

EASTERN MICHIGAN UNIVERSITY

Board of Regents

201 Welch Hall

(734) 487-2410

Tuesday, March 18, 2003

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

Tab C - Minutes of January 21, 2003, Regular Board Meeting

Tab D - President's Report

Tab E - Executive Summary

CONSENT AGENDA - 1

- Section 1 REPORT: Treasurer's Report (FC)
- Section 2 REPORT: Internal Audit (FC)
- Section 3 REPORT: Grants/Contracts (FC)
- Section 4 REPORTS: Construction Projects Progress (FC)
- Section 5 REPORT: Accounts Receivable (FC)
- Section 6 REPORTS: 2002-03 General Fund Budget Status (FC)
- Section 7 REPORTS: Technology Plan Implementation (FC)
- Section 8 Staff Appointments (EPC)
- Section 9 Separations/Retirements (EPC)
- Section 10 Emeritus Faculty Status (EPC)
- Section 11 Faculty Promotions (EPC)

REGULAR AGENDA

Student Affairs Committee

- Section 12 Monthly Report and Minutes (SAC)

Educational Policies Committee:

- Section 13 Monthly Report and Minutes (EPC)
- Section 14 Board Policies Recommended for Removal/Deletion (EPC)
- Section 15 This section has been deleted.
- Section 16 Reissuance of Charters – Ann Arbor Learning Community & Hope Academy (EPC)
- Section 17 Commencement Speaker and Honorary Degree Recipient (EPC)
- Section 18 Opening of Term and Official Dates for 2003-2004 Fiscal Year (EPC)
- Section 19 POLICY: Student Conduct Code – final revisions (EPC)

Faculty Affairs Committee:

- Section 20 Monthly Report and Minutes (FAC)

Finance Committee:

- Section 21 Monthly Reports (FC)
- Section 22 REPORT: EMU Foundation (EPC)

EASTERN MICHIGAN UNIVERSITY

Board of Regents' Meeting

The preliminary minutes of the January 21, 2003, Board of Regents Meeting.

The Regular Meeting of the Eastern Michigan University Board of Regents was called to order by Chair Incarnati at 12:19 p.m. in Room 201, Welch Hall, Ypsilanti, Michigan.

Chairman Incarnati asked Secretary Aymond for an attendance call.

The Board Members present were:

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

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 Starner

COMMUNICATIONS

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

Hillary Glowski, President of the Student Body, spoke about McKenny Union.

Freedom-Kai Phillips, a student senator, spoke in favor of the Library Planning Project.

The Communications portion of the agenda concluded at 12:35 p.m.

The Board recessed for lunch.

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

The Board Members present were:

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

RESOLUTION

MEN'S CROSS COUNTRY TEAM

Regent Gordon moved and Regent Rothwell seconded to support the Resolution for the Men's Cross Country Team.

WHEREAS, the Eastern Michigan University Men's Cross Country Team finished third at the NCAA National Championships, placing behind Stanford University and the University of Wisconsin; and

WHEREAS, this is the highest finish in the history of the EMU Cross Country Team and the highest finish ever for a member of the Mid-American Conference; and

WHEREAS, EMU's Boaz Cheboiywo, the defending national champion, placed seventh and was named All-American; and

WHEREAS, EMU's Gavin Thompson, the Mid-American Conference champion, placed 12th and was named All-American;

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents congratulates and commends the Men's Cross Country Team, Boaz Cheboiywo and Gavin Thompson for the honor and distinction they have brought themselves and Eastern Michigan University.

January 21, 2003

Motion Carried.

RESOLUTION

THE BANNER HR/PAYROLL PROCESS TEAM

Regent Valvo moved and Regent Griffin seconded to support the Resolution for the Banner HR/Payroll Process Team.

WHEREAS, the Banner HR/Payroll Process Team has successfully completed the implementation of the human resource and payroll portion of the Banner enterprise computing system within planned timeframes and budgets; and

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

WHEREAS, the Banner HR/Payroll 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 HR/Payroll Process Team for its outstanding service and dedication to Eastern Michigan University.

Motion Carried.

MINUTES OF NOVEMBER 19, 2002 REGULAR BOARD MEETING

Regent Morris moved and Regent Antonini seconded to approve the minutes of the November 19, 2002, Regular Board of Regents Meeting.

Motion Carried.

PRESIDENT'S REPORT

As I shared with faculty and staff in my end-of-the-year letter, one of the real joys of closing out one year and beginning another is the opportunity to reflect upon the past year, assess the challenges of the new, and to say "thank you" to those who have contributed so much to the success of the University. In my remarks today, I would like to briefly touch upon each of those areas.

EMU had a "banner" year in 2002. Taking the Banner software project from conception to implementation has required tremendous effort and sacrifice on everyone's part as we have had to learn new ways of conducting business to serve all of our stakeholders. Last year we implemented the finance component and the initial admissions module, and I am pleased to report that the Banner HR/Payroll system has now gone live and is producing payroll checks which, after all, is the ultimate check on our capabilities! Banner Financial Aid is going live this week and a pilot group of faculty, representing all of the colleges, is working with a WebCT Vista implementation group on future academic projects. In the next several weeks we will be focusing on moving our students to the new Banner E-mail system in anticipation of going live with Web-based class registration in March. The University is indebted to those members of the various implementation teams who have faithfully stayed on task and ensured our success, despite many challenges and great complexities. Everyone is invited to join with the Banner HR/Payroll team to recognize their contributions at a reception immediately following the Board Meeting in 205 Welch Hall.

Two major initiatives in Academic Affairs, program review and the basic studies project, also have required exceptional effort on the part of those involved. As I am sure the Board would agree, putting ourselves under a microscope is not always the easiest or the favorite thing to do. But, our systematic assessment of academic programs will only serve to make us a stronger academic institution and ensure continuing accreditation. Likewise, the work that is being done to assess and modify our general education curriculum will help us achieve our strategic goal of being a model for undergraduate education.

Our strategic planning process continues to mature and evolve, thanks in part to the hundreds of individuals working on cross-cutting and departmental teams. One of the six key directions emerging from our first strategic plan was in the new area of continuous improvement, and I am pleased to report that following our administrative reorganization in the area, a University Continuous Improvement Advisory Committee has now been formed. That committee is charged with becoming more informed about continuous improvement models for higher education; orienting the campus community about continuous improvement; promoting an organizational culture of continuous improvement that is characterized by evidence-based planning and decision making; and providing advice as the institution explores the North Central Association Academic Quality Improvement Project (AQIP) accreditation process.

The second round of strategic planning has progressed to the point where 18 administrative divisions and colleges have submitted updated strategic plans and proposed initiatives. The University Strategic Planning Committee now has the daunting task of reading and evaluating initiatives found in more than 1,500 pages of material submitted by the various units. The committee is reviewing the plans and will develop an updated University plan to be completed by May.

On the subject of resources, you are all aware of the 2 percent cut to our state allocation that was necessary in order to balance the state budget. We are bracing ourselves for additional cuts as revenues continue to drop. Estimates from the State's Department of Management and Budget are that an additional \$1.5 billion will need to be cut—thankfully not all from higher education.

Over the past several months, the Cabinet has been working on various contingency plans to respond to these reductions. We are fortunate to have had the benefit of good planning, enrollment growth, and some foresight as we slowed expenditures and carried forward some funds to cushion the impact of these cuts. Fortunately, interest in the quality education we provide continues to grow in this environment. Participants in the Presidential Scholarship competition increased 17 percent this December over the prior December and, during last semester, the number of prospective students visiting campus increased over 10 percent from the previous fall. Although it is still early in the process, true freshman applications for fall 2003 are up 9 percent and transfer student applications are up 10 percent over the same period last year.

We also have, over the course of the last year, engaged in more aggressive cost savings/avoidance measures and revenue enhancement strategies. One that is on the agenda today is an innovative “school as lender” program that involves EMU administration of Stafford Graduate Loans and is projected to generate, over time, in excess of \$500,000 annually, which will be reinvested to support our students through student financial aid programs on campus.

These and other efforts will help us absorb short-term budget reductions, but as larger and more permanent cuts take place, tougher and more painful reductions will be necessary. As always, our first priority will be to protect the quality and integrity of our academic product, but every area within the University will feel the impact. Our priorities will continue to focus on honoring our contractual obligations and avoiding layoffs; on our top strategic initiatives, especially those related to enrollment and retention; on health and safety; and on pursuing cost avoidance.

Despite the negativity in the national media about higher education costs and the challenges facing universities as they struggle with reduced state allocations, there is some good news to share. The report released by the University Investment Commission pointed out that an investment in higher education has great paybacks for the citizens of the state of Michigan. In fact, for each dollar invested, more than \$3 are returned. The report also pointed out that although the state spends more than \$33,333 of your tax dollars per year on a prison inmate, it only spends, on average, \$5,795 annually per college student. That number is quite a bit less for EMU students, and about \$1,000 less per student than many other states are paying. The report provides hard data for the new governor and state legislature to digest as they struggle with funding "value-added" enterprises like higher education.

As we assess our value to the state, we have much to point to as indicators of success for our students, alumni, faculty, staff and programs.

In the category of student honors and recognition, I am pleased to report that in last fall's administration of the Michigan Tests for Teacher Certification, EMU students posted a 100 percent pass rate in one-third of the fields in which there were test takers. It also is noteworthy that Mark Oglesby, master's candidate and social studies teacher at Howell High School, was recently awarded a coveted James Madison Memorial Fellowship. He is one of 56 national winners and the only Michigan recipient. The award recognizes outstanding social studies teachers and provides up to \$24,000 to help them complete graduate studies in the field.

Alumni continue to earn honors and recognition as well:

- Robert O'Brien '72, '75, '82, superintendent of the Huron Valley School District, was recently named Michigan "Superintendent of the Year" by the Michigan Association of School Administrators.
- Two alumni were recently honored by the Michigan Association of Health, Physical Education, Recreation and Dance. Kirk Pederson '95, an elementary physical education teacher in the Walled Lake District, was named the "Young Innovator of the Year." Kamala Waryas '89, a teacher in the Detroit Public Schools, was named Adapted Physical Education Teacher of the Year.
- Mike Flanagan, Executive Director of the Michigan Association of School Administrators, has been appointed to serve as Education Advisor to Governor Granholm.
- Lisa Webb Sharpe, currently a trustee of the EMU Foundation and a 1985 graduate, has been named the Governor's Cabinet Secretary.
- This week the President's Council of the State Universities of Michigan has a new Executive Director, a 1974 master's graduate of EMU's educational leadership program. Dr. Michael Boulus is assuming the role of Executive Director for the public higher education institutions following successful experiences as Deputy State Treasurer for Education Policy and as Executive Director of the Middle Cities Education Association.

- Eight former Eastern Michigan University athletic standouts will be inducted into EMU's Athletic Hall of Fame at an induction ceremony Saturday, January 25 at 3:30 p.m. in the Convocation Center Atrium. Inductees will include: William "Audie" Cole (baseball), Rena Cox (women's gymnastics), Earl Jones (men's track and field), Lanny Mills (men's gymnastics), J.E. Morcombe (men's cross country and track), Jim Pietrzak (football), Ron Rice (football) and Mary Smith (women's tennis).

