20.0	16.0	Crew	\$97,325	\$109,281
<u>129.0</u>	<u>125.0</u>	Total	<u>\$760,353</u>	<u>\$853,760</u>

\$1,614,113

3 Medicals @ \$12,913 rounded (tuition, fees, room, board)

38,739

Total Women's Athletic Awards

\$1,652,852

122 Out-of-State Differentials @ \$11,261 rounded

\$1,373,842

Spring Academic Aid

\$120,000

Men's Football Summer Aid

\$30,000

Women's Basketball 5th Year Aid

\$15,000

GRAND TOTAL ATHLETIC AWARDS

\$5,036,947

NOTE: Average projected tuition/fee increase of 10% and room/board increase of 4.0% used to calculate requested 2004/05 funding.

2003-04 ATHLETICS GRANTS-IN-AID REQUEST
Detailed Analysis by Sport 5/08/03

Men's Athletic Aid		Sport	Room & Board	Tuition & Fees	
NCAA	EMU				
85.0	85.0	Football	\$497,153	\$540,219	
13.0	13.0	Basketball	\$76,035	\$82,622	
11.7	11.7	Baseball	\$68,432	\$74,360	
4.5	3.3	Golf	\$19,301	\$20,973	
9.9	9.9	Swimming	\$57,904	\$62,920	
12.6	11.0	Track/Cross Country	\$64,337	\$69,911	
9.9	4.0	Wrestling	\$23,395	\$25,422	
<u>146.6</u>	<u>137.9</u>	Total	<u>\$806,558</u>	<u>\$876,426</u>	
					\$1,682,984
		5 Medicals @ \$12,204 rounded (tuition, fees, room and board)			61,020
Total Men's Athletic Awards					\$1,744,004
Women's Athletic Aid		Sport	Room & Board	Tuition & Fees	
NCAA	EMU				
15.0	15.0	Basketball	\$87,733	\$95,333	
12.0	12.0	Softball	\$70,186	\$76,266	
12.0	12.0	Volleyball	\$70,186	\$76,266	
8.0	8.0	Tennis	\$46,791	\$50,844	
14.0	14.0	Swimming	\$81,884	\$88,977	
12.0	12.0	Gymnastics	\$70,186	\$76,266	
18.0	18.0	Track/Cross Country	\$105,279	\$114,399	
12.0	12.0	Soccer	\$70,186	\$76,266	
6.0	6.0	Golf	\$35,093	\$38,133	
20.0	12.0	Crew	\$70,186	\$76,266	
<u>129.0</u>	<u>121.0</u>	Total	<u>\$707,712</u>	<u>\$769,018</u>	
					\$1,476,730
		3 Medicals @ \$12,204 rounded (tuition, fees, room, board)			36,612
Total Women's Athletic Awards					\$1,513,342
122 Out-of-State Differentials @ \$10,237 rounded					\$1,248,968
Spring Academic Aid					\$120,000
Men's Football Summer Aid					\$30,000
Women's Basketball 5th Year Aid					\$15,000
GRAND TOTAL ATHLETIC AWARDS					\$4,671,314

NOTE: Average projected tuition/fee increase of 9.9% and room/board increase of 4.5% used to calculate requested 2003/04 funding.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 31
DATE: June 17, 2003

RECOMMENDATION

EMPLOYEE INCENTIVE PLAN (EIP)

ACTION REQUESTED

It is recommended that the Board of Regents approve the Employee Incentive Plan (EIP) for eligible full-time tenure and tenure track faculty.

STAFF SUMMARY

The Employee Incentive Plan (EIP) began by examining how faculty budgets could be reduced without further reduction in positions, and how realignment of faculty resources with Strategic Initiatives could be accelerated. The Plan also examined how to provide a meaningful monetary incentive to eligible faculty, many of whom are of retirement age and face declining values in their defined contribution retirement plans. After extensive study, it became clear that significant annual, on-going savings could not be realized without further reductions in faculty positions. It does, however, appear that the EIP can affordably offer a meaningful monetary incentive which will result in the acceleration of retirements (estimated at 84) and a much more timely realignment of faculty resources.

The attached Executive Summary provides more detail regarding the plan, as well as, the letter from Paul Schollaert, Provost and Vice President for Academic Affairs which communicated the plan to the EMU-AAUP.

FISCAL IMPLICATIONS

The plan is expected to be self-funded with the cost of the monetary incentives to the retirees being offset by the positive variance resulting from lower replacement salaries. A small contingency is included in the forecast to account for any variances to the plans assumptions. The plan will not offer annual, on-going cost savings.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

Employee Incentive Plan – Faculty
(*Early Retirement Program*)
Executive Summary

As a result of the Economic Growth and Tax Relief reconciliation Act (EGTRRA) of 2001, qualifying employers are permitted to make post-employment contributions into a 403(b) plan for a period of up to five years after an employee terminates employment. Payments can be for unused sick leave, vacation time, or severance pay, and they offer both the employer and employee significant tax benefits.

Seeking to take advantage of the changes to the tax law that resulted from EGTRRA of 2001, the University has worked with Educators Preferred Corporation (EPC) on a plan that could benefit those faculty employees of retirement age or who have been long-term employees of the University. EPC worked with the University to develop the Employee Incentive Plan (EIP) for eligible faculty, which began with three key assumptions:

1. Reduce faculty budgets without further reductions in faculty positions
2. Accelerate the realignment of faculty resources with Strategic Initiatives
3. Provide a meaningful monetary incentive to eligible faculty, preferably in a tax deferred structure, that would facilitate comfortable transition into retirement

After extensive study, it became clear that significant annual, on-going cost savings could not be realized without further reduction in faculty positions (e.g. less than 100% replacement of faculty opting to participate). It does appear, however, that the other two objectives can be met with no adverse economic impact to the University, and the benefits from achieving objective two are so compelling that it is recommended that the University proceed with this initiative.

Plan Assumptions:

- The plan is being made available to selective current full-time tenure and tenure track faculty with nineteen or more years of service with Eastern Michigan University as of August 31, 2003.
- Participants will receive \$60,000 plus applicable sick leave pay divided into 60 equal monthly payments made to the participant's Post Employment 403(b) account.
- Participants will incur significant tax advantages that are the result of the EGTRRA of 2001
- Windows of opportunity to elect the plan are July-August 2003 and October-November 2003.
- Exit dates are planned for September 1, 2003, and January 15 and September 1, 2004.
- The University reserves the right to retain certain employees based on educational and operational needs of the University.
- Educators Preferred Corporation (EPC) implements the plan.

Fiscal Implications:

The plan is expected to be self-funded, and includes a small contingency to account for any variances to the plan assumptions. The plan will not offer annual, on-going cost savings.



EASTERN MICHIGAN UNIVERSITY

May 28, 2003

Dr. Susan Moeller, President
EMU-AAUP
1715 Washtenaw
Ypsilanti, MI 48197

Dear Susan:

Attached is a formal proposal from the University describing the Retirement Incentive Plan we wish to present to qualifying faculty members. This proposal is intended to benefit both the faculty and the University. The objective of the University is to give senior faculty the opportunity to take advantage of valuable benefits which will in turn create a sufficient pool of vacancies. These vacancies will allow the University to respond to pressing programmatic needs for tenure track faculty.

As noted in the proposal's rationale, faculty members who depart under the plan will be replaced with new tenure track faculty.

In order to successfully implement this plan, it must be approved by the Board of Regents at their next meeting on June 17, 2003. Therefore, we would like to discuss this proposal with you and the executive board of the EMU-AAUP by no later than June 10, 2003.

Please don't hesitate to call if you have any questions. I look forward to your response.

Sincerely,

Paul T. Schollaert
Provost and Vice President for Academic Affairs

cc: P. Doyle
R. VanDerVelde

Rationale for Retirement Incentive Plan

The University has decided to offer the Retirement Incentive Plan to faculty with substantial years of teaching service to the University for several reasons. First, the plan provides a significant benefit to those who have served the institution well over a long period of time. Additionally, the plan may help participants offset the losses in retirement portfolio value experienced during recent years. Third, because we expect a significant number of individuals to take advantage of the offer, this plan will permit the University to respond strategically to the permanent loss of twenty-two faculty lines that resulted from an \$8,700,000 reduction in state support for Eastern Michigan. We are committed to replace all positions affected by this plan.

This is not a proposal that will result in significant budgetary savings for the University. The administration is proposing the incentive package because it provides an opportunity to craft a planned response to budget reductions. Positions should be filled because they are strategically central to the institution, not because they became vacant during strong budget times. The proposed plan would create a large number of openings, and these openings all would be filled, but filled in areas of need and opportunity.

Unlike most early retirement programs, this plan is self-funded and it has little long term effect on budgets. The plan is built on three assumptions that we believe to be quite robust. Analysis of institutional experience over the past several years supports the assumption that the total salary and benefits cost for a new, entry-level faculty member is about \$30,000 less than these costs for a retiring tenured faculty member. Based on the payment level of \$60,000, the age and service distribution of the faculty, and the University's recent history of retirements, professional consultants have estimated that eighty faculty will elect to participate in this program (instead of the 20 "normal" retirements anticipated without an incentive plan). Instead of spreading the eighty retirements evenly over the next four to five years, these separations all will occur by the end of the 2003-04 academic year. On average, the plan will accelerate retirements of the participants by two years. Since the annual savings realized by replacing a senior faculty member with an assistant professor is about \$30,000, the \$60,000 total savings will be passed on to the departing faculty member.

The Retirement Incentive Plan will benefit senior faculty on the cusp of retirement in the near term, but, by promoting the realignment of faculty resources with institutional needs, it will benefit the entire institution in the long run.

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Proposed Memorandum of Understanding By and Between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors

Submitted by the University, May 27, 2003

The University will offer the following retirement incentive plan, on a one-time basis, to tenured faculty members who have at least 19 years of service as a faculty member at Eastern Michigan University as of August 31, 2003. This benefit will include:

- Payment of \$60,000 (sixty thousand) in sixty monthly installments of \$1,000 (one thousand) into a 403 (b) Post Employment account established for the faculty member
- Applicable sick leave pay dividend will be paid into this 403 (b) account in sixty equal installments

Employees electing to apply for this benefit must apply for participation in the plan during one of two application periods. The first application period will begin on July 1, 2003 and end on August 31, 2003. The second application period will begin on October 1, 2003 and end on November 30, 2003. Faculty participating in the plan may chose to leave the University on: September 1, 2003; January 1, 2004; or September 1, 2004. A faculty member electing to participate in the plan must make an irrevocable agreement to retire from the University at the agreed upon exit date.

The University reserves the right to deny participation in this plan to specific individuals based upon the educational and operational needs of the institution.

The University agrees to authorize searches for tenure track faculty for a number of positions equal to the number of individuals who participate in the Retirement Incentive Plan.

Eastern Michigan University
Board of Regents Resolution

EIP - Employee Incentive Plan™

WHEREAS: A plan (EIP – Employee Incentive Plan) has been presented to the Board of Regents, which can substantially increase retirements or resignations in a manner that is also beneficial to the University, therefore

BE IT RESOLVED: That the EIP – Employee Incentive Plan™ be adopted by the Eastern Michigan University and EPC - Educators Preferred Corporation be recognized as the Agent and Consultant of Record to implement the plan, and

BE IT FURTHER RESOLVED: That the President and the President's designees have the authority to sign any documents relating to the plan, including any documents relating to the Group Administration Contracts.

Dated: _____

By Its Board President

and By Its Board Secretary

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 32

DATE:

June 17, 2003

RECOMMENDATION

LEASE: EASTERN MICHIGAN UNIVERSITY AND GENOA BUSINESS PARK L.L.C.

ACTION REQUESTED

It is requested that the Board of Regents approve a 7-year lease in Genoa Township to serve as EMU-Brighton, an off-campus, extended learning center.

STAFF SUMMARY

EMU has established itself as a Metropolitan University with a commitment to outreach and service to the southeast Michigan region. In support of this effort, Continuing Education provides leadership to the campus in extending Eastern Michigan University to its communities. The establishment of the Livingston County Center is the culmination of over three years of planning, and will position Eastern Michigan University as the only public four-year university with a dedicated location in Livingston County.

An initial site analysis was conducted in the spring of 2000 by Pinehurst Marketing and Research, which considered locations in Oakland County, Monroe County, the Downriver Area, as well as Livingston County. Livingston County was seen as a location that held substantial future potential based on its growing population, minimal competition, high household income level, good image, and the safety of the area. A re-analysis of Livingston County was conducted by the same firm during the winter of 2002. The conclusion of this study was that Brighton was the best location to establish EMU's off-campus location based on projected population growth in the different regions of Livingston County.

Negotiations have been completed with various academic units to develop program and course offerings in Education, Health and Human Services, and Technology. Infrastructure is in place to support the center, and marketing and student recruitment for Fall Term 2003 have already begun. Funding for startup and initial operating costs will be covered by \$300,000 that has been reserved from fiscal years 2002 and 2003 by Continuing Education.

A five year lease was signed with Genoa Business Park II, LLC (GBP II, LLC) in April so that sufficient time could be made available for building construction to be completed for August 2003 occupancy. GBP II, LLC has offered to convert the five-year lease into a seven-year lease that includes more favorable rental rates. Therefore, it is recommended that the Board approve extending the five-year lease to a seven-year lease. Legal Counsel has reviewed the seven-year lease and does not have any concerns with the legal form. In addition, Continuing Education believes that demand will support the Brighton location for at least seven years, and that the

building size and location will be adequate to provide students with an excellent learning environment during this period of time.

FISCAL IMPLICATIONS

Start up costs and a first year net loss are estimated to be \$388,000. Assuming the Board approves extending the five-year lease to a seven-year lease, the program is expected to recover its initial investments early in year three, and end year three with a cumulative net contribution of \$280,000. Net contributions in excess of \$400,000 are projected beginning in year four and continuing each year thereafter.

Total savings of over \$130,000 will be realized if the lease is extended from five to seven years.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

EXECUTIVE SUMMARY

Rational/Purpose

Continuing Education provides leadership to the campus in extending Eastern Michigan University to its communities. We serve students and faculty by providing learning experiences in convenient and innovative formats, locations and delivery systems. EMU has established itself as a metropolitan university with a commitment to outreach and service to the southeast Michigan region. In an effort to participate in EMU's commitment to outreach, Continuing Education currently operates six off-campus locations, this proposal supports opening a seventh site in Livingston County.

Livingston County is one of the fastest growing areas in southeast Michigan. Site analysis research was done in June 2000 and again in January 2002, both studies indicated favorable conditions for a successful Livingston off-campus location. The 2002 study indicated 36% population growth between 1990 and 2000 and projected 20% growth during the next decade. Demographics for the county from 1990 data stated that 16% of the population had some college and only 7% have bachelor degrees. Although not available at the time of these earlier studies, it is assumed that educational percentages are now higher as much of the growth in population has been in the middle to upper-middle strata. However, this data still suggests an attractive market for higher education. Another key element is the lack of competition. Cleary College, a small private business college, is the only institution that has a significant presence in the county. Livingston does not have its own community college; Lansing Community College has an off-campus site in Howell and is eager to partner with EMU. A couple of other institutions offer limited classes in various schools and community centers within the county, but no one else has a significant presence. The lack of competition and favorable demographics provide an excellent environment for long-term viability.

Marketing

Product development is an attempt to match the needs of the community with existing programmatic strengths. College of Education programs are in demand at all of our locations. Educational Leadership began offering courses in Livingston County during Winter 03 as our first step into this market. These courses are housed currently in the Intermediate School District facility. Lansing Community College has expressed considerable interest in partnering with EMU in the area of teacher education programs, and there is also demand for special education. Meetings were held in February of this year with Lansing Community College to begin developing articulation agreements. Demand analysis done in 2002 recommended programs based on the largest employers; business, manufacturing technology, public administration, finance, and healthcare were cited, in addition to programs for educators. CE has discussed program offerings with the COE, COB, CHHS, and COT in an effort to develop an initial product offering. Specific program plans are detailed in a later section of this proposal.