Our faculty, staff and programs continue to receive recognition. Yichun Xie, geography and geology, was recently named a Bai Ren Scholar by the Chinese Academy of Sciences. This is the highest award a scholar can receive in China.

EMU's Checkpoint Program was selected to be included in a publication produced by the White House Drug Office. The publication will be used by college administrators to help them develop alcohol and other drug programs.

EMU's Institute for Community and Regional Development was recently awarded over \$500,000 as part of the 21st Century Community Learning Center program to help develop after-school programs in the Willow Run School District.

And, shortly before the semester break, the U.S. Department of Labor announced the selection of 20 OSHA Training Institute Education Centers, one of which reflects a partnership between Eastern Michigan University's Center for Organizational Risk Reduction and the OSHA Motor City Education Center.

We are beginning the New Year with a robust set of student and academic programming activities. A week-long celebration of the life of Dr. Martin Luther King, Jr. culminated in yesterday's highly successful MLK Day commemoration, including the annual President's Luncheon which featured Dr. Manning Marable, Professor of History and Political Science at Columbia University. Throughout the semester there will be ongoing collaborative activity between EMU and the University of Michigan in the technology field. Our College of Technology and U of M's College of Engineering are hosting their annual spring lecture series, which also is offered as courses through the Department of Interdisciplinary Technology at Eastern and the Center for Wireless Integrated Micro Systems at the University of Michigan. This year's focus for the lecture series and courses will be on the impact of micro- and nanotechnology upon society.

McKenny Union and Campus Life recently hosted over 1,000 participants at events, including the highly successful Study All Night at the Union, winter orientation, holiday luncheons, and a Computer Brown Bag Lunch series. Over 600 high school students were hosted at last week's DECA Conference.

These activities are excellent examples of the importance of having good facilities on campus, which, in the area of Campus Life, involves increasingly unavailable space. To correct this, we recently have taken an important set of short-term measures in dining services and are about to embark on a longer-term project which impacts the entire

campus. Our new CrossRoads MarketPlace at Hoyt Conference Center will have its grand opening on February 13. In addition to the Einstein's Bagel Factory, which opened last fall, the new MarketPlace will offer a large variety of options, complemented by a grocery to handle all of our diverse student shopper needs.

On today's Board Agenda we are addressing the renovation of McKenny Union and the proposed construction of a new student union complex central to campus. It reflects considerable effort by students and various planning teams over the course of the last few years, aided by peer reviewers from other universities and expert planners and architects. The proposal addresses a long-standing need identified by students and others at EMU and will enable us to substantially enhance student life and services to our diverse student body.

As we further examine our facility needs, the Board's authorization of a campus master plan project is proceeding on schedule, after having migrated from a focus on the west campus to a broader, long-term consideration of the entire campus. The University has now received proposals from four master plan development firms to assist us in this broad-based process, and these proposals are currently being reviewed by the Facilities Planning Committee.

Although the student union is not eligible for state funding, the other projects which have been identified in our capital plan continue to receive high priority consideration through our efforts in Lansing. We continue to push for alternative capital funding for the renovation of Mark Jefferson, as noted by the resolution before the Board today, and our Pray-Harrold renovation will continue to be emphasized in the new legislative session, after having been subject to a veto during the closing days of 2002. Both of these capital projects are highly needed for EMU given the condition of these rapidly aging facilities. They are essential for both our undergraduate and graduate programs as they house a substantial proportion of academic departments and serve as the primary sources for campus classrooms and laboratories. This year we also expect to make progress with the plan to renovate select classrooms and laboratories that was developed last year.

Today we acknowledge the many years of service to the Board by Bob DeMattia, whose term ended in December, and we welcome a new member to the EMU family, Sharon Rothwell. She has a distinguished record of leadership and service to state government that will be of great assistance to us.

Ralph Waldo Emerson once said that, "What lies behind us and what lies before us are tiny matters compared to what lies within us." The year 2003 may bring many challenges, but I am confident that with active campus involvement and this Board's leadership we have within us the capacities, talents and direction to face them head on and emerge as a stronger University.

TREASURER'S REPORT

Section 1

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

Motion Carried.

GRANTS/CONTRACTS

Section 3

Regent Antonini moved and Regent Griffin seconded that 50 grants and contracts totaling \$2,223,433 for the period 11/1/02 through 12/31/02 be accepted.

Motion Carried.

CONSTRUCTION PROJECTS PROGRESS

Section 4

Regent Antonini moved and Regent Griffin seconded that the Board receive and place on file the Construction Projects Progress Report for the period ending December 19, 2002.

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 December 31, 2002, 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 November 30, 2002 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 and place on file the ICT Initiatives progress report and financial status report.

Motion Carried.

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

Section 8

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

It is recommended that the Board also approve one Administrative/Professional transfer at the rank, salary and date shown below.

ADMINISTRATIVE PROFESSIONAL HIRING REPORT

<u>Last Name</u>	<u>First Name</u>	<u>Race/Sex</u>	<u>Rank</u>	<u>Salary</u>	<u>Department</u>
Cullen	Kathy	W/F	AP09	\$48,000	Continuing Education
Williams	Katrina	W/F	AP09	\$45,000	Continuing Education

ADMINISTRATIVE PROFESSIONAL TRANSFERS

<u>Last Name</u>	<u>First Name</u>	<u>Race/Sex</u>	<u>Rank</u>	<u>Salary</u>	<u>Department</u>
Blakeslee	Ann	W/F	AP13	\$86,500	Undergraduate Studies

Motion Carried.

STAFF APPOINTMENTS

Section 9

Regent Antonini moved and Regent Griffin seconded that the Board approve 35 staff appointments for the period October 21, 2002 through December 17, 2002.

DATE: January 21, 2003
 BOARD REPORT FOR: 01/21/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICH. 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>
Merrill, Kevin S.	University Marketing	AP-10	Senior Publications Editor	12/16/02	\$68,500	100	W	M	New Hire
Schultz, Amy M.	Alumni Relations Office	AP-08	Assistant Director, Alumni Programs	11/18/02	\$39,000	100	W	F	New Hire
Arrington, Tanisha	Executive Director of Human Resources	AP-07	Program Coordinator, Organization Excellence	11/11/02	\$33,500	100	B	F	New Hire
Gray, Timothy	Intercollegiate Athletics - Womens Tennis	AC-14	Head Coach (Wrest/Golf/Soc/Tenn)	11/29/02	\$42,000	100	W	M	New Hire
Lewis, Steven A.	Intercollegiate Athletics - Womens Track	AC-11	Assistant Coach (Sfiba, CC/Trk, Vol, Bsb)	11/25/02	\$32,000	100	B	M	New Hire
Fawley, Debra	Budget Management	PT-08	Budget Analyst II	11/18/02	\$43,260	100	W	F	New Hire
Finocchiaro, Philip	ICT - ATCS	PT-08	Enterprise Support Tech I	11/04/02	\$37,293	100	W	M	New Hire
Kinnunen, Mikko	ICT - App & Support Fin Systems	PT-08	Technical Webmaster I	12/02/02	\$43,467	100	W	M	New Hire
Burdiss, Erin	Intercollegiate Athletics - Academic Advising	PT-07	Athletic Academic Support Counselor	10/21/02	\$33,990	100	W	F	New Hire
Sachdev, Sally	Accounting	PT-07	Accountant II	12/16/02	\$35,194	100	A	F	New Hire

DATE: January 21, 2003
 BOARD REPORT FOR: 01/21/03
 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>% APPI</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Saha, Susmita	Foreign Student Services	PT-07	Foreign Student Advisor	11/01/02	\$34,505	100	A	F	New Hire
Sanders, Cassina Z.	University Marketing	PT-03	Marketing & Communication Associate I	11/11/02	\$28,325	100	B	F	New Hire
Diefenbach, Kate	Eastern Eateries	PT-05	Supervisor Dining Services	12/05/02	\$35,327	100	W	F	New Hire
Otto, Dieter H.	Custodial - Prorate	PT-05	Foreperson, Custodial	11/04/02	\$32,268	100	W	M	New Hire
Banush, Nijole	Provost & Vice President for Academic Affairs	CC-09	Executive Secretary, Executive Vice President or Provost	12/03/02	\$40,000	100	W	F	New Hire
Nowak, Arietta V.	President's Office	CC-06	Administrative Secretary	11/18/02	\$34,000	100	W	F	New Hire
Cresswell, Sarah	Continuing Education Cambridge	CS-05	Customer Service Rep. II	11/05/02	\$26,118	100	A	F	New Hire
Novak, Amy L.	Financial Aid Office	CS-05	Account Specialist	12/10/02	\$26,118	100	W	F	New Hire
Banas, Theresa	Teacher Education	CS-04	Secretary II	11/25/02	\$23,113	100	W	F	New Hire
Blan, Daleta	Lit-Coop Placement	CS-04	Secretary II	11/20/02	\$11,557	50	W	F	New Hire

DATE: January 21, 2003
 BOARD REPORT FOR: 01/21/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICH. UNIVERSITY
 STAFF APPOINTMENTS

PAGE 3
 APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS. RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Leidy, Peter	Learning Resources - Library	CS-04	Library Assistant II	12/10/02	\$23,113	100	W	M	New Hire
Nguyen, Christine	Leadership & Counseling	CS-04	Secretary II	11/04/02	\$11,557	50	A	F	New Hire
O'Leary, Katherine	Accounts Payable	CS-04	Sr. Account Clerk	12/16/02	\$23,113	100	W	F	New Hire
Smith, Kristen A.	Office of the Registrar	CS-04	Senior Clerk	12/09/02	\$23,113	100	W	F	New Hire
Williams, Lisa	Department of Art	CS-04	Secretary II	12/16/02	\$23,113	100	W	F	New Hire
Schwartz, Bryan	Administrative Support Services - Mailroom	CS-03	Postal Clerk	11/27/02	\$20,817	100	B	M	New Hire
Mason, Dale	Heating Plant	FM-24	Stationary Engineer	12/02/02	\$53,830	100	W	M	New Hire
VanZandt, Kenneth	MaintenanceService Staff Pro	FM-22	Carpenter	11/18/02	\$44,658	100	W	M	New Hire
Luczak, Richard	MaintenanceService Staff Pro	FM-18	Maintenance Mechanic	11/18/02	\$34,008	100	W	M	New Hire
Barden, Patricia	Custodial Services	FM-06	Custodian	10/27/02	\$21,862	100	B	F	New Hire

DATE: January 21, 2003
 BOARD REPORT FOR: 01/21/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 STAFF APPOINTMENTS

PAGE 4
 APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Collins, Sindy	Custodial Prorate	FM-06	Custodian	11/13/02	\$21,882	100	W	F	New Hire
Garrison, Joshua	Custodial Services	FM-06	Custodian	12/17/02	\$21,882	100	W	M	New Hire
Powell, Antonio	Custodial Prorate	FM-06	Custodian	11/13/02	\$21,882	100	B	M	New Hire
Roberts Jr., William	Custodial Services	FM-06	Custodian	11/13/02	\$21,882	100	W	M	New Hire
Sloderbeck, William	Custodial Services	FM-06	Custodian	11/17/02	\$21,882	100	W	M	New Hire

Motion Carried.

SEPARATIONS/RETIREMENTS

Section 10

Regent Antonini moved and Regent Griffin seconded that the Board approve 34 separations and retirements as shown on the following listings:

DATE: July 21, 2003
 BOARD REPORT FOR: 01/21/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

AGE 1
 RETIREMENTS/
 SEPARATIONS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Braden, Joseph L.	Marketing	F-24	Professor	09/01/70	01/09/03	\$100,407	100	W	M	Retirement
Hunter, Fredrick C.	Department of Art	F-24	Professor	09/01/67	09/02/02	\$74,036	100	W	M	Retirement
Phillips, Donald B.	Chemistry	F-24	Professor	08/27/73	10/29/02	\$82,277	100	W	M	Deceased
Jacksonen, Sharon	Nursing	F-24	Associate Professor	08/31/83	01/06/03	\$42,513	100	W	F	Retirement
Nash, Gayle	Special Education	F-24	Associate Professor	08/31/77	01/07/03	\$58,908	100	W	F	Retirement
Esposito, Alfredo C.	Economics	F-16	Professor	08/29/90	12/20/02	\$68,909	100	W	M	Resigned
Hourani, Benjamin T.	Political Science	F-16	Professor	06/24/68	12/31/02	\$88,079	100	W	M	Retirement
Gallup, Mark	Communication & Theatre Arts	L-24	Lecturer I	08/26/98	12/20/02	\$26,520	100	W	M	Resigned
Palazzola, Benedette	Learning Resources - Library	L-24	Lecturer I	08/29/01	09/01/02	\$26,000	100	W	M	Resigned
Smith, Elvis	Communication & Theatre Arts	L-24	Lecturer I	08/25/93	08/27/02	\$29,120	100	W	M	Resigned
Pondlebury, Thomas	Golf Course	AP-12	Director Golf Course Operations	07/01/87	12/01/02	\$90,319	100	W	M	Retirement
Gregory, Bruce	Intercollegiate Athletics - Mens Football	AC-13	Football Operations Manager	04/17/98	12/31/02	\$43,381	100	W	M	Assignment Ended
Harris, William J.	Intercollegiate Athletics - Mens Football	AC-13	Asst. Head Coach (Ftbl/Mn- Wm B)	12/16/99	12/31/02	\$73,000	100	B	M	Assignment Ended

DATE: January 21, 2003
 BOARD REPORT FOR: 01/21/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

PAGE 2
 RETIREMENTS/
 SEPARATIONS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Wehe, Donna	Health Service Specialty Clinic	PT-09	Nurse Practitioner	10/09/95	12/23/02	\$29,473	50	W	F	Resigned
Hypes, Sheryl	ICT - Network and Web Services	PT-08	User Services Specialist I	05/07/79	12/05/02	\$38,412	100	W	F	Resigned
Martin, Lyndsey	Alumni Relations Office	PT-08	Asst. Director Alumni Relations	02/20/01	12/20/02	\$38,192	100	AI	F	Resigned
Reisen, Kathryn	NXX Level Entrepren. Training	PT-08	Business Constl MI Small Business Dev. Center	02/26/02	11/12/02	\$19,817	50	W	F	Released
Zot, Anita	Ref. Urban Water Res.	PT-08	Project Coordinator	11/01/99	12/31/02	\$18,840	50	W	F	Resigned
Broidenbaugh, Stephanie	Children's Center	PT-07	Teacher II	04/05/99	12/06/02	\$32,086	50	W	F	Resigned
Martin, John	Intercollegiate Athletics - Sports Information	PT-07	Asst. Manager Sports Information	12/21/98	12/05/02	\$33,655	100	W	M	Resigned
Shefferly, David	Public Safety	CP-01	Officer Campus Police	11/19/97	11/18/02	\$45,068	100	W	M	Discharged
Bell, Christina	Vice President for Academic Affairs/Provost	CC-08	Executive Secretary for Vice President or Provost	08/06/01	11/01/02	\$34,684	100	W	F	Resigned
Parrott, Lisa	Benefits Programs	CS-06	Senior Benefits Clerk	03/20/00	11/19/02	\$28,482	100	W	F	Deceased
Baker-McDaniel, Jill	Learning Resources - Library	CS-05	Library Assistant III	09/05/95	10/18/02	\$28,118	100	W	F	Resigned

DATE: July 21, 2003
 BOARD REPORT FOR: 01/21/03
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICH. UNIVERSITY
 SEPARATIONS/RETIREMENTS

AGE 3
 RETIREMENTS/
 SEPARATIONS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Leonard, Belinda	CAS-Academic Advising Center	CS-05	Senior Secretary	10/16/00	01/10/03	\$26,118	100	W	F	Resigned
Stentzel, Dawn	Finance & CIS	CS-05	Senior Secretary	03/30/00	09/20/02	\$26,118	100	W	F	Resigned
Tee, Patricia	Office of the Registrar	CS-05	Graduation Auditor/Evaluator	02/07/78	10/31/02	\$30,573	100	W	F	Retirement
Banas,Theresa	Teacher Education	CS-04	Secretary II	11/25/02	12/23/02	\$23,113	100	W	F	Resigned
Oman, John	Heating Plant	FM-24	Stationary Engineer	06/17/02	10/24/02	\$62,000	100	W	M	Resigned
Bauer, Walter	Satellite Operations	FM-12	Dining Services Unit Leader	03/12/02	09/25/02	\$24,898	100	W	M	Resigned
Cloud, Gary	Custodial Services	FM-06	Custodian	05/06/02	10/31/02	\$17,389	100	AI	M	Released
Hammond, Michelle	Custodial Services	FM-05	Custodian	06/06/00	09/10/02	\$24,898	100	W	F	Resigned
Martinez, Shannon	Custodial Services	FM-05	Custodian	08/27/02	12/13/02	\$21,882	100	H	F	Released
Spalding, Diane	Custodial Services	FM-06	Custodian	09/26/88	11/09/02	\$28,558	100	W	F	Resigned

Motion Carried.

EMERITUS FACULTY STATUS

Section 11

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

Joseph L. Braden

Professor, Department of Marketing from 1970 – 2003
(32.5 years)

Sharon A. Jackson

Professor, Department of Nursing from 1983 – 2002
(19 years)

Karen Lindenberg

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

Wilifred A. Witten

Professor, Department of Health, Physical Education
Recreation and Dance from 1979 – 2002
(23 years)

Motion Carried.

STUDENT AFFAIRS COMMITTEE

Section 12

Regent Griffin moved and Regent Antonini seconded that the Agenda for January 21, 2003, and the Minutes of November 19, 2002, be received and placed on file.

Motion Carried.

EDUCATIONAL POLICIES COMMITTEE

Section 13

Regent Valvo moved and Regent Antonini seconded that the Agenda for January 21, 2003, and the Minutes of the November 19, 2002 meeting be received and placed on file.

Motion Carried.

FACULTY AFFAIRS COMMITTEE

Section 14

Regent Brandon moved and Regent Gordon seconded that the Board approve the Agenda for January 21, 2003, and the Minutes of November 19, 2002.

Motion Carried.

FINANCE COMMITTEE

Section 15

Regent Antonini moved and Regent Griffin seconded that the Board accept and place on file the Working Agenda for January 21, 2003 and the Minutes for the November 19, 2002 Finance Committee.

Motion Carried.

**EASTERN MICHIGAN UNIVERSITY – SCHOOL AS
LENDER FOR GRADUATE STUDENT LOANS**

Section 16

Regent Antonini moved and Regent Griffin seconded that the Board: 1) authorize the University's administration to apply for a lender number from the U.S. Department of Education for the purpose of serving as a direct lender for University Graduate School Federal Stafford Student Loans (Loans); 2) authorize the University's administration to negotiate, execute and deliver a Forward Purchase Commitment Agreement (FPCA) with Sallie Mae, Inc. and/or its affiliate(s) (Sallie Mae), for an original term not exceeding four years, for the origination, disbursement, servicing and subsequent purchase of the Loans for Sallie Mae; and 3) approve the resolution which authorizes the University's administration to select a third party provider of a Line of Credit, and to negotiate, execute and deliver such instruments and documents, and take such actions, necessary to establish the Line of Credit as a temporary financing vehicle for the origination and funding of the Loans.

Motion Carried.

**NEW STUDENT UNION/MCKENNY REASSIGNMENT
AUTHORIZATION TO PROCEED**

Section 17

Regent Antonini moved and Regent Griffin seconded that the Board authorize the administration to proceed in selecting, through a competitive bid process, a design/build team to construct a new student union and renovate McKenny at a Guaranteed Maximum Price (GMP) not to exceed \$45 million, less University costs and contingencies.

Motion Carried.

**RESOLUTION OF THE BOARD OF REGENTS OF
EASTERN MICHIGAN UNIVERSITY AUTHORIZING
THE ISSUANCE AND DELIVERY OF GENERAL
REVENUE REFUNDING BONDS AND PROVIDING
FOR OTHER MATTERS RELATING THERETO**

Section 18

Regent Antonini moved and Regent Gordon seconded that the Board approve the Resolution of the Board of Regents of Eastern Michigan University Authorizing The Issuance And Delivery Of General Revenue Refunding Bonds And Providing For Other Matters Relating Thereto.

Motion Carried.

**BOND AUTHORIZATION RESOLUTION:
NEW STUDENT UNION/MCKENNY REASSIGNMENT**

Section 19

Regent Antonini moved and Regent Griffin seconded the Resolution of the Board of Regents of Eastern Michigan University Authorizing the Issuance And Delivery of General Revenue Bonds and Providing For Other Matters Relating Thereto be approved.

Motion Carried.

STUDENT UNION FEE

Section 20

Regent Antonini moved and Regent Griffin seconded the motion to approve a Student Union Fee of 75 cents per credit hour effective the summer 2003 term, and authorizing an annual increase of 75 cents per credit hour per year through 2006 at which time it will be capped at \$3.00 per credit hour. Revenue from the fee will be designated for operating and retiring the debt of the new student union.

Motion Carried.

**STATE LEASE FINANCING STRUCTURE FOR
RENEWAL OF MARK JEFFERSON**

Section 21

Regent Antonini moved and Regent Griffin seconded the motion to approve the Resolution of the Board of Regents of Eastern Michigan University Approving the Financing Structure for a Certain Capital Improvement Project and Matters Related Thereto.

Motion Carried.

ELECTION OF BOARD OFFICERS

Section 22

ELECTION OF THE CHAIR OF THE BOARD

Regent Brandon moved and Regent Gordon seconded that in accordance with the Board of Regents Bylaws, article IV, Section 4.01, the Board of Regents elect Regent Philip A. Incarnati as Chair of the Board of Regents.

Motion Carried.

ELECTION OF VICE CHAIR

Regent Valvo moved and Regent Morris seconded that in accordance with the Board of Regents Bylaws, Article IV, Section 4.02, the Board of Regents elect Regent Rosalind E. Griffin as Vice Chair of the Board of Regents.

Motion Carried.

APPOINTMENT OF BOARD TREASURER

Regent Morris moved and Regent Antonini seconded that in accordance with the Board of Regents Bylaws, Article IV, Section 4.07, the Board of Regents appoint Patrick Doyle as Treasurer to the Board of Regents.

Motion Carried.