Brighton was selected as the best location for a Livingston site. Data from both site selection studies support that choice, as does data collected from informal informational gathering by CE management. The specific location in Brighton is on Grand River approximately 1 mile north-west of I-96. This location allows students to avoid much of the traffic associated with the major concentration of retailers to the south and positions us well for those coming in from Howell. The building is new allowing a customized build-out specific to our needs and has a separate entrance with space for a sign on the building.

Promotion of this new location will be a multi-faceted plan. Various public relations activities such as a grand opening event, press releases, and partner visits are planned. We have already discussed partnerships with Lansing Community College and the Livingston ISD. Individual programs will be marketed using direct mail. A local billboard and radio campaign are being investigated as a method of building awareness quickly.

Program Plans

The following programs are planned for the EMU-Brighton in year 1.

College	Academic Program	Fall 2003 Enrollment	Winter 2004 Enrollment	Spring 2004 Enrollment
Education	Special Education	20	20	20
Education	Common Learnings	15	15	15
Education	Educational Leadership	20	20	20
Health and Human Services	RN to BSN	15	15	15
Technology	Tech Management	15	15	15

Operational Plans

A three-year summary is listed below. Revenue is calculated based on current tuition. Enrollments are based on preliminary discussions with academic units.

The EMU-Livonia site manager will support the startup at EMU-Brighton. Once operation begins, a part-time manager and a full-time clerical will be added. Initial hours of operation will be evenings only. Day hours will be added as we develop a market for corporate training and rental.

Summary of Contribution to University Fixed Cost – 5 year lease

	FY 03-04	FY 04 – 05	FY 05 -06
Revenue	\$295,785	\$949,800	\$1,265,570
Expenses	\$402,179	\$700,927	\$882,678
Net	(\$106,394)	\$248,873	\$382,892

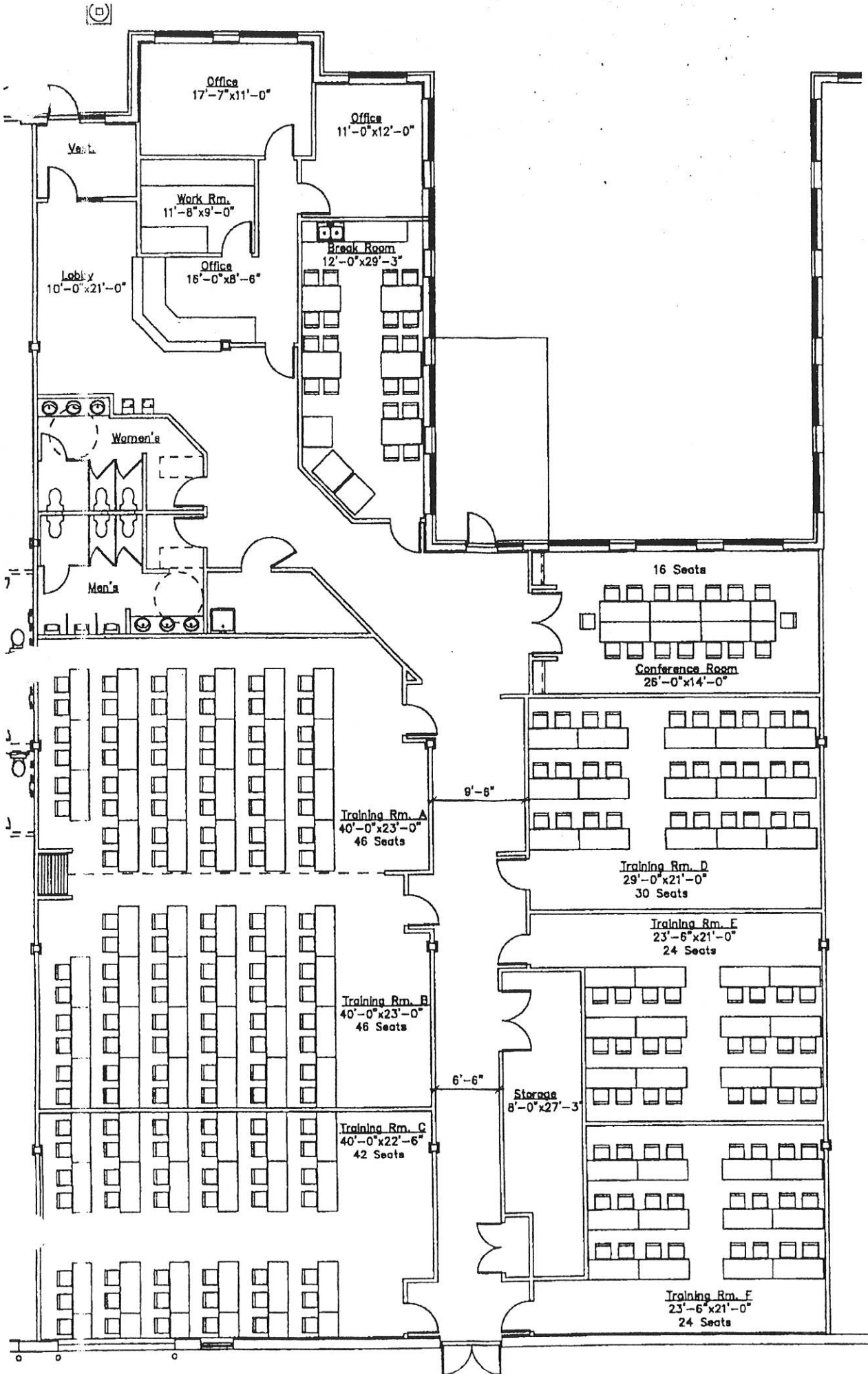
Summary of Contribution to University Fixed Cost – 7 year lease

	FY 03-04	FY 04 – 05	FY 05 -06
Revenue	\$295,785	\$949,800	\$1,265,570
Expenses	\$384,441	\$682,772	\$864,106
Net	(\$88,656)	\$267,028	\$401,464

Conclusion

Livingston County is a fast growing, educationally under-served market. EMU has an opportunity to fill a void and create a market leader position. Strategic Direction 1, 2, & 3 of the University Strategic Plan is well served by moving forward on this proposal. Continuing Education has a successful track record of opening and operation off-campus locations. We believe given sufficient time and resources EMU-Brighton can serve the Livingston County market and be an asset to the University.

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April 10, 2003

GENOA BUSINESS PARK – LEASE

THIS LEASE made this 14th day of April, 2003, by and between GENOA BUSINESS PARK II, LLC, of 2250 Genoa Business Park Drive, Suite 100, Brighton, MI 48114 (hereinafter called the "LANDLORD"), and EASTERN MICHIGAN UNIVERSITY, a Michigan Corporation, of 100 Boone Hall, Ypsilanti, Michigan 48197 (hereinafter called the "TENANT").

1. PREMISES: The LANDLORD, in consideration of the rents to be paid by the TENANT and pursuant to the covenants, conditions and agreements to be performed by the TENANT and as defined herein does hereby lease unto the TENANT the following described premises;

8,328 Square Feet of lease space in the multi-tenant Research Building, 2250 Genoa Business Park Drive, Suite 120, which is a part of the Genoa Business Park, Genoa Township, Michigan, and further described as follows:

Total Building Area: 24,032 Gross Square Feet

Lease Space Square Footage Calculation

Lease Space: 8,328 SF (35% of the 24,032 GSF of the building)

Lease Space Address: 2250 Genoa Business Park Drive
Suite 120
Brighton, Michigan 48114

Refer to attached preliminary layout plan and other plans for further definition of the premises.

ABS

2. TERM: The term of this Lease shall be for a period of 5 years, and the date of commencement shall be the date upon which TENANT commences occupancy of the Premises pursuant hereto, occupancy date is established as To Be Determined.

Within the first one hundred twenty (120) days of the execution of this Lease Agreement, TENANT shall have the option to change the term of this Lease Agreement from a five (5) year lease term to a seven (7) year lease term ("Optional 7 Year Term") by written notification to LANDLORD during such one hundred twenty (120) day period. In the event that the TENANT's Board of Regents do not approve the Optional 7 Year Term of this Lease Agreement at its regularly scheduled meeting on June 17, 2003, or the TENANT fails to provide LANDLORD written notification of TENANT'S Board of Regents approval and TENANT'S election of such Optional 7 Year Term within the first one hundred twenty (120) days of the execution date of this Lease Agreement, the lease term will automatically expire at the end of year 5 and the Optional 7 Year Term, or any references to it herein, will no longer be applicable to this Lease Agreement.

3. RENT: For the five (5) year term of this lease the TENANT shall pay to the LANDLORD the following sums of money for yearly "base rent":

Year 1	\$150,531	8,328 s.f. x	\$18.08 per s.f.;	monthly payment	\$ 12,544
Year 2	\$154,295	8,328 s.f. x	\$18.53 per s.f.;	monthly payment	\$ 12,858
Year 3	\$158,152	8,328 s.f. x	\$18.99 per s.f.;	monthly payment	\$ 13,179
Year 4	\$162,106	8,328 s.f. x	\$19.47 per s.f.;	monthly payment	\$ 13,509
Year 5	\$166,158	8,328 s.f. x	\$19.95 per s.f.;	monthly payment	\$ 13,847

For the Optional 7 Year Term of this lease, if the TENANT timely exercises its option in writing and this optional term is applicable, the TENANT shall pay to the LANDLORD the following sums of money for yearly "base rent":

Year 1	\$132,832	8,328 s.f. x	\$15.95 per s.f.;	monthly payment	\$ 11,069
Year 2	\$136,152	8,328 s.f. x	\$16.35 per s.f.;	monthly payment	\$ 11,346
Year 3	\$139,556	8,328 s.f. x	\$16.76 per s.f.;	monthly payment	\$ 11,630
Year 4	\$143,045	8,328 s.f. x	\$17.18 per s.f.;	monthly payment	\$ 11,920
Year 5	\$146,621	8,328 s.f. x	\$17.61 per s.f.;	monthly payment	\$ 12,218
Year 6	\$150,287	8,328 s.f. x	\$18.05 per s.f.;	monthly payment	\$ 12,524
Year 7	\$154,044	8,328 s.f. x	\$18.50 per s.f.;	monthly payment	\$ 12,837

All rents shall be paid to the LANDLORD, in advance, without any set offs, claims, demands or deductions, on the first day of every calendar month. Notwithstanding the above, the TENANT shall not be required to pay base rent or common area maintenance costs as per Paragraph Four (4) for the period of one (1) month from initial occupancy (one months "free" rent).

4. REIMBURSEMENT FOR REAL ESTATE TAXES, INSURANCE PREMIUMS, MAINTENANCE, COMMON AREAS, AND OTHER ADJUSTMENTS: In addition to the base rent as described in Paragraph Three (3) RENT, the tenant shall pay, as additional rent, a proportional share of the property's total annual costs which shall include but not be limited to the following:

- a) Real Estate/Property Taxes

- b) Property Insurance Premiums
(excludes tenant purchased "rental" insurance)
- c) Building and Site Maintenance
 - landscape service/grounds maintenance
 - snow removal
 - trash removal
 - window cleaning
 - HVAC maintenance
 - electric/lighting maintenance
 - utilities (included under #6) UTILITIES
- e) Miscellaneous Maintenance/Repair
- f) Property Management Fees (In an amount not to exceed three (3%) percent of the LANDLORD's gross rent collections net of any separately metered utilities)

The TENANT occupies 8,328 s.f., which is 35 % of the total rentable building area. The TENANT shall therefore pay 35 % of the annual cost of items a, b, c, d, e, and f (reimbursements) as listed above. These reimbursements shall be estimated by the landlord and paid in monthly installments in addition to and along with the base rate.

The LANDLORD shall make annual accounting of actual costs incurred for the above reimbursements and adjust the estimated monies paid by the TENANT accordingly through periodic (annual) refunds of reimbursements below estimated costs or additional monies for reimbursements above estimated costs. Landlord may, from time to time, increase and/or adjust these reimbursements based on actual costs.

For a period up to one (1) year following receipt of the annual statement prepared by LANDLORD requesting TENANT pro-rata share of the real estate taxes, insurance and common area utilities and maintenance expenses for any period covered by this Lease, Tenant shall have the right upon reasonable notice to LANDLORD, to copy, audit and review (at TENANT's expense) any and all invoices, records and documents pertaining thereto and upon which LANDLORD relied in preparing such statement, in order to certify the accuracy thereof. TENANT shall be entitled to a refund of any overcharges. If it is determined by audit that such expenses are overstated by ten (10%) percent or more, the LANDLORD shall pay all costs related to the audit.

5. SECURING PROVISION: Tenant will pay the last month's base rent, half at lease execution and the balance at occupancy. The LANDLORD herewith acknowledges the intended receipt of Thirteen thousand, eight hundred forty-seven (\$13,847.00) Dollars under the five (5) year lease term or Twelve thousand, eight hundred thirty-seven (\$12,837.00) Dollars under the Optional 7 Year Term, whichever shall be applicable, and which LANDLORD shall retain as security for the faithful performance of all the covenants, conditions and agreements of this Lease, but in no event shall the LANDLORD be obliged to apply the same upon rents in arrears or upon damages for the TENANT's failure to perform the said covenants, conditions, and agreements; the LANDLORD may so apply the security at his option and the LANDLORD's right to the possession of the premises for non-payment of rent or for any other reason shall not in any event be affected by reason of the fact that the LANDLORD holds this security. The said sum, if not applied toward the payment of damages suffered by the LANDLORD by reason of the TENANT's breach of the covenants, conditions and agreements of this Lease, shall be promptly returned to the TENANT

when this Lease is terminated, according to these terms, and in no event is the said security to be returned until the TENANT has vacated the premises and delivered possession to the LANDLORD. In the event that the LANDLORD repossesses himself of the Premises because of TENANT's failure to carry out the covenants, conditions and agreements of this Lease, the LANDLORD may apply the said security upon all damages suffered to the date of said repossession and may retain the said security to apply upon such damages as may be suffered or shall accrue thereafter by reason of the TENANT's default or breach. The LANDLORD shall not be obliged to keep the said security as a separate fund, but may mix the said security with his own funds; provided however, until legally applied in payment of TENANT's financial obligations pursuant to this Lease, TENANT shall have no claim for interest accruing on said monies while held as security.

6. UTILITIES: The tenant shall pay for electric and gas utilities for the Premises by exact costs pursuant to individual metering.

Exact Costs Pursuant to Individual Tenant Metering: The TENANT shall pay for all costs or charges for all utilities including gas and electricity for his tenant space pursuant to actual consumption or usage as determined by individual tenant, gas and electric, metering or monitoring. In addition to this, the tenant shall pay for all costs or charges for all utilities on a proportional share basis for building and site common areas. (The TENANT occupies 8,328 s.f. which is 35% of the total net leasable building area. The TENANT shall therefore pay 35% of the cost of common area utilities.) These utility costs shall be in addition to the base rent and reimbursements.

These utility costs will be directly charged by and paid to the utility companies by the TENANT. It shall be the TENANT's responsibility to contact the utility companies and arrange for gas, electric and telephone services 30 days prior to the scheduled occupancy date.

The TENANT shall pay on a proportional share basis all costs or charges for water and sewer usage fees. The TENANT occupies 8,328 s.f. which is 35% of the total net leasable building area. The tenant shall therefore pay 35% of the total cost for water and sewer usage. The LANDLORD shall pay for the water and sewer usage costs and bill the TENANT with payment due within thirty (30) days from receipt of the bill. The water and sewer usage costs are in addition to the base rent, reimbursables, and gas/electric utility charges. Consideration will be given to the TENANT's demand, need, or use of water and sewer utilities, (i.e., a TENANT that uses more water and sewer utilities as a consequence of his business operation will pay more than a TENANT who actually uses less water and sewer utilities).

All telephone or other communication systems as required by the TENANT shall be paid for by the TENANT (installation and service or use charges).