APPOINTMENT OF THE SECRETARY OF THE BOARD

Regent Antonini moved and Regent Valvo seconded that in accordance with the Board of Regents Bylaws, Article IV, Section 4.05, the Board of Regents appoint Dana Aymond as Secretary to the Board of Regents.

Motion Carried.

APPOINTMENT OF THE INTERNAL AUDITOR

Regent Antonini moved and Regent Griffin seconded that in accordance with the Board of Regents Bylaws, Article IV, Section 4.12, the Board of Regents appoint the firm of Andrews, Hooper & Pavlik as Internal Auditors.

Motion Carried.

Chairman Philip Incarnati announced the official Board of Regents meeting dates for the year 2003 are:

January 21, 2003
March 18, 2003
June 17, 2003
September 16, 2003
November 18, 2003

MEETING ADJOURNED

Regent Incarnati moved and Regent Antonini seconded that the Regular meeting of the Board of Regents be adjourned at 2:06 p.m.

Respectfully Submitted,

Dana C. Aymond
Secretary to the Board of Regents

COMMUNICATIONS SECTION

RESOLUTION

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.

ORAL REPORT TO BE MADE BY THE PRESIDENT

EXECUTIVE SUMMARY

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

DATE:

March 18, 2003

EXECUTIVE SUMMARY

SECTION 1 - REPORT: TREASURER'S REPORT

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

As of December 31, 2002, cash and investments totaled \$84,022,921 and were invested at 3.24%. The short-term investment fund yield was 1.54% compared to the 3-month Treasury Bill at 1.22%. The intermediate-term investment fund total return is 3.984% (6.830 annualized) compared to the Merrill Lynch 1-3 year Treasury index at 3.260% (5760 annualized). Cash and investments (excluding bond proceeds) as of December 31, 2002 increased by \$13,361,035 compared to December 2001.

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 January through February 2003 be received.

The reports for Ticket Sales and Regulatory audits have been issued and findings and recommendations have been discussed.

The report from the University on the status of recommendations made from the Cash Receipts audit is attached.

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

SECTION 3 - REPORT: GRANTS/CONTRACTS

It is recommended that 76 grants and contracts totaling \$2,256,775 for the period 01/01/03 through 02/28/03 be accepted.

One hundred percent sponsor-funded grants and contracts in the amount of \$1,252,286 were awarded to the University during the above period. Grants and contracts requiring EMU cost-sharing and/or in-kind contributions totaled \$1,004,489.

Fiscal Implications: This action approves allocating University matching funds in the amount of \$100,732 as cash contributions for projects awarded during the period 01/01/03 through 02/28/03 for a fiscal year-to-date total of \$214,995 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 February 27, 2003.

The New Student Union Project including the demolition of Pine Grove and renovation of McKenny Union is underway with Requests for Qualifications being submitted. Anticipated ground breaking in June 2003 and a completion date of July 2005. The renovation of McKenny is scheduled to commence directly after the move into the new facility.

Pollock Designs Associates of Ann Arbor have been selected to assist the University in developing a Campus Master Plan. A series of open sessions will be scheduled to assure input from campus and community stakeholders.

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 February 28, 2003 be received and placed on file.

The Student Accounts Receivable Ratio Analysis balance is \$10,943,000 or 8.81% of revenue compared to \$10,508,000 (9.34%) as of February 28, 2002. This is a .53% 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 January 31, 2003 be accepted.

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

Summer, Fall, and Winter 2003 enrollments have slightly exceeded plan. Total tuition and fee revenues are below plan by approximately \$467,000.

Other revenue collections from late and installment fees are below plan by \$28,000.

General Fund expenditures and transfers are accumulating according to plan at \$105.2 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 – STAFF APPOINTMENTS

It is recommended that the Board approve 22 staff appointments for the period January through February 23, 2003. 14 (64%) are female, 8 (36%) are male. 15 Caucasians (68%), 4 (18%) are African American, 2 Hispanic (9%), and 1 (5%) is Asian.

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

SECTION 9 - SEPARATIONS/RETIREMENTS

It is recommended that the Board approve 28 separations and retirements for the dates listed. Of the 28, 16 (57%) are female, 12 (43%) are male, 23 (82%) are Caucasian, 4 (14%) are African American, and 1 (4%) is Asian.

Fiscal Implications: None.

SECTION 10 - EMERITUS FACULTY STATUS

It is recommended that the Board grant Emeritus Faculty Status (Posthumously) to one former faculty member.

Donald B. Phillips (Posthumously)
Professor, Department of Chemistry from 1973 – October 29, 2002
(30 years)

Fiscal Implications: None.

SECTION 11 – FACULTY PROMOTION

It is recommended that the Board accept the promotion of Peter Bednekoff, Department of Biology, to Associate Professor.

Fiscal Implications: The proposed action will be absorbed in the 2002-2003 faculty salary budget.

SECTION 12 - STUDENT AFFAIRS COMMITTEE MONTHLY REPORT

It is recommended that the Student Affairs Committee Agenda for March 18, 2003 and the Minutes of January 21, 2003 be received and placed on file.

Fiscal Implications: None.

SECTION 13 - EDUCATIONAL POLICIES COMMITTEE

It is recommended that the Educational Policies Committee Agenda for March 18, 2003, and the Minutes of January 21, 2003 be received and placed on file.

Fiscal Implications: None.

SECTION 14 – BOARD POLICIES RECOMMENDED FOR REMOVAL/DELETION

It is recommended that the Board approve the removal of the 20 University policies listed in Section 14.

Fiscal Implications: None.

**SECTION 15 - POLICY: SALE AND SERVICE OF ALCOHOL AT
EMU CONVOCATION CENTER**

It is recommended that the Board approve the Policy on Sale and Service of Alcohol at the EMU Convocation Center.

Fiscal Implications: The cost of the Liquor license is estimated at \$690 and will be funded jointly by the Convocation Center and Dining Services.

**SECTION 16 – REISSUANCE OF CHARTER – ANN ARBOR LEARNING COMMUNITY
AND HOPE ACADEMY**

It is recommended that the 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. It is 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.

Fiscal Implications: None.

**SECTION 17 – COMMENCEMENT SPEAKER and HONORARY DEGREE
RECIPIENT**

Not ready at the time of printing.

SECTION 18 – OFFICIAL REPORTING DATES

It is recommended that the Board formally accept the Opening Term and Official Record dates for the 2003 – 2004 fiscal years as shown in the Section.

Fiscal Implications: None.

SECTION 19 – POLICY: STUDENT CONDUCT CODE – FINAL REVISIONS

It is recommended that the Board approve the attached amendments to EMU's Student Conduct Code.

Fiscal Implications: None

SECTION 20 – FACULTY AFFAIRS COMMITTEE MONTHLY REPORT

It is recommended that the Board approve the Agenda for March 18, 2003 and the minutes for the January 21, 2003 Faculty Affairs Committee.

Fiscal Implications: None

SECTION 21 - FINANCE COMMITTEE MONTHLY REPORT AND MINUTES

It is 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.

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

SECTION 22 – REPORT: EMU FOUNDATION

It is recommended that the Board receive and place on file the EMU Advancement Update Report.

Fiscal Implications: None

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 1

DATE:

March 18, 2003

RECOMMENDATION

REPORT: TREASURER'S

ACTION REQUESTED

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

STAFF SUMMARY

As of January 31, 2003, Cash and Investments totaled \$84,022,921 and were invested to return a total annualized return of 3.24%. As summarized below, Eastern's latest investment performance compared favorably to the established benchmarks.

- | | |
|---|-----------------------------|
| • Short-Term Investment Fund Yield: | 1.27% |
| • Benchmark: 3-month Treasury Bill: | 1.22% |
| • Intermediate-Term Investment Fund Total Return: | 3.984 % (6.830% annualized) |
| • Benchmark: Merrill Lynch 1-3 Year Treasury Index: | 3.260% (5.760% annualized) |
| • Average Agency Note Yield: | 4.74% |
| • Five Year Treasury Note | 2.93% |

Specifics as to the quality, duration, and other related features of the University's investment portfolio are itemized on page 4 of this report. In general:

- | | |
|---|---|
| • The portfolio has no investments in equities. | • 0% of the portfolio is in variable rate obligations. |
| • The portfolio has no leveraged investments. | • Average weighted credit quality of the portfolio is AA+. |
| • The portfolio has no speculative derivatives. | • Average weighted maturity of the portfolio is approximately 253 days. |
| • 100% of the portfolio is in fixed income obligations. | |

Cash and investments (excluding bond proceeds) as of January 31, 2003 increased by \$2,073,276 when compared to January 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

1.

EASTERN MICHIGAN UNIVERSITY
Cash and Investments
January 31, 2003

Cash

Comerica Bank
FirStar Bank
Total Cash

Bank
Balance

\$1,367,064.53
\$60,289.78

\$1,427,354.31

Eagle Crest Cash

Conference Center
Golf Club
Maintenance Reserve
Total Cash

42,612.46
28,945.10
574,721.60

\$646,279.16

Investments

Short Term Investment Funds:

Dreyfus Institutional Preferred
Dimensional Fund Advisors
Federated Prime Obligations Fund

Date Settled	Date Maturing	Total Return YTD (Annualized)	Principal
Daily	Mutual Fund	1.110% *	29,206,661.16
Monthly	Mutual Fund	1.530% *	21,566,899.86
Monthly	Mutual Fund	1.150% *	7,615,585.54

Intermediate Term Investment Funds:

Vanguard Short Term Corporate
Federated US Government 2-5 Year

Monthly	Mutual Fund	6.830%	7,368,104.00
Monthly	Mutual Fund	9.917%	0.00

Agencies:

Federal Home Loan Mortgage Corp.
Federal Home Loan Bank
Federal Home Loan Bank
Federal Home Loan Bank

06/21/02	06/21/07	5.000%	3,000,000.00
05/23/01	05/23/06	5.750%	3,000,000.00
01/23/03	01/23/08	4.100%	2,998,593.75
01/30/03	07/30/08	4.125%	2,993,437.50

Total Investments

77,749,281.81

Subtotal Cash and Investments

\$79,822,915.28

General Revenue Bonds Investments

Dimensional Fund Advisors

Monthly	Mutual Fund	1.530%	4,200,005.59
---------	-------------	--------	--------------

Subtotal General Revenue Bonds Investments

4,200,005.59

Grand Total: Cash, Investments

\$84,022,920.87

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

1.270%
3.244%

* Figure represents net yield.

EASTERN MICHIGAN UNIVERSITY
 Summary of Cash/Investments and Bond Investments by Institution
 January 31, 2003

		Amount of EMU Cash/Investment	% of Total Cash/Investment
A.	Book Cash Balance	1,427,354.31	1.79%
B.	Eagle Crest Cash Balance	646,279.16	0.81%
C.	Dreyfus Institutional Preferred	29,206,661.16	36.59%
D.	Dimensional Fund Advisors	21,566,899.86	27.02%
E.	Vanguard Short Term Corporate	7,368,104.00	9.23%
F.	Federated Prime Obligations Fund	7,615,585.54	9.54%
G.	Federal Home Loan Mortgage Corp.	3,000,000.00	3.76%
H.	Federal Home Loan Bank	3,000,000.00	3.76%
I.	Federal Home Loan Bank	2,998,593.75	3.76%
J.	Federal Home Loan Bank	2,993,437.50	3.75%
		79,822,915.28	100.00%

		Amount of EMU Bond Investment	% of Total Bond Investment
K.	Dimensional Fund Advisors	4,200,005.59	0.00%
		4,200,005.59	0.00%

Notes:

- C. The Dreyfus Institutional Preferred Money Market Fund invests in a diversified portfolio of high quality, short-term debt securities. The average maturity of the fund approximates 50 days and EMU has access to its funds on a daily basis.
- D. The Dimensional Fund Advisors Fund invests in high quality corporate and bank debt obligations. The average weighted maturity of the fund is 348 days.
- E. The Vanguard Short Term Corporate Fund invests in investment grade bonds and other fixed income securities. Not more than 30% of the fund assets may be invested in BBB grade securities. The average weighted maturity of the fund is 2.7 years.
- F. The Federated 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 of the fund approximates 50 days. EMU has access to its funds on a daily basis.
- G./H./I./J. U.S. Agency Obligations.

**Eastern Michigan University
University Investment Portfolio**

January 31, 2003

	Dreyfus*	DFA	Vanguard	Federated Prime Obligations*	Net University Holdings	Total
Total Fund Net Assets	\$10,681,924,212	\$1,048,860,000	\$12,083,620,035	\$22,483,624,645	\$14,065,665	\$84,022,921
EMU's Investment % of Total Fund	\$29,206,661 0.27%	\$25,766,905 2.46%	\$1,368,104 0.06%	\$7,615,586 0.03%		
Fund Inception Date	11-Jun-97	27-Jul-83	29-Oct-82	26-Mar-90		
Date of Initial EMU Investment	20-Jan-01	18-Jan-96	18-Jan-96	10-Jan-03		
Average Weighted Maturity	57 days	345 days	2.5 years	51 Days		253 Days
Book NAV (7/1/02)	1.00	10.34	10.68	1.00		
Market NAV (1/31/03)	1.00	10.30	10.78	1.00		
Liquidity Option	Same Day	Next Day	Next Day	Same Day		
Morningstar Rating	N/A	4 stars	4 stars	5 stars		
3 Year Average Annual Total Return	3.84%	5.42%	7.21%	3.97%		
3 Year Benchmark	3.78%	3.78%	7.35%	3.78%		
Portfolio Mix						
Commercial Paper Notes	29.15%	0.20%		39.80%		
Repos				10.20%		
Variables						
Govt. Agency Mort. Backed Sec.	18.86%					
Time Deposits	2.80%					
Direct U.S. Govt. Agencies	49.19%					
C.D.'s				15.20%		
U.S. Treasury's		30.00%	10.40%			
Variable Rate Demand Instruments				34.80%		
Bonds		69.80%	81.60%			
Cash			2.80%			
Federal Home Loan Bank					\$3,000,000	
Federal Home Loan Bank					\$3,000,000	
Federal National Mortgage Association					\$2,998,594	
Federal National Mortgage Association					\$2,993,438	
Comerica Bank (sweep account)					\$1,367,065	
FirStar Bank					\$60,290	
Eagle Crest Cash					\$646,279	
Average Credit Quality Rating	AAA	AAA	AA-	AAA	AAA	AA+

* Money Market Fund

EASTERN MICHIGAN UNIVERSITY
Cash and Investments
January 31, 2003

Cash

	Bank Balance
Comerica Bank	\$1,367,064.53
FirStar Bank	\$60,289.78
Total Cash	\$1,427,354.31

Eagle Crest Cash

Conference Center	42,612.46
Golf Club	28,945.10
Maintenance Reserve	574,721.60
Total Cash	\$646,279.16

Investments

	Date Settled	Date Maturing	Total Return YTD (Annualized)	Principal
Short Term Investment Funds:				
Dreyfus Institutional Preferred	Daily	Mutual Fund	1.110% *	29,206,661.16
Dimensional Fund Advisors	Monthly	Mutual Fund	1.530% *	21,566,899.86
Federated Prime Obligations Fund	Monthly	Mutual Fund	1.150% *	7,615,585.54
Intermediate Term Investment Funds:				
Vanguard Short Term Corporate	Monthly	Mutual Fund	6.830%	7,368,104.00
Federated US Government 2-5 Year	Monthly	Mutual Fund	9.917%	0.00
Agencies:				
Federal Home Loan Mortgage Corp.	06/21/02	06/21/07	5.000%	3,000,000.
Federal Home Loan Bank	05/23/01	05/23/06	5.750%	3,000,000.00
Federal Home Loan Bank	01/23/03	01/23/08	4.100%	2,998,593.75
Federal Home Loan Bank	01/30/03	07/30/08	4.125%	2,993,437.50

Total Investments	77,749,281.81
-------------------	---------------

Subtotal Cash and Investments	\$79,822,915.28
--------------------------------------	------------------------

General Revenue Bonds Investments

Dimensional Fund Advisors	Monthly	Mutual Fund	1.530%	4,200,005.59
---------------------------	---------	-------------	--------	--------------

Subtotal General Revenue Bonds Investments	4,200,005.59
---	---------------------

Grand Total: Cash, Investments	\$84,022,920.87
---------------------------------------	------------------------

Net Annualized Yield - Short Term	1.270%
Total Annualized Return - Total Investments	3.244%

* Figure represents net yield.

EASTERN MICHIGAN UNIVERSITY
Summary of Cash/Investments and Bond Investments by Institution
January 31, 2003

	Amount of EMU Cash/Investment	% of Total Cash/Investment
A.	Book Cash Balance	1,427,354.31
B.	Eagle Crest Cash Balance	646,279.16
C.	Dreyfus Institutional Preferred	29,206,661.16
D.	Dimensional Fund Advisors	21,566,899.86
E.	Vanguard Short Term Corporate	7,368,104.00
F.	Federated Prime Obligations Fund	7,615,585.54
G.	Federal Home Loan Mortgage Corp.	3,000,000.00
H.	Federal Home Loan Bank	3,000,000.00
I.	Federal Home Loan Bank	2,998,593.75
J.	Federal Home Loan Bank	2,993,437.50
		79,822,915.28
		100.00%

	Amount of EMU Bond Investment	% of Total Bond Investment
K.	Dimensional Fund Advisors	4,200,005.59
		4,200,005.59
		0.00%

Notes:

- C. The Dreyfus Institutional Preferred Money Market Fund invests in a diversified portfolio of high quality, short-term debt securities. The average maturity of the fund approximates 50 days and EMU has access to its funds on a daily basis.
- D. The Dimensional Fund Advisors Fund invests in high quality corporate and bank debt obligations. The average weighted maturity of the fund is 348 days.
- E. The Vanguard Short Term Corporate Fund invests in investment grade bonds and other fixed income securities. Not more than 30% of the fund assets may be invested in BBB grade securities. The average weighted maturity of the fund is 2.7 years.
- F. The Federated 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 of the fund approximates 50 days. EMU has access to its funds on a daily basis.
- G./H./I./J. U.S. Agency Obligations.

**Eastern Michigan University
University Investment Portfolio**

January 31, 2003

	Dreyfus*	DFA	Vanguard	Federated Prime Obligations*	Net University Holdings	Total
Total Fund Net Assets	\$10,681,924,212	\$1,048,860,000	\$12,083,620,035	\$22,483,624,645		
EMU's Investment % of Total Fund	\$29,206,661 0.27%	\$25,766,905 2.46%	\$7,368,104 0.06%	\$7,615,586 0.03%	\$14,065,665	\$84,022,921
Fund Inception Date	11-Jun-97	27-Jul-83	29-Oct-82	26-Mar-90		
Date of Initial EMU Investment	20-Jan-01	18-Jan-96	18-Jan-96	10-Jan-03		
Average Weighted Maturity	57 days	345 days	2.5 years	51 Days		253 Days
Book NAV (7/1/02)	1.00	10.34	10.68	1.00		
Market NAV (1/31/03)	1.00	10.30	10.78	1.00		
Liquidity Option	Same Day	Next Day	Next Day	Same Day		
Morningstar Rating	N/A	4 stars	4 stars	5 stars		
3 Year Average Annual Total Return	3.84%	5.42%	7.21%	3.97%		
3 Year Benchmark	3.78%	3.78%	7.35%	3.78%		
Portfolio Mix						
Commercial Paper Notes	29.15%	0.20%		39.80%		
Repos				10.20%		
Variables						
Govt. Agency Mort. Backed Sec.	18.86%					
Time Deposits	2.80%					
Direct U.S. Govt. Agencies	49.19%		5.20%			
C.D.'s						
U.S. Treasury's		30.00%	10.40%	15.20%		
Variable Rate Demand Instruments						
Bonds		69.80%	81.60%	34.80%		
Cash			2.80%			
Federal Home Loan Bank					\$3,000,000	
Federal Home Loan Bank					\$3,000,000	
Federal National Mortgage Association					\$2,998,594	
Federal National Mortgage Association					\$2,993,438	
Comerica Bank (sweep account)					\$1,367,065	
FirStar Bank					\$60,290	
Eagle Crest Cash					\$646,279	
Average Credit Quality Rating	AAA	AAA	AA-	AAA	AAA	AA+

* Money Market Fund

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 2

DATE:

March 18, 2003

RECOMMENDATION

REPORT: INTERNAL AUDIT

ACTION REQUESTED

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

STAFF SUMMARY

The reports for the Ticket Sales audit and Regulatory internal audits have been issued. The Ticket Sales audit 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 Cash Receipts audit completed in December 2002. As noted in the report, management has agreed with the internal auditor's recommendations and has found that all recommendations have been implemented.

Enclosed is the updated internal audit schedule for the period ending September 30, 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: February 12, 2003

To: Juanita M. Reid
Vice President University Relations

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

Re: **AUDIT REPORT**
Ticket Sales (including Football, Basketball and Special Events)

Attached is the report for the internal audit review of the Ticket Sales process. Revisions based on discussions with Ms. Cheryl Swanson have been incorporated.

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

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

Attachment

cc: Board of Regents
Cheryl Swanson

AUDIT REPORT TICKET SALES (Including Football, Basketball and Special Events)

Background

The University has a computerized system that prints and records ticket sales at the time of sale (excluding season tickets). The ticket office also sells tickets for concerts, volleyball games and other events on campus. University students are admitted to athletic events free of charge by showing their student identification at the gate. Student attendance counts are maintained for football tickets per NCAA policy.

Based on our discussion with Ron Reid, Ticket Manager, football season tickets historically account for 4,000 - 4,500 tickets per game and basketball season tickets account for approximately 1,000 - 1,500 tickets per game. Unsold season tickets are sold as reserved tickets prior to game day. Individual general admission tickets are available for sale on or before game day. Season tickets and general admission tickets each carry a \$6 - \$12 face value for football and \$5 - \$11 face value for basketball. Sets of general admission tickets are used for corporate season tickets. Other available tickets include complimentary, press box, athletic director suite, and athletic club suite tickets and are priced accordingly.

Objectives and Scope

Our objectives were to evaluate the adequacy of internal controls for ticket sales and review proper recording of ticket sale transactions in the ticket office accounting records.

The scope of our procedures are listed below by area:

Ticket Sales Audit Procedures – All

We reviewed the basic procedures for ticket sales including the process for fulfilling season ticket requests, collecting and recording cash receipts and the issuance of complimentary tickets.