7. USE OF PREMISES: It is understood and agreed between the parties hereto that said Premises during the continuance of this Lease shall be used and occupied for educational purposes with a majority of classes, corporate training and/or administrative offices occurring during the evenings on weekdays (5:00 p.m. and after) and weekends. TENANT shall not use the Premises for any other purpose or purposes without the written consent of the LANDLORD, such consent shall not be unreasonably withheld,

and the TENANT shall not use the premises for any purpose which is in violation of any law, municipal ordinance or regulation, and upon any breach of this provision the LANDLORD may, at its option, terminate this LEASE and re-enter and repossess the Premises, but only after Five (5) day prior written notice to TENANT of the alleged violation and demand to cure.

8. ASSIGNMENT OR SUBLETTING: The TENANT covenants not to assign or transfer this Lease or hypothecate or mortgage the same or sublet said premises or any part thereof without the prior written consent of the LANDLORD which shall not be unreasonably withheld. Any assignment, transfer, hypothecation, mortgage or subletting without said written consent shall give the LANDLORD the right to terminate this LEASE and to re-enter and repossess the leased premises, provided however, the written consent of the LANDLORD shall not be unreasonably withheld, provided further, TENANT shall remain primarily liable for payment of the rent and performance of the other terms, covenants and conditions to be performed by the TENANT under this LEASE unless released in writing. By way of illustration and not limitation, it shall not be unreasonable for the LANDLORD to withhold his consent on the following grounds: nature of the business enterprise, competition with other tenants (whether direct or indirect), use of additional parking space, effect of installation of trade fixtures in the premises, effect on LANDLORD's fire insurance rate and general compatibility with the other tenants in the office building.

9. EMINENT DOMAIN: If the whole or any part of the premises hereby leased shall be taken by any public authority under the power of eminent domain, then the term of the Lease shall cease on the part so taken, and from that day the TENANT shall have the right to cancel this Lease and declare the same null and void or to continue in possession of the remainder of the same under the terms herein provided, except that the rent shall be reduced in proportion to the amount of the premises taken. All damages awarded for such taking shall belong to and be the property of the LANDLORD whether such damages shall be awarded as compensation for diminution in value to the leasehold or to the fee of the premises herein leased; provided, however, that the LANDLORD shall not be entitled to any portion of the award made to the TENANT for loss of business.

10. IN THE EVENT OF FIRE: It is understood and agreed that, if the Premises hereby leased be damaged or destroyed in whole or in part by fire or other casualty during the term hereof, the LANDLORD shall repair and restore the same to good tenantable condition with reasonable dispatch, and that rent herein provided for shall abate entirely in case the entire Premises are untenable and pro rata for the portion rendered untenable, in case a part only is untenable, until the same shall be restored to a tenantable condition; provided however, if the TENANT shall fail to adjust its own insurance or remove its damaged goods, wares, equipment, or property within a reasonable time, and as a result thereof, the repairing and restoration is delayed, there shall be no abatement of rent during the period of such resulting delay; and, provided further, there shall be no abatement or rent if such fire or other cause of damaging or destroying the Premises shall result from the negligence or willful act of the TENANT, his agents or employees, and, provided further, that, if the TENANT shall use any part of the Premises for storage during the period of repair, a reasonable charge shall be made therefor against the TENANT; and, provided further, in the event the Premises, or the building of which they are a part, shall be destroyed to the extent of more than One-half (1/2) of the value thereof, the LANDLORD may at its option terminate this Lease

forthwith by written notice to the TENANT, which shall be provided within Thirty (30) days of the fire or other casualty. Further, if more than Twenty (20%) percent of the value of said property has been destroyed and can not be repaired to an occupancy condition is Sixty (60) days and temporary alternative space can not be found within a distance of Fifteen (15) miles from said property, then the TENANT may at its option terminate this Lease by written notice to LANDLORD effective forthwith upon said notice.

11. IN THE EVENT OF ACCIDENT: The LANDLORD agrees to indemnify and hold harmless TENANT from any liability for damages to any person or property in, on or about said Premises arising from LANDLORD's acts or omissions, misconduct or negligence, or that of its agents, invitees, and employees. The TENANT agrees to indemnify and hold harmless the LANDLORD from any liability for damages to any person or property in, on or about said Premises arising from TENANT's acts or omissions, misconduct or negligence, or that of its agents, invitees, and employees. The TENANT will procure and keep in effect during the term hereof coverage through their insurer for the benefit of the LANDLORD not less than the sum of ONE MILLION AND XX/100 DOLLARS (\$1,000,000.00) combined single limit for bodily injury and personal injury. All insurance policies which TENANT is required to maintain shall, in addition to any of the foregoing: be written with carriers authorized to write such business in the State of Michigan and having an A.M. Best & Co. rating of no less than A-8; name LANDLORD as additional named insured; be endorsed to provide that they shall not be cancelled or changed materially in any manner adverse to LANDLORD for any reason except on thirty (30) day prior written notice to LANDLORD. Tenant has the right to Self-Insure. At LANDLORD's option, either certificates of insurance evidencing the coverage and endorsements required hereby or the original policy shall be delivered by TENANT to LANDLORD prior to the date thereof, together with receipts evidencing payment of premiums. TENANT shall deliver certificates of renewal for such policies to LANDLORD not less than thirty (30) days prior to the expiration dates thereof. If TENANT fails to obtain such insurance as provided herein then LANDLORD may, at his option, obtain such insurance and the cost therefore shall be paid as additional rent due and payable upon the next ensuing rent day. The TENANT indemnification, hold harmless and insurance obligations shall not extend to claims and liabilities arising from LANDLORD's negligence and/or willful misconduct.

12. LANDLORD REPAIRS/MAINTENANCE: The LANDLORD, at its sole expense, after receiving written notice from the TENANT and having reasonable opportunity thereafter to obtain the necessary workmen and materials, agrees to keep in good order and repair the roof and four outer walls of the building together with all structural components; provided however, that the TENANT shall be liable for all repairs arising from his acts, neglect or default. Further, the LANDLORD, at TENANT's expense, shall be responsible for the performance of regular maintenance, repairs and replacements, to the heating and air conditioning system, electrical system, plumbing system, and the exterior doors and windows. The LANDLORD shall be responsible for performing the maintenance of the lawn, snow removal, outside window cleaning and trash removal, which common area maintenance costs shall be billed to TENANT, based upon TENANT's proportionate share of the same as provided in Paragraph 4(c) of this Lease. There shall be no reduction in Rent nor shall there be any liability on the part of LANDLORD by reason of inconvenience, annoyance or injury to business arising from LANDLORD, TENANT, or others making or failing to make any repairs, alterations, additions or improvements to any portion of the Property. The TENANT shall be responsible for replacement of burned out light bulbs and fluorescent tubes.

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13. TENANT REPAIRS/ALTERATIONS: Except as provided in Paragraph 12 of this Lease, the TENANT shall, at its sole expense and during the continuation of this Lease, keep the said Premises and every part thereof in good order and repair, and at the expiration of the term yield and deliver up the same in like condition as when taken, reasonable use and wear thereof and damage by the elements excepted. The TENANT, at its sole expense, shall be strictly liable for repair and replacement of all interior glass, door glass and plate glass on the Premises. The TENANT shall not make any alterations, additions or improvements to said premises without the LANDLORD's written consent (said consent shall not be unreasonably withheld), and all alterations, additions or improvements made by either of the parties hereto upon the Premises, except moveable office furniture, telephone systems, alarm systems, and trade fixtures put in at the expense of the TENANT, shall be the property of the LANDLORD, and shall remain upon and be surrendered with the premises at the termination of this Lease, without molestation or injury, unless LANDLORD, at it's sole option, requires TENANT to remove such alterations, additions or improvements at TENANT's expense. At the termination of this Lease if office furniture, telephone systems, alarm systems, and trade fixtures are removed, the TENANT will be fully responsible for returning the premises to the same condition as existing at the commencement of this Lease. The TENANT shall be responsible for replacement of burned out light bulbs and fluorescent tubes within the site.

14. CARE OF THE PREMISES: The TENANT shall not perform any acts or carry on any practices which may injure the building or be a nuisance or menace to other tenants in the building and shall keep the Premises under his control clean and free from rubbish, dirt, and debris at all times including cleaning of all interior windows and door glass. In the event the TENANT shall not comply with these provisions, the LANDLORD may enter upon said Premises and have rubbish and dirt removed, in which event the TENANT agrees to reimburse LANDLORD for all costs in connection therewith. Said charges shall be paid to the LANDLORD by the TENANT upon submission of a statement for the same, and if the TENANT shall default in making such payments the LANDLORD shall have the same remedies as upon default in payment of the monthly rent hereunder. The TENANT shall, at its sole expense, under penalty of forfeiture and damages, promptly comply with all lawful laws, orders, regulations, or ordinances of all municipal, county, and state authorities affecting the premises hereby leased and the cleanliness, safety, occupation and use of the same.

15. DELIVERY OF POSSESSION: The LANDLORD will use its best efforts to deliver the premises to the TENANT on or before July 1, 2003, (Commencement Date). However, LANDLORD shall not be subject to any liability for failure to deliver possession on the Commencement Date and the validity of the Lease shall not be impaired by such failure. Provided, however, the rent payable hereunder shall be abated (provided TENANT is not responsible for the inability to obtain possession) until after LANDLORD gives TENANT written notice that the Premises are ready for TENANT's occupancy. If the LANDLORD has not delivered possession by ninety (90) days from issuance of permits by Livingston County then the TENANT shall have rental abatement on a per diem basis. If the Landlord has not delivered possession by one hundred fifty (150) days from issuance of permits by Livingston County (provided TENANT is not responsible for the inability to obtain possession) then the TENANT shall have the option to cancel this lease with no further obligation between the parties.

Because timely execution of this lease and fulfillment of certain requirements for the completion of the LANDLORD's TENANT improvement work is of the essence for achieving TENANT's targeted Commencement Date, it is understood that LANDLORD requires the following, in addition to the execution of this lease, from TENANT prior to obtaining permits:

- a) Approval of floor plan layout;
- b) Electrical and lighting requirements
- c) Approval / comments of proposed HVAC systems

It is also understood that LANDLORD will need two to three weeks to complete the construction documents after receipt of the items above in Section 15 a) through c) in order to submit for permits, which generally take from two to four weeks to obtain. During this permit issuance period, TENANT and LANDLORD agree to solidify the color and material selections for the following:

- d) Carpet and vinyl base;
- e) VCT flooring and base;
- f) Ceramic tile;
- g) Wall colors (paint); and
- h) Cabinetry and plastic laminate color selections.

Any design changes by TENANT after submission for permits could extend the 90 day completion period for occupancy at no cost to LANDLORD whatsoever, including rent abatement. Occupancy and Rent Commencement shall occur on the date as stated above and as evidenced by the issuance of a Certificate of Occupancy by the building official and by the TENANT's acceptance of the Premises as defined below.

16. ACCEPTANCE OF PREMISES: The LANDLORD, upon completion of the TENANT improvements required to be installed by the LANDLORD, will notify the TENANT of said completion. The TENANT, within three (3) days from the date of this notification will inspect the Premises with the LANDLORD and identify in writing any defects, corrections, or repairs that may be required to the LANDLORD provided TENANT improvements. Defects, corrections or repairs will be made by the LANDLORD within 30 days and these shall not effect the TENANT's occupancy or rent commencement unless the defects, corrections or repairs preclude the issuance of a Certificate of Occupancy as issued by the building official.

The TENANT must assume occupancy and rent commencement upon acceptance of the Premises as described herein. All TENANT supplied improvements, equipment, or other items shall be provided and installed by the TENANT and these TENANT supplied items shall not preclude the TENANT's acceptance and occupancy of the premises nor preclude rent commencement.

17. LANDLORD NON-LIABILITY: Except for damage arising from the intentional act, or negligence of Landlord, its agents and employees, the LANDLORD shall not be responsible or liable to the TENANT for any loss or damage that may be occasioned solely by or through the acts or omissions of persons occupying adjoining premises or any part of the premises adjacent to or connected with the Premises hereby leased or any part of the building of which the Premises are a part, or for any loss or damage resulting to the TENANT or his property from bursting, stoppage or leaking of water, gas or sewer, theft, vandalism, or any other similar damage regardless of cause.

Landlord shall not be responsible, nor will Landlord's property insurance cover, damages by fire, wind, rain, explosion, theft or other cause beyond the control of Landlord, damages to persons or property sustained by Tenant or Tenant's agents, employees, invitees, or guests, unless such damages are proximately caused by Landlord's failure to perform or negligent performance of a duty imposed by law. Any personal property kept on the Premises by Tenant shall be kept there at Tenant's sole risk. Tenant is solely responsible for and is hereby advised to obtain Tenant's own personal property or renter's insurance for protection against the occurrence of damages by fire, wind, rain, explosion, theft or other cause beyond the control of Landlord.

18. RE-RENTING: The TENANT hereby agrees that for a period commencing Ninety (90) days prior to the termination of this Lease, the LANDLORD may show the premises to prospective tenants.

19. HOLDING OVER: If TENANT remains in possession of the Premises after the Termination Date, it will be deemed to be occupying the Premises as a TENANT from month-to-month, subject to all the covenants of this Lease to the extent that they can be applied to a month-to-month tenancy, except that the Monthly Installment of Base Rent for each month will be one hundred fifty (150%) percent of the Monthly Installment of Base Rent payable during the last month of the Lease Term. This covenant shall not preclude LANDLORD from recovering damages as a result of TENANT's failure to timely deliver possession of the Premises, nor establish any right or option of extension or renewal on behalf of TENANT.

20. SIGNS: It is further agreed that all signs and advertising displayed in and about the premises shall be such only as to advertise the business carried on upon said Premises, and that the LANDLORD shall control the character and the size thereof, and that no sign shall be displayed excepting such as shall be approved in writing by the LANDLORD, and that no Signs shall be installed or used on the exterior of said building unless approved in writing by the LANDLORD which shall not be unreasonably withheld and shall not be withheld for any reason so long as it complies with all municipal ordinances. TENANT will have shared signage on Grand River per the attached project monument sign exhibit as a condition of executing the lease, as well as signage on the building. All signage is pursuant to Genoa Township's signage ordinance. All costs for the Grand River Monument sign shall be borne by the LANDLORD; all costs for the building façade sign shall be borne by the TENANT.

21. PARKING: The TENANT's activities and use, particularly classroom activities, will occur primarily during non daytime hours, specifically after approximately 5:00 p.m. on weekdays. Consequently, the TENANT shall have the non-exclusive rights to all available existing or to be added on-site parking from 5:00 p.m. and beyond on weekdays and at all times on weekends. During the weekday, daytime hours (8:00 a.m. to 5:00 p.m.) the TENANT will utilize a maximum of 50 parking spaces at any one time. The TENANT will also require employees to park in the rear of the building and leave available the front (east side) parking spaces for all tenants. The existing on site parking spaces total 76 car parking spaces.

The LANDLORD at its expense and prior to the Commencement Date, will construct a new parking area for +/- 52 cars with this new parking area being located on the adjacent office building property. The TENANT will have the non-exclusive right to

available parking spaces in this new lot at all times, but primarily after 5:00 p.m. on weekdays and at all times on weekends.

The purpose of this parking provision is to insure that adequate car parking for all tenants is made available. If parking problems occur, the LANDLORD reserves the right to designate or reserve specific spaces for specific tenants or other remedies as may be appropriate as determined by the LANDLORD, but not in conflict with any provision herein.

If during the term of this lease TENANT's parking needs exceed what are practically available to them, LANDLORD will, at TENANT's discretion and if reasonably possible, provide additional parking for the TENANT's use in as close proximity to the premises as possible. TENANT will pay for the LANDLORD's direct cost for providing this additional parking, including, but not limited to, land, engineering, permits, and construction costs. The TENANT shall pay such additional parking costs by either 1) full payment at the time the additional parking is provided, or 2) monthly payments equal to the total cost of the additional parking divided by the number of months remaining on the TENANT's current lease term, including any currently agreed upon and exercised in writing Option to renew or lease extensions of such lease term.