We assessed the internal control policies and procedures implemented using the computerized ticket program. Our assessment covered the areas associated with computer program access, ticket sales and cashier functions, and accounting reconciliations.

We selected a sample of fifteen deposits and compared the daily sales from the ticketing system to the cash receipts voucher. We also compared the cash receipts voucher in total and by payment type (credit card, check or cash) to the transaction receipt provided by the University Cashier's Office. Finally, we traced the daily sales amounts from the cash receipts voucher into the Banner System for accounts D09350 and D09450. Our sample of fifteen cash receipts vouchers (one voucher could include sales for several events) included ten deposits relating to football sales, three deposits relating to basketball sales, and ten deposits relating to other events.

Ticket Sales Audit Procedures - Football

Our procedures included determining the number of football season tickets ordered and received by reviewing the ticket printer's invoice and comparing it to the ticket receiving report prepared by the ticket office. We reconciled the number of total season tickets issued to the number recorded as sold. Management prepared a reconciliation for the football ticket sales in total and we reviewed that reconciliation. We counted the number of unused season tickets. We also reviewed the consignment sales reconciliations prepared by management for two home football games. We reviewed the ticket request forms for authorization and indication of compliance with NCAA ticket limitations for visiting coaches and prospect admissions for four home football games.

Ticket Sales Audit Procedures - Basketball and Other Events

Our procedures included determining the number of basketball season tickets ordered and received by reviewing the ticket printer's invoice and comparing it to the ticket receiving report prepared by the ticket office. We also reconciled the number of total season tickets issued to the number recorded as sold. We counted the number of unused season tickets. We reviewed the ticket request forms for authorization and indication of compliance with NCAA ticket limitations for visiting coaches and prospect admissions for four men's basketball games and two women's basketball games.

Conclusion

We believe that controls are in place to properly account for tickets for each event. However, we have identified opportunities for strengthening the University's internal controls as they relate to cash receipts.

The remainder of this report details work performed and recommendations to management for improving the internal control process for ticket issuance.

We completed our audit fieldwork on February 12, 2003

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

Findings and Recommendations

Football Ticket Sales

Finding

The following is a summary of the football season ticket reconciliation:

FOOTBALL SEASON TICKET RECONCILIATION

Total sets of season tickets available for sale	3,450
Less: Number of unsold tickets counted	2,484
Number of complimentary and sold tickets	991
Total number of sets of season tickets accounted for	<u>3,475</u>
Number of sets of season tickets unaccounted for	(25)
University tickets issued instead of printed tickets from the vendor	<u>25</u>
Difference	<u>-</u>

Recommendation

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.

Management's 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.

Cash Receipts Procedures

Finding

We found two of the fifteen deposits we tested were not made within two business days of receipt, as required by University guidelines. These two deposits were made five and eight days after receipt.

Recommendation

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

Management's 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.



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

Date: January 31, 2003

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

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

Re: REGULATORY AUDIT

Attached is the report for the internal audit review of the internal control process for ensuring departments are complying with their applicable regulatory requirements. Revisions based on discussions with the appropriate department supervisors have been incorporated.

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

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

cc: Board of Regents
President Samuel A. Kirkpatrick

7.

Audit Report
Regulatory Audit

Background

Departments and offices are responsible for complying with their applicable regulatory filing and licensing requirements. Each department and office has their own regulatory filing and licensing requirements that are specific to their particular area. The overall oversight of the departments and offices to ensure they are complying with their requirements is performed by the Office of the Vice President for Business and Finance.

The following areas were tested:

Public Safety

The Department of Public Safety is required to file an annual report for compliance with the Campus Security Act with the Department of Education. In addition, they are required to perform and obtain documentation that they performed a background check on all their employees.

WEMU

WEMU is required to file an annual financial audit (part I), annual report (part II), and annual grant offer. They must also maintain membership with National Public Radio (NPR). In addition, they must maintain a current active authorization from the Federal Communications Commission (FCC) and current active licenses with the FCC to broadcast, and for their satellite and transmitters. In the future they must also adhere to the new requirements of the Digital Millenium Act and Equal Employment Opportunity Outreach, however, the first filing and reporting requirements for these are not until later in 2003.

Radiation

In order to handle radioactive materials, EMU is required to maintain a current active license with the Nuclear Regulatory Commission (NRC) and they are subject to periodic inspections by the NRC and the State of Michigan Department of Consumer and Industry Services. The NRC also requires that a Radiation Safety Committee be established to monitor the use of radioactive materials and to ensure all safety requirements are being met. All departments that handle radioactive materials are closely monitored by the EMU Radiation Safety Committee and are subject to periodic inspections by them to ensure they are complying with the NRC and State of Michigan requirements. In addition to radioactive materials, EMU must also maintain a current active radiation machine (microscope) certificate from the State of Michigan Department of Consumer and Industry Services for all of their active radiation machines. If they are not applying for a certificate for any machine, they must inform them why they have disposed of the radiation machine and how.

Institutional Reporting

The Institutional Reporting requirements are performed by the Office of Institutional Research and Information Management. They must file numerous reports for Federal Institutional Reporting (12) on an annual and bi-annual basis with the Integrated Postsecondary Education Data System, State Institutional Reporting (12) on an annual basis with Higher Education Institutional Data Inventory, and Guide Book Submissions (14) on an annual basis with various private reporting companies.

Animal Care

Animal Care requirements are the responsibility of the Chemistry Department. In order to be able to use animals in experiments they are required to file an annual Animal Welfare Assurance of Compliance report with the Office of Laboratory Animal Welfare (OLAW) and maintain a current active Animal Welfare Assurance of Compliance Certificate. In addition, they must file an Annual Report of Research Facility and maintain a current active Animal Welfare Act certificate from the United States Department of Agriculture (USDA). In conjunction with these reports and certificates the USDA performs an annual inspection and the State of Michigan performs periodic inspections. The Animal Welfare Assurance of Compliance also requires that EMU establish an Institutional Animal Care and Use Committee (IACUC) to monitor animal care and perform semi-annual inspections of the animal care facility and its policies and procedures to ensure they are complying. The IACUC must file their semi-annual inspection report with the OLAW.

Immigration Related

Immigration related requirements are the responsibility (in part) of the Office of International Students. Under the United States Department of State Student and Exchange Visitor Information System (SEVIS), EMU must be certified by the United States Department of Justice Immigration and Naturalization Service to admit and enroll F-1, F-2, F-2 J-1 and J-2 foreign students. Under F-SEVIS certification, they must prepare SEVIS issued documents for all F status foreign students. Under J-SEVIS certification, they must prepare J status foreign student documents (and account for pre-SEVIS document forms). They must file annual reports for the two J-SEVIS programs P-1-03434 (for students, professors and researchers) and P-3-05569 (for trainees) to the United States Department of State. In addition, each international student (as previously defined) requires specific forms to be completed and filed with various agencies on an individual student basis. The United States Department of Justice and the Department of State are relying on the efficacy of the SEVIS program to ensure that schools are complying with particular regulatory and licensing requirements. Therefore, SEVIS performs on-site inspections approximately every two years to review compliance.

Children's Institute

The Children's Institute is a unit within the University Health Services Department. The Children's Institute must maintain a current active child care license through the State of Michigan Department of Consumer and Industry Services. As a part of the licensing process the Children's Institute must have an environmental health inspection in addition to a licensing inspection every two years. A fire inspection is also required, but only when there are changes in the facility. In addition, an Immunization Report must be completed and filed annually with the Washtenaw County Public Health Department.

Health Services

Health Services is a unit within the University Health Services Department. Health Services is located in Snow Health Center. The laboratory at Health Services maintains a current active Clinical Laboratory Improvement Amendments Certificate from the State of Michigan Department of Consumer and Industry Services. Along with this certificate requirement is an on-site inspection of their laboratory. The laboratory also must maintain a Quality Assurance Program certificate from the American Academy of Family Physicians, which requires proficiency testing approximately every six weeks.

Health Services also operates a Pharmacy in Snow Health Center. The Pharmacy requirements include a current active State of Michigan Department of Consumer and Industry Services Board of Pharmacy Controlled Substance License and Pharmacy License. In addition, the Pharmacy requires a current active Controlled Substance Registration Certificate from the United States Department of Justice Drug Enforcement Administration. Along with the above pharmacy facility requirements, each pharmacist is required to have a State of Michigan Department of Consumer and Industry Services Board of Pharmacy Controlled Substance License and Registered Pharmacist License. The Pharmacy is also required annually to file a Controlled Substance Inventory with the State of Michigan.

Health Services has a variety of medical staff who must maintain current active licensure in their respective agencies. The radiology technician must be registered with the American Registry of Radiologic Technologists and the radiology equipment must maintain a Radiation Machine Registration Certificate. The medical technologists must be registered with the American Society for Clinical Pathology. The medical assistant must be registered with the Registry of the American Medical Assistants. The nurse practitioners must maintain licensure and specialty certification through the State of Michigan Department of Consumer and Industry Services. In addition, physicians must maintain an active controlled substance license.

Heating Plant

The Heating Plant requirements fall under the responsibility of the Department of Plant Operations and University Development and the Health and Safety Office (in part). They are required to maintain a current active State of Michigan Department of Environmental Quality Renewable Operating Permit, Semi Annual Renewable Operating Permit, National Pollutant Discharge Elimination System Certificate Permit, and Waste Treatment Plant Operator Certificates. Along with the above requirements they must also file a Michigan Air Emissions Reporting System report annually with the State of Michigan Department of Environmental Quality. In addition, the Health and Safety Office must file an annual report with Washtenaw County Environment and Infrastructure Services Pollution Prevention Program.

Objectives and Scope

Our objective was to determine for a sample of departments if they were complying with their applicable regulatory filing and licensing requirements.

The scope of our procedures included obtaining a Compliance Summary listing from the Office of the Vice President for Business and Finance. We also reviewed existing policy and procedure manuals from each department selected for testing and/or the Compliance Summary listing and discussed the pertinent controls in place to ensure they are complying with their particular regulatory filing and licensing requirements. After reviewing the policy and procedure manuals and/or the Compliance Summary listing, and discussing the controls and regulatory filing and licensing requirements with management, we performed tests on the selected departments to ensure they have up to date policy and procedure manuals pertaining to their particular regulatory filing and licensing requirements, as applicable. We also ensured that they filed appropriately and on time, and that they have current active licenses. For each of these departments we inquired with appropriate personnel as to whether the policy and procedure manuals and/or the Compliance Summary listing were in place and operational, and tested the regulatory filing and licensing requirements through review, observation, and sampling.

Conclusion

We concluded that adequate internal controls appear to be in effect over the University's Regulatory Compliance for the areas we tested.

We concluded our audit fieldwork on January 31, 2003.

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

STATUS OF AUDIT RECOMMENDATION

March 18, 2003

Cash Receipts Audit

Prepared by
Vice President for Business and Finance Office

INTERNAL AUDIT RECOMMENDATION STATUS

AUDIT PERFORMED: CASH RECEIPTS

DATE COMPLETED: DECEMBER 9, 2002

CASH RECEIPTS – VAULT PROCEDURES

Recommendation:

We recommend that the procedure that requires the completion of the vault log book be reinforced.

Client Response:

We agree. The procedures have been reviewed and updated and discussed with appropriate staff. We are now using a calendar instead of blank paper to better document signoff on all business days.

Implementation Status:

The procedure for completion of the log book for the vaults has been reviewed and the recommendations of Management have been implemented. The log book/calendar was reviewed for the month of February, and it was verified that there were two different signatures/times signoffs for each day.

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

Verification Date:

February 25, 2003

CASH RECEIPTS – NIGHT DEPOSITORY

Recommendation:

We recommend that an emphasis be placed on emptying the night depository daily. We also recommend maintaining the vault log book in date order with the applicable year noted on each sheet.

Client Response:

We agree. The procedures have been reviewed and updated and discussed with appropriate staff.

Implementation Status:

The procedure for daily removal of night receipts and the maintenance of a vault log book were reviewed and they are now using a calendar, consistent with the signoff for the nightly closing of the main vaults. For the month of February, the log book/calendar showed how many items were collected each day, as well as the two signatures of the personnel who made the pick-up. This information was completed for each day.

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

Verification Date:

February 25, 2003

CASH RECEIPTS – HALLE LIBRARY

Recommendation:

We recommend that copy service and client service deposits be taken to the Cashier's Office in accordance with EMU's Departmental Guide.

Client Response:

We agree. Departmental procedures have been updated requiring deposits to be made within 48 hours (two business days) of receipt.

Implementation Status:

Halle Library personnel have written a daily procedure for balancing cash receipts and making the deposit with the Cashier's Office. This procedure is more timely than the 48 hour requirement of the EMU Departmental Guide.

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

Verification Date:

February 25, 2003

Recommendation:

We recommend that these forms be completed in a consistent manner by all staff and supervisors in order to track cash over/short amounts for each employee.

Client Response:

We agree. The necessity of this procedure has been reinforced with the appropriate staff.

Implementation Status:

Halle Library personnel have reinforced the procedure for completing the Shift-To-Shift Tally form with student cashiers. The form for February 1, 2003 was reviewed and found to be complete.

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

Verification Date:
February 25, 2003

14.

Recommendation:

We recommend that a receipt be obtained from the Library client service employee prior to picking up materials from other areas. With this control, no materials will be given out without proper payment.

Client Response:

We agree. This procedure has been implemented.

Implementation Status:

Halle Library personnel have implemented a stronger control than that recommended to insure that payment is received for goods purchased from Client Services. Rather than having to produce a receipt when claiming purchased goods from other areas, the procedure is now to pay for goods when they are ordered. By paying for goods at the time of order, a receipt is not required to prove that payment has been made. Receipt of the goods by Client Services is the proof that payment has been made, and proof of identity is the only requirement necessary to claim the goods.

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

Verification Date:
February 25, 2003

CASH RECEIPTS – LOBBY SHOP

Recommendation:

We recommend that the procedure that requires a supervisor to initial the cash drawer sign in/out log each time a cash drawer is checked in or out be reinforced.

Client Response:

We agree. This procedure has been reinforced with the appropriate supervisors.

Implementation Status:

Review with Lobby Shop personnel proved that the procedure that requires a supervisor to initial the cash drawer sign in/out log each time a cash drawer is checked in or out is being followed.

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

Verification Date:
February 26, 2003

Audit recommendations verified by:

Steve Holda

Assistant to the Vice President for Business & Finance

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

Timing		Budget Hours	Item
Work Pfd	Report		
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
Apr-03	Jun-03	100	Purchasing - General
May-03	Jun-03	80	Purchasing - Food Service
May-03	Jun-03	50	Purchasing - Library
Jun-03	Sep-03	150	HR - Benefits Administration
Jun-03	Sep-03	100	Risk Management
Jul-03	Sep-03	200	Cash Disbursements
Aug-03	Nov-03	80	Parking Revenues/Cash Controls
Various	Various	160	Special Projects
Various	Various	<u>100</u>	Contingencies
		<u><u>1,500</u></u>	

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 3
DATE:
March 18, 2003

RECOMMENDATION

REPORT: GRANTS/CONTRACTS

ACTION REQUESTED

It is recommended that 76 grants and contracts totaling \$2,256,775 for the period 01/01/03 through 02/28/03 be accepted.

SUMMARY

One-hundred percent sponsor-funded grants and contracts in the amount of \$1,252,286 were awarded to the University during the period 01/01/03 through 02/28/03. Grants and contracts awarded to the University that required EMU cost-sharing and/or in-kind contributions totaled \$1,004,489.

Summary of Grants and Contracts (pp. 2-6)
Grants & Contracts Progress Report (p. 7)
January 2003 Proposal Activity (pp. 8-15)
February 2003 Proposal Activity (pp. 16-22)

FISCAL IMPLICATIONS

This action approves allocating University matching funds in the amount of \$100,732 as cash contributions for projects awarded during the period 01/01/03 through 02/28/03, for a fiscal year-to-date total of \$214,995 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

3/18/2003

(Reported for FY 2003)

100% Sponsored

Title Grantor/Contractor	Director	Administrator	Amount
21st Century Community Learning Center Michigan Department of Education	Charles Monsma See attached See attached	Charles Monsma	\$174,397
LinkMichigan Regional Telecommunications Planning Merit Network, Inc.	Yichun Xie	Yichun Xie	\$137,645
Si, Se Puede! (Yes, it can be done!) Michigan Department of Education	Cristina Jose-Kampfner Peggy Daisey	Cristina Jose-Kampfner	\$100,000
School of Police Staff and Command Michigan Department of State Police	Gerald Lawver	Gerald Lawver	\$88,616
SWAP: Source Water Assessment Program - 6th Year Subcontract Michigan State University	Charles Monsma Susan Nicosia	Charles Monsma	\$66,499
Jackson County ESRI Virtual Campus Jackson County	Charles Monsma Diana Cregar	Charles Monsma	\$54,000
School of Cyber Crime Investigation Michigan Department of State Police	Gerald Lawver	Gerald Lawver	\$48,331
Universal Superabrasives - State 03 Michigan Economic Development Corporation	Melanie Ferren	Kerry Keene	\$40,000
School of Computer Forensics Michigan Department of State Police	Gerald Lawver	Gerald Lawver	\$39,016
Yazaki North America Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$34,500
NSF I/U CRC Membership 2002-2003 - Exatec, LLC Exatec	Ted Provder	Ted Provder	\$30,000
NSF I/U CRC Memberhsip - Flint Ink Flint Ink Inc.	Ted Provder	Ted Provder	\$30,000
NSF I/U CRC Memberhsip - Masco R&D MASCO R&D	Ted Provder	Ted Provder	\$30,000
UAW-GM UAW-GM Center for Human Resources	Pamela Hill	Arlene Cook	\$25,750
American Axle & Manufacturing American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$25,500
International Truck & Engine Navistar International Transportation Corp.	Barbara Hopkins	Barbara Hopkins	\$24,720
Transportation, Design & Manufacturing Transportation, Design & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$20,400
Ford Motor Company Ford Motor Co.	Barbara Hopkins	Barbara Hopkins	\$17,550
American Axle & Manufacturing American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$17,100
Yazaki North America Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$14,700

2.

Title	Director	Administrator	Amount
Grantor/Contractor Visteon Corporation Visteon Corporation	Barbara Hopkins	Barbara Hopkins	\$14,560
Universal Superabrasives - Employer 03 Universal Superabrasive	Melanie Ferren	Kerry Keene	\$13,334
International Truck & Engine International Truck & Engine Corp.	Barbara Hopkins	Barbara Hopkins	\$13,250
GIS/Autism Computer Equipment Doug Flutie, Jr. Foundation for Autism, Inc.	Charles Monsma	Charles Monsma	\$12,000
Additional funding for Schoolcraft College Small Business Development Center satellite office Grand Valley State University	Richard King	Richard King	\$10,000
UAW-Ford National Joint Committee on Health & Safety UAW-Ford National Joint Committee Health & Safety	Pamela Hill	Ronald Kerrigan	\$9,820
The Optics Project on the Web (WebTOP) Mississippi State University	Ernest Behringer	Ernest Behringer	\$9,717
Mayco Plastic Mayco Plastics	Barbara Hopkins	Barbara Hopkins	\$9,600
Intier Ontegra Intier Automotive, Farmington Hills MI	Barbara Hopkins	Barbara Hopkins	\$9,600
Ford Motor Company Ford Motor Co.	Barbara Hopkins	Barbara Hopkins	\$9,300
Career and Technical Teacher Education Program Improvement Michigan Department of Career Development	David Boggs	David Boggs	\$8,343
Mayco Plastic Mayco Plastics	Barbara Hopkins	Barbara Hopkins	\$7,350
MDSMap MDSMap	Pamela Hill	Arlene Cook	\$7,200
Professional Development Training for Washtenaw County Library Washtenaw County Government	Charles Monsma	Charles Monsma	\$7,200
American Axle & Manufacturing American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$6,940
Colfor Manufacturing Colfor Manufacturing	Barbara Hopkins	Barbara Hopkins	\$6,600
Amendment No. 2, Warren Conner project Warren Conner Development Coalition, Inc.	Yichun Xie	Yichun Xie	\$6,240
Great Lakes Steel Corporation Great Lakes Steel Corporation	Pamela Hill	Pamela Sidney	\$6,000
DaimlerChrysler Daimler/Chrysler Corporation	Pamela Hill	Ronald Kerrigan	\$5,600
Validation of the American School Food Service Association "Keys to Excellence" Document Using a Randomly Selected Group of School Foodservice American School Food Service Assn	Alice Jo Rainville	Alice Jo Rainville	\$5,111
Yazaki North America Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$5,100
Texaco Ovonic Battery Texaco Ovonic Battery	Barbara Hopkins	Barbara Hopkins	\$5,100

3.

Title Grantor/Contractor	Director	Administrator	Amount
Colfor Manufacturing Colfor Manufacturing	Barbara Hopkins	Barbara Hopkins	\$5,100
Visteon Corporation Visteon Corporation	Barbara Hopkins	Barbara Hopkins	\$5,100
Transportation, Design & Manufacturing Transportation, Design & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$5,100
Transportation, Design & Manufacturing Transportation, Design & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$5,100
The Musical Tradition of the Eastern European Synagogue S. L. Westerman Foundation	Sylvan Kalib	Sylvan Kalib	\$5,000
Great Lakes Steel Corporation Great Lakes Steel Corporation	Pamela Hill	Pamela Sidney	\$3,275
Yazaki N A (Schoolcraft College) Schoolcraft College	Barbara Hopkins	Barbara Hopkins	\$2,850
Mayco Plastic Mayco Plastics	Barbara Hopkins	Barbara Hopkins	\$2,850
Arcadia G&M, Inc. Arcadis G&M, Inc.	Pamela Hill	Arlene Cook	\$2,250
National Safety Council-S. Florida Chapter National Safety Council of South Florida	Pamela Hill	Pamela Sidney	\$1,750
Texas Encore Materials---Injection Molding Equipment Usage--September 2002 - January 2003 Texas Encore Materials, Inc.	Erik Lokensgard	Daniel Fields	\$1,150
NSF International- -Injection Molding Equipment Usage NSF International	Erik Lokensgard	Daniel Fields	\$1,100
National Safety Council-South Florida Chapter National Safety Council of South Florida	Pamela Hill	Pamela Sidney	\$1,000
St. Paul Catholic School Evaluation St. Paul Catholic Church	Peggy Wienczek	Peggy Wienczek	\$800
Small Contract for TechnoTrim Division of Johnson Controls Johnson Controls	Julie Becker	Julie Becker	\$710
Added funds for Sanilac County project Sanilac County	Yichun Xie	Yichun Xie	\$622
Small contract for Tex-Shield, January 2003 Tex-Shield, Washington D.C	Julie Becker	Julie Becker	\$600
St. Paul Catholic School Survey St. Paul Catholic Church	Peggy Wienczek John Benci	Peggy Wienczek	\$500
NSF International -- -Injection Molding Equipment Usage--January 2003 NSF International	Erik Lokensgard	Daniel Fields	\$325
Small contract for Tex-Shield, January 24, 2003 Tex-Shield, Washington D.C	Julie Becker	Julie Becker	\$245
Small contract for Universal Lettering, February 2003 Universal Lettering, Van Wert, Ohio	Julie Becker	Julie Becker	\$170

63 Grants and Contracts for a total of: \$1,252,286

4.