22. ACCESS TO THE PREMISES: The LANDLORD shall have the right to enter upon the Premises at all reasonable business hours for the purpose of inspecting the same. The TENANT shall be present when the LANDLORD enters said office, unless prior arrangements have been made, or there is a good reason for the LANDLORD to enter, such as an emergency repair to one of the mechanical systems. Subject to LANDLORD's repair obligations, if the LANDLORD deems any repairs necessary, he may demand that the TENANT make the same, if and only if said repairs are necessary as a result of damage done by TENANT's neglect or fault and if the TENANT refuses or neglects forthwith to commence such repairs and complete the same with reasonable dispatch, the LANDLORD may make or cause to be made such repairs with reasonable precautions and care of TENANT's personal property located on the Premises, and if the LANDLORD makes or causes to be made such repairs, the TENANT agrees that he will forthwith, on demand, pay to LANDLORD the cost thereof with interest at Nine (9%) percent per annum, and if he shall make default in such payment, the LANDLORD shall have the same remedies as upon default in payment of the monthly rent hereunder. The LANDLORD shall have the same rights and remedies with respect to all maintenance obligations required to be performed by the TENANT under this Lease.

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23. DEFAULT: In the event of any failure of TENANT to pay any rental installment due hereunder within ~~five~~ (15) days after receipt of written notice by certified mail, return receipt requested, that the same is past due, or any failure to perform any other of the terms, conditions or covenants of this Lease for more than twenty (20) days after written notice of such default shall have been received by TENANT, then all of the TENANT's right to possession of the Premises shall be terminated and LANDLORD shall be entitled to all other rights and remedies it may have under law. In the event LANDLORD is required to undertake legal proceedings to obtain possession of the Premises or damages from TENANT, TENANT shall be responsible for payment of LANDLORD's reasonable attorney fees and costs. In addition to the above, LANDLORD shall be entitled to all the other remedies the law allows including, but not limited to,

damages and equitable or other relief, for TENANT's breach of contract or TENANT's torts.

The TENANT will have the right to terminate the lease within ^{fifteen AM} ~~five~~ (15) days after LANDLORD's receipt of written notice by certified mail, return receipt requested, of any failure by LANDLORD to perform any other of the terms, conditions or covenants of this Lease for more than twenty (20) days after written notice of such default shall have been received by LANDLORD. In the event TENANT is required to undertake legal proceedings to obtain damages from LANDLORD, LANDLORD shall be responsible for payment of TENANT's reasonable attorney fees and costs. In addition to the above, TENANT shall be entitled to all the other remedies the law allows including, but not limited to, damages and equitable or other relief, for LANDLORD's breach of contract or LANDLORD's torts.

The LANDLORD is contributing \$250,000 towards the total cost of the TENANT improvements. This \$250,000 will be amortized over 15 years, starting from the Commencement Date, and at 7.5% annual interest. In the event of the TENANT's default, prior to the expiration of the lease, the TENANT shall be obligated to pay to the LANDLORD all unpaid and unamortized balances (interest and principal) on the \$250,000 as determined by the date of default.

All payments of any and all outstanding balances on the note (loan) that may be required pursuant to the above shall be paid by the TENANT within 10 days of receipt of invoice from the LANDLORD, in full and without any reservations or exceptions.

24. QUIET ENJOYMENT: The LANDLORD covenants that the TENANT, on payment of all the aforesaid installments and performing all the covenants aforesaid, shall and may peacefully and quietly have, hold, and enjoy the said Premises for the term aforesaid.

25. EXPENSES AND DAMAGES: In the event that the LANDLORD shall, during the period covered by this Lease, obtain possession of said Premises by re-entry, summary proceedings, or otherwise, the TENANT hereby agrees to pay LANDLORD the expenses incurred in obtaining possession of said Premises, and also all expenses and commissions which may be paid in and about the letting of same and all other damages. Whether or not the LANDLORD obtains possession of said Premises, if the TENANT defaults in the payment of rent or any other sum payable by the TENANT hereunder or in the performance of any of the covenants contained in this Lease, the TENANT shall pay all court costs and expenses, including reasonable attorney fees, reasonably incurred by the LANDLORD, in connection with curing such default; which amount shall be paid as additional rent due and payable on the next ensuing rent day after submission of a statement for the same to the TENANT.

26. REMEDIES NOT EXCLUSIVE: It is agreed that each and every one of the rights, remedies, and benefits provided by this Lease shall be cumulative and shall not be exclusive of any other of said rights, remedies, and benefits, or of any other right, remedies, and benefits allowed by law.

27. WAIVER: One or more waivers of any covenant or condition by the LANDLORD shall not be construed as a waiver of a further breach of the same covenant or condition.

28. RELEASE OF LIABILITY FOR LOSSES COVERED BY INSURANCE: The LANDLORD and TENANT and all parties claiming under them hereby mutually release and discharge each other from all claims and liabilities arising from or caused by any hazard covered by insurance on the Premises or covered by insurance in connection with property on or activities conducted on the Premises, regardless of the cause of damage or loss. This release shall be in effect only so long as the applicable insurance policies contain a clause to the effect that this release shall not affect the right of the insured to recover under such policies. Such clauses shall be obtained by the parties whenever possible.

29. LATE CHARGES: In the event that the Tenant fails to pay the LANDLORD the full amount of any monthly installment of rent payable under this Lease on or before the Sixth (6th) day of the month, a late charge in the amount of One Hundred and 00/100 (\$100.00) Dollars per day shall immediately become due and payable by the TENANT to the LANDLORD with respect to such late rent payment. If the payment is mailed, the postmark shall be used to establish the payment date. Any late charges not paid with the late rent payment shall be billed to the TENANT on the First (1st) day of the following month, and if the TENANT shall fail to pay the same the LANDLORD shall have the same remedies as upon default in payment of the monthly rent hereunder.

30. BANKRUPTCY OR INSOLVENCY: In the event the TENANT shall become bankrupt, insolvent, make a general assignment for the benefit of creditors or be the subject of a receivership, or allow any liens or clouds to be placed against the premises, the same shall be construed as a breach of this Lease Agreement.

31. MORTGAGE: LANDLORD reserves the right to subordinate this Lease to the lien of the first mortgage now or hereafter placed upon the premises. TENANT agrees to execute any documents requested by LANDLORD or mortgagees to confirm any such subordination within Fifteen (15) days after receiving written request from LANDLORD. Failure to supply such documents within Fifteen (15) days shall be deemed a Default of this Lease. At the request of the holder of any such mortgage, this Lease may be made prior to any such mortgage and TENANT shall execute such other documents and agreements giving priority to this Lease as such mortgagee shall require. TENANT agrees that upon such mortgagee's filing for record in the County Register of Deeds office a notice of subordination or any document of this Lease, such Lease shall be prior to such mortgage. TENANT shall, in the event any proceedings are brought for the foreclosure of, or in the event of exercise of the power of sale under any mortgage heretofore or hereafter made relating to the land or building, of which the Premises are a part, attorn to the purchasers upon any such foreclosure or sale and recognize such purchaser as the LANDLORD under this lease.

32. LITIGATION: In the event of a dispute between LANDLORD and TENANT with regard to this Lease resulting in litigation, the prevailing party in such litigation shall be entitled to receive reimbursement of reasonable attorneys' fees and costs from the other party.

33. ACCELERATION: As a remedy for TENANT's default, LANDLORD may sue for the full remaining balance of the rental payable for the remainder of the term less the amount that may be mitigated or LANDLORD may terminate this Lease, or LANDLORD may without terminating this Lease re-enter the Premises and dispossess TENANT or

any other occupant of the Premises (after obtaining such an order from a court of competent jurisdiction), and remove TENANT's effects and relate the same for the account of the TENANT for such rent and upon such terms as shall be satisfactory to LANDLORD, crediting the proceeds thereof, after deducting the costs and expense of reletting, to the unpaid rent and other amounts due hereunder during the remainder of the term, and TENANT shall remain liable to LANDLORD for the balance.

34. MISCELLANEOUS: (a) Whenever under this Lease a provision is made for notice of any kind it shall be deemed sufficient notice and service thereof if such notice to the TENANT is in writing addressed to the TENANT at its last known address and deposited in the U.S. Mail, with postage prepaid, certified, and return receipt requested (but without requirement of restricted delivery), and if such notice to the LANDLORD is in writing and addressed to the last known Post Office address of the LANDLORD and deposited in the U.S. Mail, with postage prepaid, certified and return receipt requested (but without requirement of restricted delivery). Notice need be sent to only one TENANT or LANDLORD where the TENANT or LANDLORD is more than one person; (b) It is agreed that in this Lease the word "he" shall be used as synonymous with the words "she", "its" and "their". The descriptive titles of paragraphs in this Lease are for convenience only, and construction of this Lease shall be made without reference thereto; (c) This Lease contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions and neither party has relied upon any representation, express or implied, not contained in this Lease. This lease can only be changed in writing signed by the parties; (d) The covenants, conditions and agreements made and entered into by parties hereto are declared binding on their respective heirs, successors, representatives and assigns; and, (e) It is further acknowledged and affirmed by the TENANT and by Patrick J. Doyle, that he is the Vice President for Business and Finance of said TENANT and is duly authorized and empowered to represent the TENANT in this matter, and to execute this Lease on behalf of the TENANT. If TENANT is in Default under this Lease more than two (2) times within a Twelve (12) month period, irrespective of whether or not such Default is cured, then, without limiting LANDLORD's other rights and remedies provided for in this Lease or at law or equity, the Security Deposit shall automatically be increased by an amount equal to the greater of (a) three (3) times the original Security Deposit; or (b) three (3) months' Base Rent, which sum shall be paid to LANDLORD on demand.

35. TENANT IMPROVEMENTS: The attached preliminary layout plan defines the basic layout of the Premises and scope of the TENANT's improvements. The LANDLORD will retain an architect/engineer to produce the final TENANT improvement drawings and specifications (the construction documents), with input and approval of same by the TENANT. The cost of the architect/engineer for the construction documents will be included in the total cost of the TENANT improvements.

The TENANT improvements consist of floor slabs, demising walls, interior partitions, doors/frames/hardware, ceilings, floor finishes, mechanical and electrical and all other items necessary to complete the TENANT's interior build-out. The TENANT improvements exclude all of the TENANT's equipment, furniture, furnishings, decorations, vending equipment, signage, telephone systems, computer systems and all other TENANT specialty items.

Upon completion of the final TENANT improvement drawings and specifications (the construction drawings) the LANDLORD will itemize all labor and materials and produce a

final TENANT improvement cost. The LANDLORD will contribute \$250,000 towards the total cost of the final TENANT improvements. The TENANT will pay for all TENANT improvement costs above the LANDLORD's \$250,000 contribution, and the TENANT shall pay these costs per a monthly draw request on a pro-rated basis with the LANDLORD's contribution.

The LANDLORD shall cause the TENANT improvements to be constructed pursuant to the final TENANT improvement drawings and specifications. The estimated construction time period is 90 +/- days from the date of procurement of all required permits.

36. OPTIONS TO RENEW: Provided TENANT is not in default of this Lease and has not been in default during the previous five (5) years (or seven (7) years, if under the Optional 7 Year Term), TENANT shall have Two (2) Options of Five (5) years each to renew this Lease under the same terms and conditions except as to rent. To exercise the first Option period of Five (5) years, TENANT shall notify LANDLORD, in writing, of TENANT's election to exercise said Option on or before 90 days prior to initial Lease period expiration. In the event TENANT exercises the first Option period of Five (5) years, the base rent for said extended term shall be as follows:

First Option Period – If 5 Year Lease Term is applicable for Lease

Year 1	\$ 170,308	8,328 s.f. x	\$ 20.45 per s.f.; monthly payment	\$ 14,192
Year 2	\$ 174,565	8,328 s.f. x	\$ 20.96 per s.f.; monthly payment	\$ 14,547
Year 3	\$ 165,894	8,328 s.f. x	\$ 19.92 per s.f.; monthly payment	\$ 13,824
Year 4	\$ 170,058	8,328 s.f. x	\$ 20.42 per s.f.; monthly payment	\$ 14,171
Year 5	\$ 174,305	8,328 s.f. x	\$ 20.93 per s.f.; monthly payment	\$ 14,525

First Option Period – If Optional 7 Year Term is applicable for Lease

Year 1	\$ 157,899	8,328 s.f. x	\$ 18.96 per s.f.; monthly payment	\$ 13,158
Year 2	\$ 161,813	8,328 s.f. x	\$ 19.43 per s.f.; monthly payment	\$ 13,484
Year 3	\$ 165,894	8,328 s.f. x	\$ 19.92 per s.f.; monthly payment	\$ 13,824
Year 4	\$ 170,058	8,328 s.f. x	\$ 20.42 per s.f.; monthly payment	\$ 14,171
Year 5	\$ 174,305	8,328 s.f. x	\$ 20.93 per s.f.; monthly payment	\$ 14,525

Provided TENANT has exercised the first Option to Renew and is not in default of this Lease, TENANT may exercise its second Option to Renew. To exercise the second Option period of Five (5) years, TENANT shall notify LANDLORD, in writing, of TENANT's election to exercise said Option on or before 90 days prior to expiration of first renewal period. In the event TENANT exercises the second Option period of Five (5) years, the base rent for said extended term shall be as follows:

Second Option Period – For Either 5 Year Lease Term or Optional 7 Year Term

Year 1	\$ 178,636	8,328 s.f. x	\$ 21.45 per s.f.; monthly payment	\$ 14,886
Year 2	\$ 183,133	8,328 s.f. x	\$ 21.99 per s.f.; monthly payment	\$ 15,261
Year 3	\$ 187,713	8,328 s.f. x	\$ 22.54 per s.f.; monthly payment	\$ 15,643
Year 4	\$ 192,377	8,328 s.f. x	\$ 23.10 per s.f.; monthly payment	\$ 16,031
Year 5	\$ 197,207	8,328 s.f. x	\$ 23.68 per s.f.; monthly payment	\$ 16,434

37. RIGHT OF FIRST REFUSAL: TENANT is herewith given the right of first refusal to additionally lease, at terms to be agreed upon between TENANT and LANDLORD commensurate with the terms of this lease, the immediately adjacent office space to the Premises that, as of the execution of this lease, is currently unoccupied and not leased to any other tenant. LANDLORD shall first give written notice to TENANT of

any interested party's intention to lease such unoccupied lease space and, within ten (10) business days, TENANT shall give a written response notice to LANDLORD of TENANT's election to either enter into a second lease for the additional lease space within thirty (30) days immediately following the date of TENANT's response notice or that TENANT waives this right of first refusal. In the event that the TENANT does not respond by written notice within the ten (10) day response period, TENANT automatically waives its right of first refusal and this paragraph shall become null and void.

IN WITNESS WHEREOF, the parties have executed this Lease on the day and year first above written.

LANDLORD:

TENANT:

GENOA BUSINESS PARK II, LLC
2250 Genoa Business Park Drive
Suite 100
Brighton, Michigan 48114

EASTERN MICHIGAN UNIVERSITY
100 Boone Hall
Ypsilanti, Michigan 48197

BY: (signature)_____
(print name)
(date)_

BY: (signature)_____
(print name)_
(date).

LEASE/RENT SUMMARY (ATTACHMENT TO LEASE)

20

LEASE SPACE/IDENTIFICATION: Research & Development Building
 BEGIN LEASE: July 1, 2003 END LEASE: July 1, 2008*
 TABLE LEASE SPACE S.F. 8,328 SF

TENANT NAME: Eastern Michigan University
 TOTAL LEASE TERM: 5 Years*

BASE RENT:

Year 1	<u>8,328 s.f. x</u>	<u>\$18.08</u>	per s.f. =	<u>\$150,531</u> (annually), / 12	=	monthly installment of:	<u>\$12,544</u>
Year 2	<u>8,328 s.f. x</u>	<u>\$18.53</u>	per s.f. =	<u>\$154,295</u> (annually), / 12	=	monthly installment of:	<u>\$12,858</u>
Year 3	<u>8,328 s.f. x</u>	<u>\$18.99</u>	per s.f. =	<u>\$158,152</u> (annually), / 12	=	monthly installment of:	<u>\$13,179</u>
Year 4	<u>8,328 s.f. x</u>	<u>\$19.47</u>	per s.f. =	<u>\$162,106</u> (annually), / 12	=	monthly installment of:	<u>\$13,509</u>
Year 5	<u>8,328 s.f. x</u>	<u>\$19.95</u>	per s.f. =	<u>\$166,158</u> (annually), / 12	=	monthly installment of:	<u>\$13,847</u>

OPTIONAL 7 YEAR TERM:*

Year 1	<u>8,328 s.f. x</u>	<u>\$15.95</u>	per s.f. =	<u>\$132,832</u> (annually), / 12	=	monthly installment of:	<u>\$11,069</u>
Year 2	<u>8,328 s.f. x</u>	<u>\$16.35</u>	per s.f. =	<u>\$136,152</u> (annually), / 12	=	monthly installment of:	<u>\$11,346</u>
Year 3	<u>8,328 s.f. x</u>	<u>\$16.76</u>	per s.f. =	<u>\$139,556</u> (annually), / 12	=	monthly installment of:	<u>\$11,630</u>
Year 4	<u>8,328 s.f. x</u>	<u>\$17.18</u>	per s.f. =	<u>\$143,045</u> (annually), / 12	=	monthly installment of:	<u>\$11,920</u>
Year 5	<u>8,328 s.f. x</u>	<u>\$17.61</u>	per s.f. =	<u>\$146,621</u> (annually), / 12	=	monthly installment of:	<u>\$12,218</u>
Year 6	<u>8,328 s.f. x</u>	<u>\$18.05</u>	per s.f. =	<u>\$150,287</u> (annually), / 12	=	monthly installment of:	<u>\$12,524</u>
Year 7	<u>8,328 s.f. x</u>	<u>\$18.50</u>	per s.f. =	<u>\$154,044</u> (annually), / 12	=	monthly installment of:	<u>\$12,837</u>

REIMBURSEMENTS (estimated costs with subsequent adjustments for actual costs)

Property/real estate taxes:	<u>35 %of</u>	<u>\$50,000</u>	(estimated annual cost), / 12 =	monthly installment of:	<u>\$1,458</u>
Property insurance:	<u>35 %of</u>	<u>\$6,000</u>	(estimated annual cost), / 12 =	monthly installment of:	<u>\$175</u>
Building/site maintenance					
landscape/grounds:	<u>35 %of</u>	<u>\$8,000</u>	(estimated annual cost), / 12 =	monthly installment of:	<u>\$233</u>
snow removal:	<u>35 %of</u>	<u>\$10,000</u>	(estimated annual cost), / 12 =	monthly installment of:	<u>\$292</u>
trash removal:	<u>35 %of</u>	<u>\$2,000</u>	(estimated annual cost), / 12 =	monthly installment of:	
snow cleaning:	<u>35 %of</u>	<u>\$500</u>	(estimated annual cost), / 12 =	monthly installment of:	
roof maintenance:	<u>35 %of</u>	<u>\$7,400</u>	(estimated annual cost), / 12 =	monthly installment of:	<u>\$210</u>
electrical/lighting	<u>35 %of</u>	<u>\$1,000</u>	(estimated annual cost), / 12 =	monthly installment of:	<u>\$29</u>
HVAC maintenance	<u>35 %of</u>	<u>\$3,000</u>	(estimated annual cost), / 12 =	monthly installment of:	<u>\$88</u>
sprinkler maintenance	<u>35 %of</u>	<u>\$500</u>	(estimated annual cost), / 12 =	monthly installment of:	<u>\$15</u>
Water/sewer usage	<u>35 %of</u>	<u>\$5,000</u>	(estimated annual cost), / 12 =	monthly installment of:	<u>\$146</u>

Total estimated monthly payment: \$2,725

RENT PAYMENT (Base and Reimbursables)

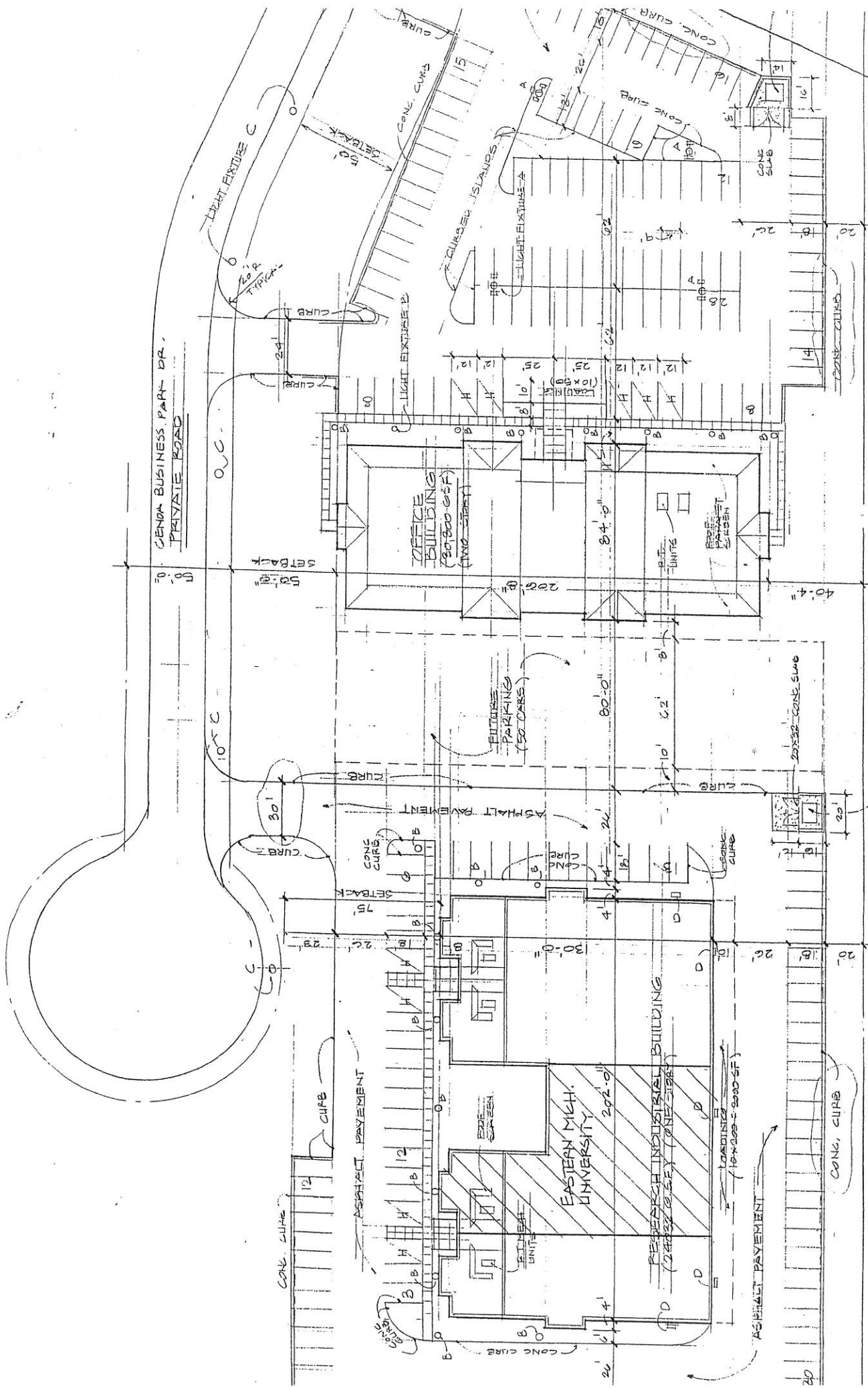
Year 1	Base rent (monthly):	<u>\$12,544</u>	plus reimbursables (monthly):	<u>\$2,725</u>	=	<u>\$15,269</u>	total monthly payment
Year 2	Base rent (monthly):	<u>\$12,858</u>	plus reimbursables (monthly):	<u>\$2,725</u>	=	<u>\$15,583</u>	total monthly payment
Year 3	Base rent (monthly):	<u>\$13,179</u>	plus reimbursables (monthly):	<u>\$2,725</u>	=	<u>\$15,904</u>	total monthly payment
Year 4	Base rent (monthly):	<u>\$13,509</u>	plus reimbursables (monthly):	<u>\$2,725</u>	=	<u>\$16,234</u>	total monthly payment
Year 5	Base rent (monthly):	<u>\$13,847</u>	plus reimbursables (monthly):	<u>\$2,725</u>	=	<u>\$16,572</u>	total monthly payment

RENT PAYMENT OPTIONAL 7 YEAR TERM (Base and Reimbursables)*

Year 1	Base rent (monthly):	<u>\$11,069</u>	plus reimbursables (monthly):	<u>\$2,725</u>	=	<u>\$13,794</u>	total monthly payment
Year 2	Base rent (monthly):	<u>\$11,346</u>	plus reimbursables (monthly):	<u>\$2,725</u>	=	<u>\$14,071</u>	total monthly payment
Year 3	Base rent (monthly):	<u>\$11,630</u>	plus reimbursables (monthly):	<u>\$2,725</u>	=	<u>\$14,355</u>	total monthly payment
Year 4	Base rent (monthly):	<u>\$11,920</u>	plus reimbursables (monthly):	<u>\$2,725</u>	=	<u>\$14,645</u>	total monthly payment
Year 5	Base rent (monthly):	<u>\$12,218</u>	plus reimbursables (monthly):	<u>\$2,725</u>	=	<u>\$14,943</u>	total monthly payment
Year 6	Base rent (monthly):	<u>\$12,524</u>	plus reimbursables (monthly):	<u>\$2,725</u>	=	<u>\$15,249</u>	total monthly payment
Year 7	Base rent (monthly):	<u>\$12,837</u>	plus reimbursables (monthly):	<u>\$2,725</u>	=	<u>\$15,562</u>	total monthly payment

*Optional 7 Year Term, if applicable, would change lease term to 7 years ending July 1, 2010.

DAS



SANDA BUSINESS PART DR.
PRIVATE ROAD

OFFICE BUILDING
(20,800 GSF)

EASTERN MICH.
UNIVERSITY

RESEARCH INDUSTRIAL BUILDING
(20,000 GSF)

EXISTING PARKING
(50 SPACES)

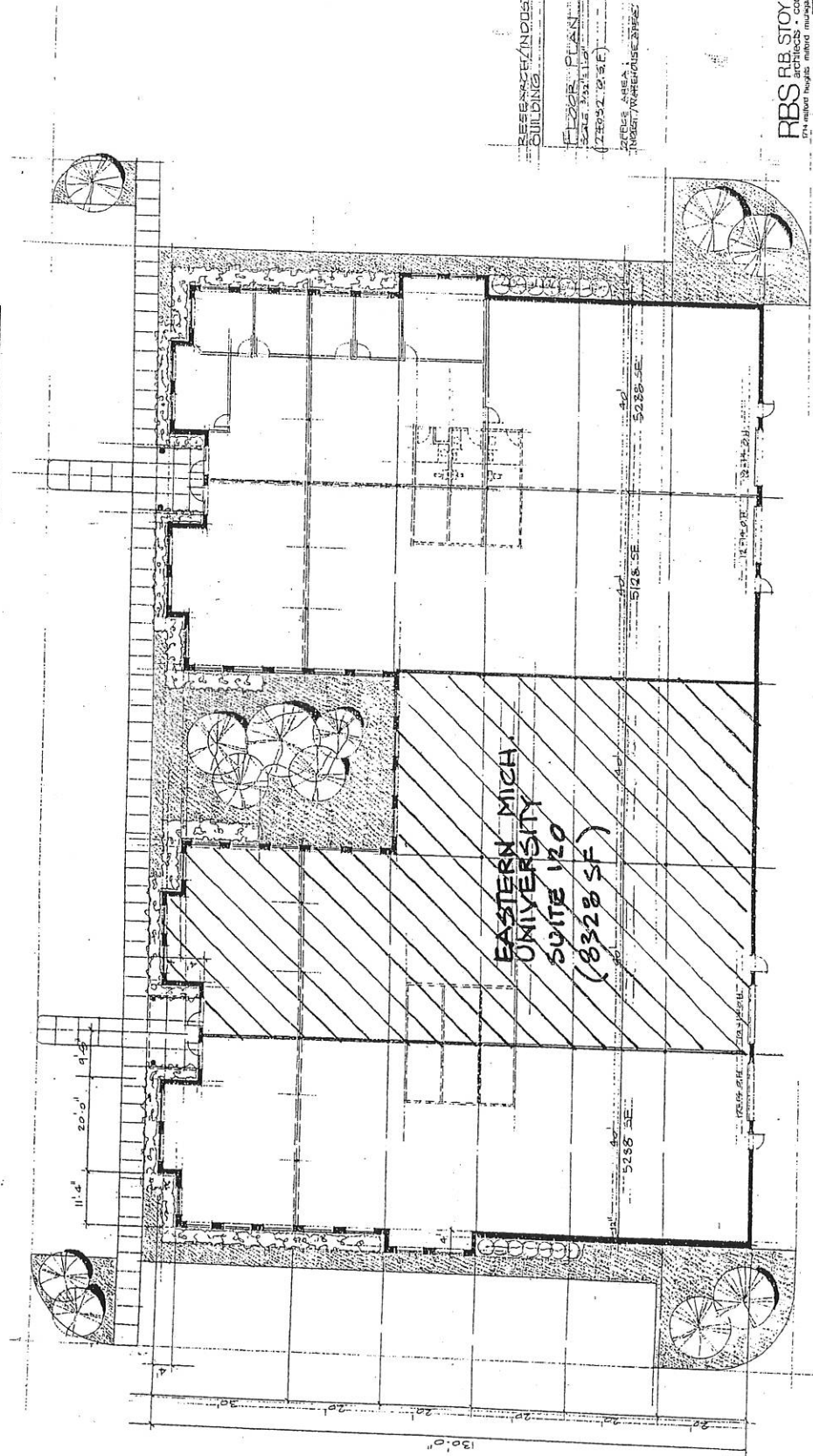
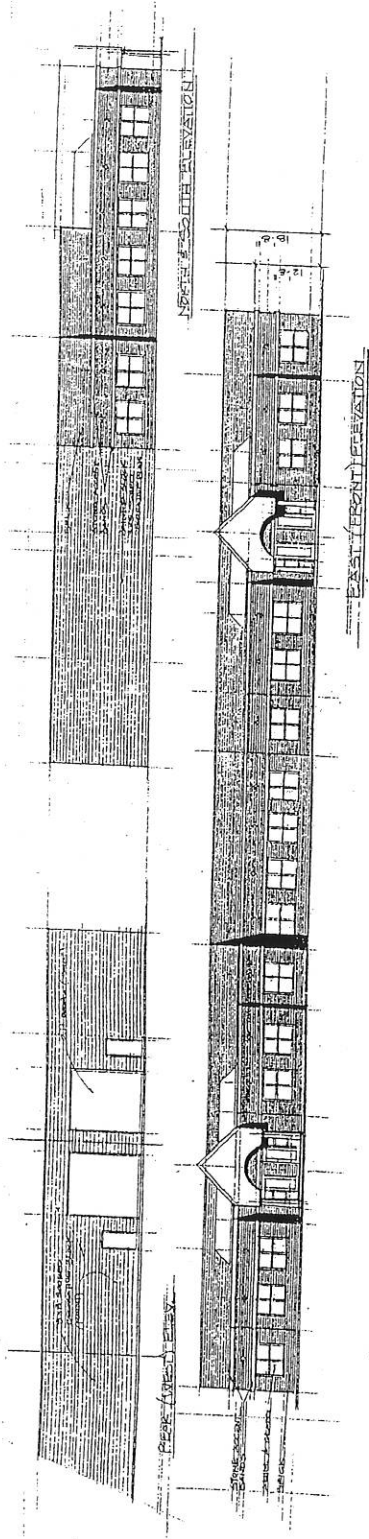
DRIVE EXISTING C
CONC. CURB
ASPHALT PAVEMENT

ASPHALT PAVEMENT

CONC. CURB

12

RWS



RESERVE/INDUSTRIAL
BUILDING

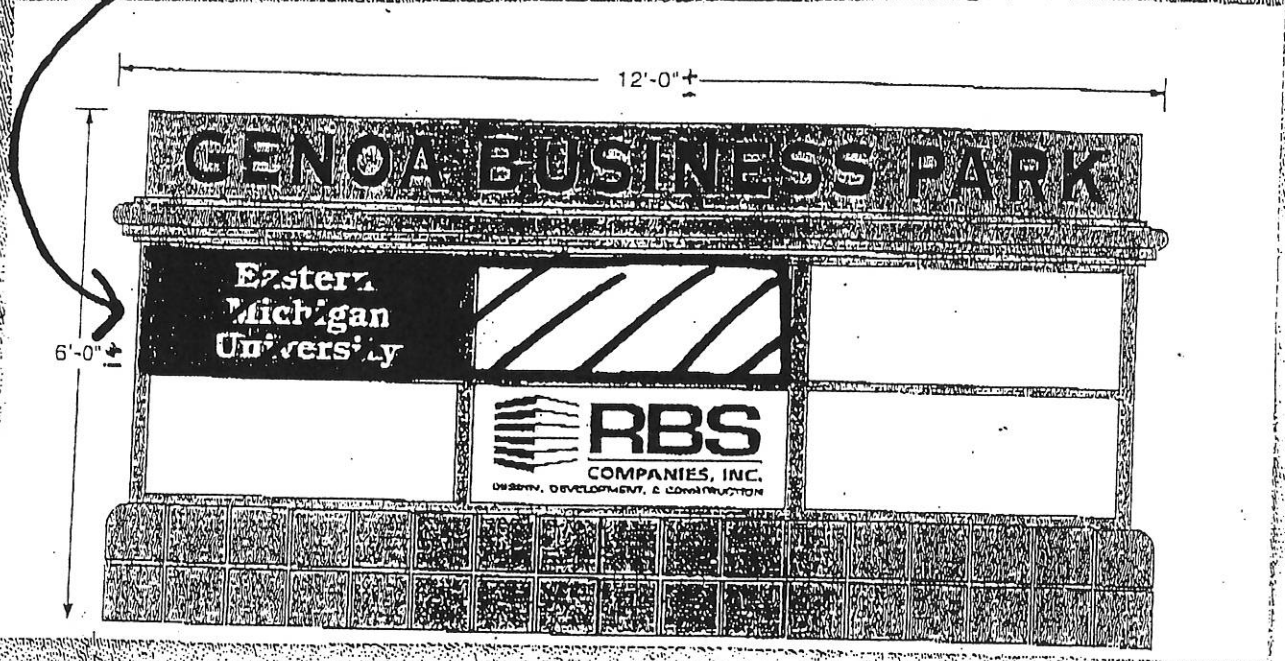
FLOOR PLAN
SCALE: 1/8" = 1'-0"
(7892.25 SF)

RBS ARCHT. 1000 S. 10TH ST.
ANN ARBOR, MI 48106
RBS ARCHT. 1000 S. 10TH ST.
ANN ARBOR, MI 48106

RBS RB STOY & CO.
architects • contractors

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RESERVED FOR E.M.U.



DIMENSIONS MAY VARY

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 33
DATE: June 17, 2003

RECOMMENDATION

**SALE OF REAL PROPERTY – 1764 STONEBRIDGE DR. SOUTH
PITTSFIELD TOWNSHIP, MICHIGAN**

ACTION REQUESTED

It is recommended that the Board of Regents approve the sale of the property and building located at 1764 Stonebridge Drive South Pittsfield Township, Michigan for the price of \$587,000.

STAFF SUMMARY

The residential property located at 1764 Stonebridge South Pittsfield Township, Michigan was acquired with Board approval in June 2000 as the temporary residence for the University President. The purchase price of the property and building was \$489,900, below the professional appraisals of \$491,000 and \$493,000.

Recent professional appraisals conducted by R.L. Bonnville, L.L.C. and Meadowbrooke Appraisal Services appraised the property and building at \$534,000 and \$615,000 respectively. The proposed sale price of \$587,000 is 95% of the highest appraisal, and \$12,500 more than the average of the two appraisals.

A closing date for the sale of the property is scheduled for July 1, 2003.

FISCAL IMPLICATIONS

The University will sell the property and building at 1764 Stonebridge Drive South for \$587,000, recognizing a gross capital gain of \$97,100 over the original purchase price of the property and building.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

UNIFORM RESIDENTIAL APPRAISAL REPORT

Property Description

File No. PST07642

Property Address **1764 Stonebridge Drive S.** City **Ann Arbor** State **MI** Zip Code **48108**
 Legal Description **Stonebridge Estates Condo, Unit 47; Pittsfield Township** County **Washtenaw**
 Assessor's Parcel No. **N/A** Tax Year **N/A** R.E. Taxes \$ **N/A** Special Assessments \$ **N/A**
 Borrower **Eastern Michigan University** Current Owner **Eastern Michigan University** Occupant: Owner Tenant Vacant
 Property rights appraised Fee Simple Leasehold PUD Condominium (HUD/VA only) HOA \$ **N/A** /Mo. **N/A**
 Neighborhood or Project Name **Stonebridge Estates** Map Reference **04141 u-15** Census Tract **4148**

Sale Price \$ **n/a** Date of Sale **n/a** Description and \$ amount of loan charges/concessions to be paid by seller **None**
 Lender/Client **Eastern Michigan University** Address **875 Ann Street, Ypsilanti, MI 48197**
 Appraiser **Michael R. Birch** Address **7640 North Territorial Road, Plymouth, MI 48170**

Location	<input type="checkbox"/> Urban	<input checked="" type="checkbox"/> Suburban	<input type="checkbox"/> Rural	Predominant occupancy	Single family housing	Present land use %	Land use change
Built up	<input checked="" type="checkbox"/> Over 75%	<input type="checkbox"/> 25-75%	<input type="checkbox"/> Under 25%		<input checked="" type="checkbox"/> Owner	PRICE \$ (000) 225 AGE (yrs) New	One family 90%
Growth rate	<input type="checkbox"/> Rapid	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Slow	<input type="checkbox"/> Tenant	865 High 100	2-4 family	<input type="checkbox"/> In process
Property values	<input type="checkbox"/> Increasing	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Declining	<input checked="" type="checkbox"/> Vacant (0-5%)	Predominant	Multi-family	To
Demand/supply	<input type="checkbox"/> Shortage	<input checked="" type="checkbox"/> In balance	<input type="checkbox"/> Over supply	<input type="checkbox"/> Vacant (over 5%)	430	Commercial 1%	
Marketing time	<input checked="" type="checkbox"/> Under 3 mos	<input type="checkbox"/> 3-6 mos	<input type="checkbox"/> Over 6 mos.		10	(vac/opn) 9%	

Note: Race and the racial composition of the neighborhood are not appraisal factors.
 Neighborhood boundaries and characteristics: **See Attached Addendum.**

Factors that affect the marketability of the properties in the neighborhood (proximity to employment and amenities, employment stability, appeal to market, etc.):
See Attached Addendum.

Market conditions in the subject neighborhood (including support for the above conclusions related to the trend of property values, demand/supply, and marketing time -- such as data on competitive properties for sale in the neighborhood, description of the prevalence of sales and financing concessions, etc.):
See Attached Addendum.

Project Information for PUDs (If applicable) -- Is the developer/builder in control of the Home Owners' Association (HOA)? YES NO
 Approximate total number of units in the subject project _____ Approximate total number of units for sale in the subject project _____
 Describe common elements and recreational facilities: _____

Dimensions **100 x 170**
 Site area **17000 Sq.Ft.** Corner Lot Yes No
 Specific zoning classification and description **PUD planned unit development**
 Zoning compliance Legal Legal nonconforming (Grandfathered use) Illegal No zoning
 Present and best use as improved: Present use Other use (explain) _____

Public	Other	Off-site Improvements	Type	Public	Private
<input checked="" type="checkbox"/> Street		Street	Asphalt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Gas		Curb/gutter	Concrete	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Water		Sidewalk	Concrete	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Sanitary sewer		Street lights	None	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Storm sewer		Alley	None	<input type="checkbox"/>	<input type="checkbox"/>

Topography **Basically level**
 Size **Typical for area**
 Shape **Rectangular**
 Drainage **Appears adequate**
 View **wetland/pond**
 Landscaping **Typical for area**
 Driveway Surface **Asphalt**
 Apparent easements **Standard utility**
 FEMA Special Flood Hazard Area Yes No
 FEMA Zone **n/a** Map Date **n/a**
 FEMA Map No. **n/a**

Comments (apparent adverse easements, encroachments, special assessments, slide areas, illegal or legal nonconforming zoning, use, etc.): **See Attached Addendum.**

GENERAL DESCRIPTION		EXTERIOR DESCRIPTION		FOUNDATION		BASEMENT		INSULATION	
No. of Units	One	Foundation	Pour Conc.	Slab	No	Area Sq.Ft.	2415.21	Roof	<input type="checkbox"/>
No. of Stories	Two	Exterior Walls	Brkfrnt/wd	Crawl Space	No	% Finished	99%	Ceiling	<input type="checkbox"/>
Type (Det./AIT)	Detached	Roof Surface	Asph. Sh.	Basement	Yes	Ceiling	Drop	Walls	<input type="checkbox"/>
Design (Style)	Colonial	Gutters & Downsp.	Aluminum	Sump Pump	No	Walls	Drywall	Floor	<input type="checkbox"/>
Existing/Proposed	Existing	Window Type	Wood csmt.	Dampness	None noted	Floor	Carpet	None	<input type="checkbox"/>
Age (Yrs)	10 years	Storm/Screens	Therml/Yes	Settlement	None noted	Outside Entry	No	Unknown Insul-	<input checked="" type="checkbox"/>
Effective Age (Yrs)	3-5 yrs	Manufactured House	No	Infestation	None noted			ation concealed	

ROOMS		Foyer		Living		Dining		Kitchen		Den		Family Rm.		Rec. Rm.		Bedrooms		# Baths		Laundry		Other		Area Sq.Ft.	
Basement											2		1			1	1					strge		2,415	
Level 1	1		1		1		1		1		1				1	1.5		1			md,nk		2,415		
Level 2															3	2							817		

Finished area above grade contains: **8 Rooms; 4 Bedroom(s); 3.5 Bath(s); 3,233 Square Feet of Gross Living Area**

INTERIOR	Materials/Condition	HEATING	KITCHEN EQUIP.	ATTIC	AMENITIES	CAR STORAGE:
Floors	Carpet/Sub floor	Type FWA	Refrigerator <input type="checkbox"/>	None <input type="checkbox"/>	Fireplace(s) #2-way <input checked="" type="checkbox"/>	None <input type="checkbox"/>
Walls	Drywall/ Good	Fuel Gas	Range/Oven <input checked="" type="checkbox"/>	Stairs <input type="checkbox"/>	Patio <input type="checkbox"/>	Garage <input type="checkbox"/>
Trim/Finish	Softwood/ Good	Condition Good	Disposal <input checked="" type="checkbox"/>	Drop Stair <input type="checkbox"/>	Deck Wood <input checked="" type="checkbox"/>	Attached Three
Bath Floor	Mrbl,Crmc/ Gd.	COOLING	Dishwasher <input checked="" type="checkbox"/>	Scuttle <input checked="" type="checkbox"/>	Porch Brk CP <input checked="" type="checkbox"/>	Detached
Bath Wainscot	Mrbl,Crmc/ Good	Central Yes	Fan/Hood <input checked="" type="checkbox"/>	Floor <input type="checkbox"/>	Fence <input type="checkbox"/>	Built-In
Doors	Metal exterior	Other None	Microwave <input checked="" type="checkbox"/>	Heated <input type="checkbox"/>	Pool <input type="checkbox"/>	Carport
Interior	six panel interior	Condition Good	Washer/Dryer <input type="checkbox"/>	Finished <input type="checkbox"/>	Wd Balconys <input checked="" type="checkbox"/>	Driveway Typical

Additional features (special energy efficient items, etc.): **See Attached Addendum.**

Condition of the improvements, depreciation (physical, functional, and external), repairs needed, quality of construction remodeling/additions, etc.: **This dwelling appears to have been well maintained and based upon this superior maintenance and upkeep the subject is given a good condition. No immediate repairs were noted at time of inspection. No functional or external obsolescence was noted.**

Adverse environmental conditions (such as, but not limited to, hazardous wastes, toxic substances, etc.) present in the improvements, on the site, or in the immediate vicinity of the subject property: **See Attached Addendum.**

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ITEM	SUBJECT	COMPARABLE NO. 4		COMPARABLE NO. 5		COMPARABLE NO. 6	
1764 Stonebridge Drive S. Address Ann Arbor		1725 Stonebridge Drive S. Pittsfield Township		1759 Stonebridge Drive S. Pittsfield Township			
Proximity to Subject		Same street		Same street			
s Price	\$ n/a	\$ 539,900		\$ 545,900		\$	
#Gross Liv. Area	\$ 0.00	\$ 173.32		\$ 196.72		\$ 0.00	
Data and/or Verification Sources	Inspection	MLS # 229107		MLS # 227062			
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+ (-) \$ Adjustment	DESCRIPTION	+ (-) \$ Adjustment	DESCRIPTION	+ (-) \$ Adjustment
Sales or Financing Concessions	Conventional financing	n/a	n/a	n/a	n/a		
Date of Sale/Time	n/a	15 DOM	-0-	85 DOM	-0-		
Location	n/a	Active listing	-0-	Active listing	n/a		
Leasehold/Fee Simple	Suburban	Suburban	-0-	Suburban	-0-		
Site	Fee Simple	Fee Simple	-0-	Fee Simple	-0-		
View	100 x 170	100 x 208	-2,000	142 x 210 avg'd	-8,000		
Design and Appeal	w/Inld/golf view	golf	-15,000	golf view	equal		
Quality of Construction	Colonial	Colonial	-0-	Colonial	-0-		
Age	Brkfrnt/wood	Brkfrnt/wood	-0-	Brkfrnt/wood	-0-		
Condition	10 years +/-	7 years +/-	-0-	9 years +/-	-0-		
Above Grade Room Count	Good	Good	-0-	Good	-0-		
Gross Living Area	Total: Bdrms: Baths: 8: 4: 3.50	Total: Bdrms: Baths: 8: 4: 2.50	2,500	Total: Bdrms: Baths: 8: 4: 2.50	2,500	Total: Bdrms: Baths: 8: 4: 2.50	2,500
Basement & Finished Rooms Below Grade	3,233 Sq.Ft.	3,115 Sq.Ft.	4,000	2,775 Sq.Ft.	16,000	Sq.Ft.	
Functional Utility	Full basement	Full basement	-0-	Full basement	-0-		
Heating/Cooling	Prof. finished	Finished	8,000	Prof. finished	-0-		
Energy Efficient Items	Average	Average	-0-	Average	-0-		
Garage/Carport	Gas FWA C/Air	Gas FWA C/Air	-0-	Gas FWA C/Air	-0-		
Porch, Patio, Deck, Fireplace(s), etc.	Standard	Standard	-0-	Standard	-0-		
Fence, Pool, etc.	Three Att.	Three Att.	-0-	Three Att.	-0-		
Features	Balconys, Deck	3 Decks	equal	Deck, scr prch	-5,000		
Net Adj. (total)	2way Fireplace	Fireplace	1,500	2way Fireplace	-0-		
Adjusted Sales Price of Comparable	Upgrades	Upgrades	-0-	Upgrades	-0-		
	Standard	Standard	-0-	Standard	-0-		
		<input type="checkbox"/> + <input checked="" type="checkbox"/> - : \$ 1,000		<input checked="" type="checkbox"/> + <input type="checkbox"/> - : \$ 5,500		<input checked="" type="checkbox"/> + <input type="checkbox"/> - : \$ 0	
		6.1%		5.8%		0.0%	
		-0.2%	\$ 538,900	1.0%	\$ 551,400	0.0%	\$ 0

SALES COMPARISON ANALYSIS

Comments on Sales Comparison (including the subject property's compatibility to the neighborhood, etc.):

ITEM	SUBJECT	COMPARABLE NO. 4	COMPARABLE NO. 5	COMPARABLE NO. 6
Date, Price and Data Source for prior sales within year of appraisal	None noted.	None noted.	None noted.	None noted.

Analysis of any current agreement of sale, option, or listing of the subject property and analysis of any prior sales of subject and comparables within one year of the date of appraisal:

ADDITIONAL COMMENTS

3

UNIFORM RESIDENTIAL APPRAISAL REPORT

File No. PSTO7642

Valuation Section

Table with columns for item, subject, comparable no. 1, 2, 3. Includes rows for Estimated Site Value, Estimated Reproduction Cost-New of Improvements, and Indicated Value by Cost Approach.

Comments on Cost Approach (such as, source of cost estimate, site value, square foot calculation and for HUD, VA and FmHA, the estimated remaining economic life of the property) Costs were taken from Marshall/Swift Residential Cost handbook for a two story dwelling.

COST

ANALYSIS

SAI

RECONCILIATION

Main comparison table with columns for Item, Subject, Comparable No. 1, 2, 3. Rows include Sales Price, Price/Gross Liv. Area, Verification Sources, Value Adjustments, and Net Adj. (total).

Comments on Sales Comparison (including the subject property's compatibility to the neighborhood, etc.): See Attached Addendum.

Table with columns for Item, Subject, Comparable No. 1, 2, 3. Rows include Date, Price and Data Source for prior sales.

Analysis of any current agreement of sale, option, or listing of the subject property and analysis of any prior sales of subject and comparables within one year of the date of appraisal. It does not appear that the subject has been listed or sold within the last year.

INDICATED VALUE BY SALES COMPARISON APPROACH \$ 534,000

INDICATED VALUE BY INCOME APPROACH (If Applicable) Estimated Market Rent \$ N/A / Mo. x Gross Rent Multiplier N/A = \$ N/A

This appraisal is made [X] "as is" subject to the repairs, alterations, inspections or conditions listed below [] subject to completion per plans and specifications. Conditions of Appraisal: See Attached Addendum.

Final Reconciliation: See Attached Addendum.

The purpose of this appraisal is to estimate the market value of the real property that is the subject of this report, based on the above conditions and the certification, contingent and limiting conditions, and market value definition that are stated in the attached Freddie Mac Form 439/Fannie Mae Form 1004B (Revised 6/93)

(WE) ESTIMATE THE MARKET VALUE, AS DEFINED, OF THE REAL PROPERTY THAT IS THE SUBJECT OF THIS REPORT, AS OF 10/30/2002 WHICH IS THE DATE OF INSPECTION AND THE EFFECTIVE DATE OF THIS REPORT) TO BE \$ 534,000

Appraiser: Michael R. Birch, Signature, Date Report Signed 10/31/2002, State Certification # 1201006445, State MI. Supervisor Appraiser: (Only if required) Signature, Date Report Signed, State Certification #, State MI.

UNIFORM RESIDENTIAL APPRAISAL REPORT

4

Property Description
 Property Address: 1764 STONEBRIDGE DR. S
 Legal Description: UNIT 47 STONEBRIDGE ESTATES SITE CONDOMINIUM
 City: PITTSFIELD TWP. State: MI Zip Code: 48108-8569
 Assessor's Parcel No.: L-12-18-420-047
 Borrower: EASTERN MICHIGAN UNIVERSITY
 Current Owner: EASTERN MICHIGAN UNIV.
 Property rights appraised: Fee Simple Leasehold
 Project Type: PUD Condominium (HUD/VA only)
 Occupant: Owner Tenant Vacant
 Neighborhood or Project Name: STONEBRIDGE
 Map Reference: SMSA 2180
 HOA \$ 400 YR. /Mo.
 Lender/Client: EASTERN MICHIGAN UNIVERSITY
 Description and \$ amount of loan charges/concessions to be paid by seller: NA
 Appraiser: JAMES B. WOLTER
 Address: C/O TONY CORONA 875 ANN ST., YPSILANTI, MI 48170

Location
 Urban Suburban Rural
 Over 75% 25-75% Under 25%
 Growth rate: Rapid Stable Slow
 Property values: Increasing Stable Declining
 Demand/supply: Shortage In balance Over supply
 Marketing time: Under 3 mos. 3-6 mos. Over 6 mos.

Predominant occupancy
 Owner Tenant Vacant (0-5%) Vac. (over 5%)
Single family housing
 PRICE \$ (000): 200 Low NEW
 AGE (yrs): 1,200 High 100+
Present land use %
 One family: 85
 2-4 family: 0
 Multi-family: 10
 Commercial: 5

Land use change
 Not likely Likely
 In process

Notes: Place and the racial composition of the neighborhood are not appraisal factors.
 Neighborhood boundaries and characteristics: THE NEIGHBORHOOD BOUNDARIES ARE DEFINED BY ELLSWORTH RD. TO THE NORTH, TEXTILE RD. TO THE SOUTH, MAPLE RD. TO THE WEST, AND LOHR RD. TO THE EAST.
 Factors that affect the marketability of the properties in the neighborhood (proximity to employment and amenities, employment stability, appeal to market, etc.): AREA OF NEW AND EXISTING SINGLE FAMILY DWELLINGS OF SIMILAR STYLES, AGES, AND GRADES OF CONSTRUCTION. THE NEIGHBORHOOD IS LOCATED WITHIN A CLOSE PROXIMITY TO SCHOOLS, SHOPPING, AND EMPLOYMENT CENTERS. SEVERAL PARKS AND GOLF COURSES ARE ALSO LOCATED WITHIN A CLOSE PROXIMITY. THE SUBJECT IS A SITE CONDOMINIUM LOCATED WITHIN A PLANNED UNIT DEVELOPMENT. STONEBRIDGE GOLF COURSE IS LOCATED WITHIN THE NEIGHBORHOOD.

Market conditions in the subject neighborhood (including support for the above conclusions related to the trend of property values, demand/supply, and marketing time - such as data on competitive properties for sale in the neighborhood, description of the prevalence of sales and financing concessions, etc.): MARKET CONDITIONS ARE STABLE AT THIS TIME. CONVENTIONAL FINANCING IS TYPICALLY UTILIZED IN THIS AREA. DISCOUNTS, BUYDOWNS AND CONCESSIONS ARE NOT TYPICAL. INTEREST RATES AND TERMS VARY WITH THE MULTIPLE PROGRAMS AVAILABLE THROUGH LOCAL AND NATIONAL LENDING INSTITUTIONS.

Project Information for PUDs (if applicable) - is the developer/builder in control of the Home Owners' Association (HOA)? Yes No
 Approximate total number of units in the subject project: 366
 Describe common elements and recreational facilities: ENTRANCES TO THE SUB, GREENBELTS, PONDS.
 Approximate total number of units for sale in the subject project: 25

Dimensions: 100 X 170
Site area: 17,000
Specific zoning classification and description: PUD PLANNED UNIT DEVELOPMENT
Zoning compliance: Legal Legal nonconforming (Grandfathered use) Illegal No zoning
Highest & best use as improved: Present use Other use (explain)
Utilities: Public Other
Electricity:
Gas:
Water:
Sanitary sewer:
Storm sewer:
Off-site improvements: Type Public Private
 Street: ASPHALT
 Curb/gutter: CONCRETE
 Sidewalk: CONCRETE
 Street lights: METAL POLE / ELECT.
 Alley: NONE
Topography: GENTLY ROLLING
Size: AVERAGE
Shape: RECTANGULAR
Drainage: ADEQUATE
View: RES-POND
Landscaping: TYPICAL FOR AREA
Driveway Surface: ASPHALT
Apparent easements: TYPICAL UTILITY
FEMA Special Flood Hazard Area: Yes No
FEMA Zone: X
Map Date: 05/15/1991
FEMA Map No.: 2606230015C

Comments (apparent adverse easements, encroachments, special assessments, slide areas, illegal or legal nonconforming zoning use, etc.): NO ADVERSE EASEMENTS OR ENCROACHMENTS NOTED. THE SITE HAS BEEN LANDSCAPED IN A MANNER WHICH IS COMPATIBLE WITH THAT OF NEIGHBORING PROPERTIES. THE SITE BACKS TO A POND. SEE PHOTO.

GENERAL DESCRIPTION		EXTERIOR DESCRIPTION		FOUNDATION		BASEMENT		INSULATION	
No. of Units	1	Foundation	PRD. CONCR.	Slab	NO	Area Sq. Ft.	2,534	Roof	
No. of Stories	1.5	Exterior Walls	BRK & FRAME	Crawl Space	NO	% Finished	95	Ceiling	
Type (Det./Apt.)	DET.	Roof Surface	ASPH. SHNGL.	Basement	100%	Ceiling	AC. TILE	Walls	
Design (Style)	1.5 STORY	Gutters & Dwnspnts.	ALUM.	Sump Pump	YES	Walls	DRYWALL	Floor	
Existing/Proposed	EXISTING	Window Type	WOOD CSMT.	Dampness	NONE NOTED	Floor	CARPET	None	
Age (Yrs.)	10	Storm/Screens	INSUL. /ALUM.	Settlement	NONE NOTED	Outside Entry	NONE	Unknown	
Effective Age (Yrs.)	5	Manufactured House	NO	Infiltration	NONE NOTED	DAYLIGHT WINDOWS			

ROOMS	Foyer	Living	Dining	Kitchen	Den	Family Rm.	Rec. Rm.	Bedrooms	# Baths	Laundry	Other	Area Sq. Ft.
Basement												
Level 1	X	1	1	1+NK	1	X	X	X	FULL			2,534
Level 2								3	2	X		2,934
Finished area above grade contains: 8 Rooms: 4 Bedroom(s): 3.5 Bath(s): 3,507 Square Feet of Gross Living Area												

Additional features (special energy efficient items, etc.): CROWN MOLDINGS, SPEAKER SYSTEM, FRPL. IN LR, MBR, AND BSMT., CORIAN COUNTER TOPS AND CERAMIC FLOOR IN KITCHEN, SECURITY SYSTEM, RECESSED LIGHTING, WET BAR IN BSMT.

Condition of the improvements, depreciation (physical, functional, and external), repairs needed, quality of construction, remodeling/additions, etc.: THE SUBJECT APPEARS TO BE ADEQUATELY MAINTAINED. NO FUNCTIONAL OR PHYSICAL INADEQUACIES OBSERVED. NON REALTY ITEMS HAVE NO EFFECT ON VALUE. THE HOME HAS BEEN MAINTAINED AND DECORATED IN A SUPERIOR MANNER AND IS IN GOOD CONDITION.

Adverse environmental conditions (such as, but not limited to, hazardous wastes, toxic substances, etc.) present in the improvements, on the site, or in the immediate vicinity of the subject property: NO ADVERSE ENVIRONMENTAL CONDITIONS ARE KNOWN.

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UNIFORM RESIDENTIAL APPRAISAL REPORT

File No. 9004

ESTIMATED SITE VALUE		= \$	180,000
ESTIMATED REPRODUCTION COST-NEW-OF IMPROVEMENTS:			
Dwelling	3,507 Sq. Ft. @ \$ 90.00	= \$	315,630
	2,534 Sq. Ft. @ \$ 40.00	=	101,360
Garage/Carport 730 Sq. Ft. @ \$ 25.00		=	18,250
Total Estimated Cost New		= \$	435,240
Less	Physical	Functional	External
Depreciation	21,762		
Depreciated Value of Improvements		= \$	21,762
"As-Is" Value of Site Improvements		= \$	413,478
INDICATED VALUE BY COST APPROACH		= \$	25,000
		= \$	618,478

Comments on Cost Approach (such as, source of cost estimate, site value, square foot calculation and for HUD, VA and FmHA, the estimated remaining economic life of the property): **PHYSICAL DEPRECIATION WAS MEASURED USING THE AGE-LIFE METHOD OF DEPRECIATION. COST FIGURES WERE OBTAINED FROM THE MARSHALL SWIFT COST HANDBOOK, LOCAL BUILDERS, AND THE APPRAISERS KNOWLEDGE AND EXPERIENCE. THE ESTIMATED REMAINING ECONOMIC LIFE OF THE HOME IS 95 YEARS.**

ITEM	SUBJECT	COMPARABLE NO. 1	COMPARABLE NO. 2	COMPARABLE NO. 3
Address	1764 STONEBRIDGE DR. S. PITTSFIELD TWP.	1744 STONEBRIDGE DR. S. PITTSFIELD TWP.	1848 STONEBRIDGE DR. S. PITTSFIELD TWP.	4531 BOULDER POND CT. PITTSFIELD TWP.
Proximity to Subject		0.03 miles	0.13 miles	0.46 miles
Sales Price		\$ 575,000	\$ 509,000	\$ 675,000
Price/Gross Living Area		\$ 161.06 /sq. ft.	\$ 149.49 /sq. ft.	\$ 203.74 /sq. ft.
Data and/or Verification Source	INSPECTION ASSESSOR	EXTERIOR INSPECTION MLS # 223784	EXTERIOR INSPECTION MLS # 225614	EXTERIOR INSPECTION MLS # 216992
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION +(-)\$ Adjust.	DESCRIPTION +(-)\$ Adjust.	DESCRIPTION +(-)\$ Adjust.
Sales or Financing Concessions		CONV. 0	CONV. 0	CONV. 0
Date of Sale/Time		09-09-2002	09-20-2002	05-21-2002
Location	GOOD	GOOD	GOOD	GOOD
Leasehold/Fee Simple	FEE SIMPLE	FEE SIMPLE	FEE SIMPLE	FEE SIMPLE
Site	100 X 170	121 X 170 / IRR	100 X 210	85 X 210 / IRR
View	RES. POND	RES. GOLF CRS	RES. GOLF CRS	RES. LRG POND
Design and Appeal	1.5 STY / GOOD	2 STY / GOOD	1.5 STY / GOOD	2 STY / GOOD
Quality of Construction	BRK. & FRAME	BRK. & FRAME	BRK. & FRAME	BRK. & FRAME
Age	1992	1994	1993	1995
Condition	GOOD	SIMILAR	SIMILAR	SIMILAR
Above Grade	Total Bdrms: Baths	Total Bdrms: Baths	Total Bdrms: Baths	Total Bdrms: Baths
Room Count	8 : 4 : 3.5	9 : 4 : 3.5	9 : 4 : 3.5	9 : 4 : 3.5
Gross Living Area	3,507 Sq. Ft.	3,570 Sq. Ft.	3,405 Sq. Ft.	3,313 Sq. Ft.
Basement & Finished Rooms Below Grade	BASEMENT	BASEMENT UNFINISHED	BASEMENT	BASEMENT
Functional Utility	GOOD	SIMILAR	FINISHED	FIN WALKOUT
Health/Cooling	FWA / CAC	FWA / CAC	FWA / CAC	FWA / CAC
Energy Efficient Items	TYPICAL	TYPICAL	TYPICAL	TYPICAL
Garage/Carport	3 CAR ATT.	3 CAR ATT.	3 CAR ATT.	3 CAR ATT.
Porch, Patio, Deck, Fireplace(s), etc.	PORCH, DECK 3 FIREPLACES	PORCH, PATIO 2 FIREPLACES	PORCH, PATIO 1 FIREPLACE	PATIO, DECK 2 FIREPLACES
Fence, Pool, etc.	TYPICAL	SIMILAR	SIMILAR	SIMILAR
EXTRAS & AMENITIES	GOOD	SIMILAR	INFERIOR	SUPERIOR
Net Adj. (total)		+ \$ 40,000	+ \$ 50,000	- \$ 25,000
Adjusted Sales Price of Comparable		\$ 615,000	\$ 559,000	\$ 629,500

Comments on Sales Comparison (including the subject property's compatibility to the neighborhood, etc.): **THE COMPS. USED ARE SIMILAR TO THE SUBJECT IN TERMS OF STYLE, AGE, UTILITY AND APPEAL. THEY ARE ALL LOCATED WITHIN THE SUBJECT MARKETING AREA AND ARE CONSIDERED TO BE THE BEST COMPS. AVAILABLE. COMPS. # 1 AND # 2 ARE LOCATED ON GOLF COURSE TEE BOX LOCATIONS WHICH THE MARKET CONSIDERS TO HAVE SIMILAR APPEAL TO THE SUBJECTS POND LOCATION. COMP. # 3 IS LOCATED ON A MUCH LARGER POND TO THE SUBJECT POND WHICH IS CONSIDERED BY THE MARKET TO BE A SUPERIOR LOCATION WITHIN THE DEVELOPMENT TO THE SUBJECT LOCATION.**

ITEM	SUBJECT	COMPARABLE NO. 1	COMPARABLE NO. 2	COMPARABLE NO. 3
Date, Price and Data Source, for prior sales within year of appraisal	NA	NA	NA	NA

Analysis of any current agreement of sale, option, or listing of subject property and analysis of any prior sales of subject and comparables within one year of the date of appraisal: **NO PRIOR SALES OF THE SUBJECT OR THE COMPS. WITHIN ONE YEAR OF APPRAISAL DATE KNOWN. TO THE BEST OF THE APPRAISERS KNOWLEDGE THE SUBJECT HAS NOT BEEN LISTED FOR SALE IN THE LAST 12 MONTHS.**

INDICATED VALUE BY SALES COMPARISON APPROACH

INDICATED VALUE BY INCOME APPROACH (If Applicable) Estimated Market Rent \$ NA / Mo x Gross Rent Multiplier NA = \$ 615,000

This appraisal is made "as is" subject to the repairs, alterations, inspections or conditions listed below subject to completion per plans & specifications.

Conditions of Appraisal: NONE

Final Reconciliation: **MOST WEIGHT WAS GIVEN TO THE SALES COMPARISON ANALYSIS. THE COST APPROACH WAS USED AS A SUPPORTIVE TECHNIQUE. THE INCOME APPROACH WAS CONSIDERED, BUT DISREGARDED DUE TO A LACK OF SUFFICIENT RENTAL DATA.**

The purpose of this appraisal is to estimate the market value of the real property that is the subject of this report, based on the above conditions and the certification, contingent and limiting conditions, and market value definition that are stated in the attached Freddie Mac Form 438/FNMA form 1004B (Revised JUNE, 1993)

WE ESTIMATE THE MARKET VALUE, AS DEFINED, OF THE REAL PROPERTY THAT IS THE SUBJECT OF THIS REPORT, AS OF (WHICH IS THE DATE OF INSPECTION AND THE EFFECTIVE DATE OF THIS REPORT) TO BE \$ 615,000 11/08/2002

APPRaiser Signature: JAMES W. WOLTER

Supervisory Appraiser (Only if Required):

Name: _____ Did Did Not

Date Report Signed: November 18, 2002

Name: _____ Inspect Property

State Certification # _____ State _____

Dr. State License # 1201000911 State MI _____ State License # _____ State _____

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 34

DATE:

June 17, 2003

RECOMMENDATION
REVISED PARKING PLAN

ACTION REQUESTED

It is recommended that the Board of Regents authorize the administration to alter the "New Parking Structure, Surface Lots & Related Projects" plan that was approved at the November 27, 2001 Board Meeting and to enter into all necessary contracts to complete the project as altered.

STAFF SUMMARY

The Series 2002b bonds were issued in March 2002 to raise \$6,644,000 to fund the "New Parking Structure, Surface Lot & Related Projects" project approved at the November 27, 2001 Board Meeting. A major component of this plan was the construction of a 260 space bi-level parking structure on the site of the former Business and Finance Building at a cost of \$2.2 million.

Since approval of the original parking structure, three new considerations have arisen that give cause to rethink the construction of a parking structure:

1. The overall economic climate has taken a precipitous fall, resulting in lower State of Michigan tax revenues and subsequent State Appropriation reductions to the University of 3.5% in FY 2003 (worth \$3.1 million) and 10% in FY 2004 (worth \$8.8 million).
2. The City of Ypsilanti has expressed interest in deeding to the University, College Place from West Cross Street to Forest Avenue, and Forest Avenue from College Place to Perrin Street.
3. Approval was granted at the January Board Meeting for the construction of a New Student Union which will include an additional 350 space parking area.

After reassessment of the original plan given these new developments, the Administration has concluded that the originally programmed 260 space bi-level parking structure should be replaced by 100 space surface parking areas at the site of the former Business and Finance building and adjacent to the present Pease Auditorium parking area.

The altered plan calls for the construction of an additional 200 surface lot spaces. Details of the plan include:

1. Construction of a 100 space surface lot on the former site of the Business and Finance Building. Completion of this parking area remains August 2003, with construction costs estimated at \$600,000 (\$1.6 million less than the originally programmed parking structure).

2. Utilizing the roadways that are expected to be donated by the City, construct an additional 100 space surface lot adjacent to the present Pease Auditorium parking area. The estimated cost of these incremental spaces is \$400,000, which will be funded from the \$1.6 savings that result from number 1 detailed above.
3. Re-direct the remaining \$1.2 million of savings from the reprogramming of the parking structure to be used for the following capital improvements to University classrooms:
 - Replace 24 Chiller Coils/3 Air Handling Units In Mark-Jefferson \$430,000
 - Replace Mark-Jefferson Water Cooling Tower 280,000
 - Replace 2 Elevators In Mark-Jefferson 270,000
 - Install 2 Elevators In Quirk 220,000

This plan is considered more desirable because it creates 200 surface parking spaces at an averages cost per space of \$5,000, a savings of \$3,462 when compared to the original parking structure cost of \$8,462 per space. The loss of 60 parking spaces is also not considered a significant issue in light of the 350 new spaces that will be built as part of the New Student Union project.

In addition to the investment efficiencies resulting from the construction of two surface parking lots is the opportunity provided to the University to significantly enhance the southeast entrance to Campus. Focus Group meetings that have taken place as part of the Campus Master Planning project have indicated that the University's entrance ways need to be more inviting. A properly bermed and landscaped surface lot at the corner of West Cross and Perrin will greatly improve the aesthetics of the southeast entrance, while also showcasing Pease Auditorium which would be partially blocked from view by a parking structure.

FISCAL IMPLICATIONS

Approval of this action will not result in the University exceeding the budget originally approved for parking enhancements. Rather, the investment efficiencies realized from building two 100 space surface parking lots will make available funding to accomplish much needed classroom improvements.

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: 35

DATE:

June 17, 2003

RECOMMENDATION

LEASE: EASTERN MICHIGAN UNIVERSITY AND DAVID J. STANTON & ASSOCIATES/WENDY'S

ACTION REQUESTED

It is recommended that the Board of Regents approve an extension of the existing lease with Stanton and Associates to continue operation of a Wendy's restaurant in McKenny Union through June 30, 2005.

STAFF SUMMARY

The existing lease with Stanton and Associates expires June 30, 2003. They have, during the term of their existing lease, met or exceeded all of their contractual obligations. They currently occupy 1,400 sq. ft. at a lease rate of \$25,000 per year (\$17.85 per sq. ft.) or 7 percent of gross sales, whichever is greater. They have exceeded \$25,000 every year of their lease with this year's estimated lease payment to be in excess of \$40,000. Stanton and Associates have been exceptional corporate partners and regularly participate in Homecoming, Parent's Weekend and Orientation. They also routinely hire Eastern Michigan University students and honor all requests for changes in hours, services, products and signage. The lease extension coincides with the planned closing of McKenny Union for remodeling.

It is the University's intent to begin the competitive bid process for food vendors at the new student union in Fall 2003.

FISCAL IMPLICATIONS

The annual rent guarantee is \$25,000 or 7 percent of gross sales, whichever is greater.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 36

DATE:

June 17, 2003

RECOMMENDATION

POLICY REVISION: Program Costs For Extended Programs – 12.2.8

ACTION REQUESTED

It is recommended that the Board of Regents approve the changes to the University's Program Costs For Extended Programs Policy – 12.2.8.

STAFF SUMMARY

The University's policy regarding Program Costs For Extended Programs was reviewed by Academic Affairs and changes were proposed that allow the offering of a course or program to an organization at a market-based single price. These changes were reviewed and approved by the University Cabinet.

FISCAL IMPLICATIONS

There are no direct fiscal implications for approving the changes to the Program Costs For Extended Programs Policy – 12.2.8, however, it will allow Extended Programs to be more competitive in offering courses and may generate more revenue than if the policy is not changed.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date



Policies, Rules And Regulations

Effective Date	Date of Revision
6-17-03	6-17-03
Chapter Name	Chapter No.
TUITION, FEES, FINES, DEPOSITS, & REFUNDS	12.2.8

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Page 1 of 1

Issue

PROGRAM COSTS FOR EXTENDED PROGRAMS

University Policy states:

The University's offices in Extended Programs offer an array of non-traditional courses and programs that are consistent with the University's mission. Program costs, both direct and indirect, in excess of normal course delivery expenses, may be assessed on a market driven basis to program participants and/or sponsoring agencies. These costs may be assessed in the form of a specific course/program fee or by assessing the costs on an itemized basis. Extended Programs also may offer a course or program to an organization at a market-based single price contract.

University Practice:

1. Program costs include, but are not limited to, instructional site and room deposits/rentals, equipment rental, purchase of airfare prior to the actual course dates, rental of compressed video studios and transmission expenses including temporary technician support, field trip admissions fees, special services offered to the class, hotel and per diem costs, etc.
2. Program costs may be applicable to both credit courses and programs and non- credit training and programs.
3. Program costs shall be identified prior to the course/program offering and provided in a timely and informative manner to course/program subscribers.
4. In those instances where the University has incurred non-refundable program costs, such costs shall also be non-refundable to program participants.
5. For certain programs and course offerings, where market conditions allow, assessments to program participants and/or sponsoring agencies may include a reasonable return on investment which shall be used to support the University's mission.

Scope of Policy:

This policy applies to all extended programs which incur program costs regardless of the course/program location.

Responsibility for Implementation:

The Provost and Vice President for Academic Affairs or designee has responsibility for determining the appropriate costs to be assessed. The Vice President for Business and Finance or designee has responsibility for collection.



Policies, Rules And Regulations

Effective Date	Date of Revision
6-17-97	4-25-97
Chapter Name	Chapter No.
TUITION, FEES, FINES, DEPOSITS, & REFUNDS	12.2.8

Page
Page 1 of 21

Issue
PROGRAM COSTS FOR EXTENDED PROGRAMS

University Policy states:

The University's offices in Extended Programs and ~~Continuing Education~~ offer an array of non-traditional courses and programs which are consistent with the University's mission. Program costs, both direct and indirect, in excess of normal course delivery expenses, may be assessed on a market driven basis to program participants and/or sponsoring agencies. These costs may be assessed in the form of a specific course/program fee or by assessing the costs on an itemized basis. EXTENDED PROGRAMS ALSO MAY OFFER A COURSE OR PROGRAM TO AN ORGANIZATION AT A MARKET-BASED SINGLE PRICE CONTRACT.

University Practice:

1. Program costs include, but are not limited to, instructional site and room deposits/rentals, equipment rental, purchase of airfare prior to the actual course dates, rental of compressed video studios and transmission expenses including temporary technician support, field trip admissions fees, special services offered to the class, hotel and per diem costs, etc..
2. Program costs may be applicable to both credit courses and programs and non- credit training and programs.
3. Program costs shall be identified prior to the course/program offering and provided in a timely and informative manner to course/program subscribers.
4. In those instances where the University has incurred non-refundable program costs, such costs shall also be non-refundable to program participants.
5. For certain programs and course offerings, where market conditions allow, assessments to program participants and/or sponsoring agencies may include a reasonable return on investment which shall be used to support the University's mission.

Scope of Policy:

This policy applies to all extended programs which incur program costs regardless of the course/program location.

Responsibility for Implementation:

The Provost and Vice President for Academic Affairs or designee has responsibility for determining the appropriate costs to be assessed. The Vice President for Business and Finance or designee has responsibility for collection.

Authority for Creation or Revision
Minutes of the Board of Regents, June 17, 1997; para. .5246M

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 37
DATE: June 17, 2003

RECOMMENDATION

POLICY REVISION: Acquisition Or Disposal Of Real Estate Properties And Options On Property Policy – 13.1.3

ACTION REQUESTED

It is recommended that the Board of Regents approve the changes to the University's Acquisition Or Disposal Of Real Estate Properties And Options On Property Policy – 13.1.3.

STAFF SUMMARY

The University's policy regarding Acquisition Or Disposal Of Real Estate Properties And Options On Property was reviewed by the Policy Review Committee for the Division of Business and Finance and changes were proposed to better define the roles and responsibilities of both the Board of Regents and the Vice President for Business and Finance in regard to such matters. These changes were reviewed and approved by the University Cabinet.

FISCAL IMPLICATIONS


Approval of the changes to the University's Acquisition Or Disposal Of Real Estate Properties And Options On Property Policy – 13.1.3 will insure that funds involved with the acquisition or disposal of real estate property are properly authorized and accounted for.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

Effective Date		Date of Revision		Policies, Rules And Regulations
9-19-79		6/17/03		
Chapter Name		Chapter No.	Page	
FACILITIES: ACQUISITION/ DISPOSAL IMPROVEMENT & USE		13.1.3	Page 1 of 1	
Issue				
ACQUISITION OR DISPOSAL OF REAL ESTATE PROPERTIES AND OPTIONS ON PROPERTY				

POLICY

The sole authorization for acquisition and disposal of real estate properties rests with the Board of Regents. The University administration is authorized to negotiate and secure options from the property owners as such property may come on the market, or when the property is the site of a planned building project, prior to project approval.

PRACTICE

The purchase or sale price of real estate property to be acquired or disposed of by the Board of Regents shall be determined on the basis of at least two independent appraisals of the fair market value of that property performed by appropriately-qualified real estate appraisers having significant experience in the geographic area of the property being considered.

RESPONSIBILITY


The Vice President for Business and Finance or his/her designee(s) has overall responsibility for implementation and administration of this policy.

SCOPE

This policy covers all real estate transactions.

Authority for Creation or Revision
Minutes of the Board of Regents, September 19, 1979; para. .2141M

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Effective Date		Date of Revision		Policies, Rules And Regulations
9-19-79		6-25-02		
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Issue				
ACQUISITION OR DISPOSAL OF REAL ESTATE PROPERTIES AND OPTIONS ON PROPERTY				

POLICY

The sole authorization for acquisition and disposal of real estate properties rests with the Board of Regents. The University administration is authorized to negotiate and secure options from the property owners as such property may come on the market, or when the property is the site of a planned building project, prior to project approval.

PRACTICE

The purchase or sale price of real estate property to be acquired or disposed of by the Board of Regents shall be determined on the basis of at least two independent appraisals of the fair market value of that property performed by appropriately-qualified real estate appraisers having significant experience in the geographic area of the property being considered.

RESPONSIBILITY

The Vice President for Business and Finance or his/her designee(s) has overall responsibility for implementation and administration of this policy.

SCOPE

This policy covers all real estate transactions.

Authority for Creation or Revision
Minutes of the Board of Regents, September 19, 1979; para. .2141M

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Effective Date	Date of Revision
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Issue
ACQUISITION OR DISPOSAL OF REAL ESTATE PROPERTIES

The purchase or sale price of real estate property to be acquired or disposed of by the Board of Regents shall be determined on the basis of at least two independent appraisals of the fair market value of that property - performed by appropriately-qualified real estate appraisers having significant experience in the geographic area of the property being considered.

Authority for Creation or Revision

Minutes of the Board of Regents, September 19, 1979; para. .2141M.