Eastern Michigan University
Summary of Grants and Contracts

3/18/2003

(Reported for FY 2003)

Requiring EMU Matching Funds

Title	Director	Administrator	EMU In-kind	EMU Cash	Sponsor	Total
Small Business and Technology Development Center, Region 9 Host, 2003	Richard King	Richard King	\$308,044	\$84,185	\$445,000	\$837,229
Grand Valley State University						
Comprehensive Regional Assistance Center Satellite: Year 8 Continuation	Phyllis Noda John Boyless	Phyllis Noda	\$106,172		\$166,960	\$273,132
University of Wisconsin-Madison						
Stony Creek Watershed Plan	Joseph Ohren Kevin Gustavson	Charles Monsma	\$80,582	\$700	\$180,000	\$261,282
Michigan Dept of Environmental Quality	See attached for complete IDC split					
Title IIA: Teachers Learning Together: Improving Mathematics Teachers' Content and Pedagogical Skills through Lesson Study	Barbara Leopard Joanne Caniglia	Elaine Richards	\$25,895		\$91,983	\$117,878
Michigan Department of Education						
Building Social Studies Achievement through Literacy Activities	Russell Olwell	Russell Olwell	\$7,357		\$78,593	\$85,950
Michigan Department of Education						
Developing an Ecology for Preparing Tomorrow's Teachers for Technology, Year 2	Ellen Hoffman Nancy Copeland	Ellen Hoffman	\$37,616		\$17,453	\$55,069
Spring Arbor University						
World Values Survey /Bank of Sweden Foundation support for Cairo Conference February 2003	Mansoor Moaddel	Mansoor Moaddel	\$5,160		\$12,000	\$17,160
World Values Survey/Bank of Sweden Fdtn						
Lep T-Net Year Five	Phyllis Noda Stuart Karabenick	Phyllis Noda	\$0	\$10,718		\$10,718
U.S. Department of Education						
Historic Preservation GA to Mannik & Smith, Maumee Ohio	Ted Ligibel	Ted Ligibel	\$3,675		\$4,500	\$8,175
Mannik & Smith						
The Government and Politics of Canada: Canada - U.S. Perspectives on Civic Engagement	Bernard O'Connor	Bernard O'Connor	\$0	\$4,052	\$3,750	\$7,802
Canadian Embassy						
Classroom to Community - University Members Becoming Community Leaders	Chris Foreman Peggy Harless	Peggy Harless	\$2,000		\$2,000	\$4,000
Michigan Campus Compact						
Eastern Michigan University Write-Link High School Outreach Project	Melissa Motschall Ann Blakeslee	Melissa Motschall	\$750	\$1,077	\$1,750	\$3,577
Michigan Campus Compact						

5.

Title	Director	Administrator	EMU In-kind	EMU Cash	Sponsor	Total
Funding Agency						
Issues Day--Eastern Michigan University	Peggy Harless	Peggy Harless	\$593		\$500	\$1,093
Michigan Campus Compact	Alena Frey					
13	Grants/Contracts for a total of:		\$577,844	\$100,732	\$1,004,489	\$1,683,065

GRANTS AND CONTRACTS
FY 2003 PROGRESS REPORT
 March 18, 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	337	322	(15)	480	320	299	(21)	23
Number of Awards	394	263	244	(19)	351	234	230	(4)	14
Dollar Value of Awards	\$16,515,000	\$11,010,000	\$8,810,657	(\$2,199,343)	\$16,500,000	\$11,000,000	\$10,954,153	(\$145,847)	(\$2,043,496)
Matching Funds	\$361,652	\$241,101	\$214,995	(\$26,106)	\$361,652	\$241,101	\$219,966	(\$21,135)	(\$4,971)

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

	Dollar Value	Budgeted Expenditures by Fiscal Year		
		FY02-03	FY03-04	FY05-06
FY02-03 Awards to Date	\$8,810,657	\$6,074,423	\$2,539,146	\$64,374
FY02-03 Matching Funds to Date	\$214,995	\$152,672	\$62,264	\$0

Table III Grant and Contract Expenditures

	FY02-03	FY01-02	FY02-03 vs FY01-02 Variance
Expenditures to Date as of January 31	\$5,886,469	\$7,079,904	(1,193,435)

Table IV Proposals Pending

	FY02-03	FY01-02	FY02-03 vs FY01-02 Variance
No. of Pending Proposals as of February 28	90	108	(18)
Dollar Value of Pending Proposals	\$20,945,668	\$15,841,571	\$5,104,097

7.

EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 03/18/2003

Grant/Contract Activity for January 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030747	American Axle & Manufacturing	Center for Quality	Awarded 1/31/2003	\$17,100	\$17,100
20030748	American Axle & Manufacturing	Center for Quality	Awarded 1/31/2003	\$6,940	\$6,940
20030740	Color Manufacturing	Center for Quality	Awarded 1/31/2003	\$6,600	\$6,600
20030703	Daimler/Chrysler Corporation	Center for Organizational Risk Reduction	Awarded 1/29/2003	\$5,600	\$5,600
20030723	Doug Flutie, Jr. Foundation for Autism, Inc.	ICARD	Awarded 1/28/2003	\$12,000	\$12,000
20030712	Flint Ink Inc.	Coatings Research Institute	Awarded 1/31/2003	\$30,000	\$30,000
20030744	Ford Motor Co.	Center for Quality	Awarded 1/31/2003	\$17,550	\$17,550
20030745	Ford Motor Co.	Center for Quality	Awarded 1/31/2003	\$9,300	\$9,300
20030701	Grand Valley State University	Office of the Dean of Business	Awarded 1/29/2003	\$445,000	\$445,000
20030737	Grand Valley State University	Office of the Dean of Business	Awarded 1/31/2003	\$10,000	\$10,000
20030752	Great Lakes Steel Corporation	Center for Organizational Risk Reduction	Awarded 1/31/2003	\$6,000	\$6,000
20030753	Great Lakes Steel Corporation	Center for Organizational Risk Reduction	Awarded 1/31/2003	\$3,275	\$3,275
20030713	MASCO R&D	Coatings Research Institute	Awarded 1/31/2003	\$30,000	\$30,000
20030741	Mayco Plastics	Center for Quality	Awarded 1/31/2003	\$9,600	\$9,600
20030742	Mayco Plastics	Center for Quality	Awarded 1/31/2003	\$2,850	\$2,850
20030743	Mayco Plastics	Center for Quality	Awarded 1/31/2003	\$7,350	\$7,350
20030501	Michigan Campus Compact	American Humanities Campus Life	Awarded 1/28/2003	\$2,000	\$2,000
20030502	Michigan Campus Compact	English Language & Literature	Awarded 1/28/2003	\$1,750	\$1,750

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR JANUARY 2003

81

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030430	Michigan Department of Education	Mathematics	Awarded 1/28/2003	\$91,983	\$91,983
20030431	Michigan Department of Education	Teacher Education	Awarded 1/29/2003	\$100,000	\$100,0
20030435	Michigan Department of Education	History & Philosophy	Awarded 1/28/2003	\$78,593	\$78,593
20030725	Michigan Department of Education	ICARD	Awarded 1/28/2003	\$174,397	\$174,397
20030102	Michigan Department of State Police	Interdisciplinary Technology	Awarded 1/29/2003	\$88,616	\$88,616
20030103	Michigan Department of State Police	Interdisciplinary Technology	Awarded 1/29/2003	\$39,016	\$39,016
20030104	Michigan Department of State Police	Interdisciplinary Technology	Awarded 1/29/2003	\$48,331	\$48,331
20020514	Michigan Dept of Environmental Quality	Political Science Geography & Geology	Awarded 1/29/2003	\$180,000	\$180,000
20030707	Michigan Economic Development Corporation	Workforce Education	Awarded 1/14/2003	\$40,000	\$40,000
20030715	Michigan State University	ICARD	Awarded 1/31/2003	\$66,499	\$66,499
20030751	National Safety Council of South Florida	Center for Organizational Risk Reduction	Awarded 1/31/2003	\$1,000	\$1,0
20030754	National Safety Council of South Florida	Center for Organizational Risk Reduction	Awarded 1/31/2003	\$1,750	\$1,750
20030733	NSF International	Industrial Technology	Awarded 1/30/2003	\$325	\$325
20030716	Spring Arbor University	Teacher Education	Awarded 1/15/2003	\$17,453	\$17,453
20030702	St. Paul Catholic Church	ISCFC	Awarded 1/14/2003	\$500	\$500
20030719	Tex-Shield, Washington D.C	Textiles Research & Training Institute	Awarded 1/30/2003	\$600	\$600
20030728	Tex-Shield, Washington D.C	Textiles Research & Training Institute	Awarded 1/30/2003	\$245	\$245
20030750	Texaco Ovonic Battery	Center for Quality	Awarded 1/31/2003	\$5,100	\$5,100
20030734	Texas Encore Materials, Inc.	Industrial Technology	Awarded 1/30/2003	\$1,150	\$1,150
20030601	U.S. Department of Education	BBTEP Psychology	Awarded 1/31/2003		

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR JANUARY 2003

9.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030704	UAW-GM Center for Human Resources	Center for Organizational Risk Reduction	Awarded 1/29/2003	\$25,750	\$25,750
20030706	Universal Superabrasive	Workforce Education	Awarded 1/14/2003	\$13,334	\$13,334
20030421	World Values Survey/Bank of Sweden Fdm	Sociology, Anthropology and Criminology	Awarded 1/22/2003	\$12,000	\$12,000
20030739	Yazaki North America	Center for Quality	Awarded 1/31/2003	\$2,850	\$2,850
20030746	Yazaki North America	Center for Quality	Awarded 1/31/2003	\$34,500	\$34,500
20030749	Yazaki North America	Center for Quality	Awarded 1/31/2003	\$5,100	\$5,100
20030317	Canadian Embassy	Foreign Languages & Bilingual Studies	Denied 1/13/2003	\$10,000	\$0
20020344	Chase Manhattan Foundation	National Institute for Consumer Education	Denied 1/14/2003	\$85,354	\$0
20020621	Chase Manhattan Foundation	National Institute for Consumer Education	Denied 1/14/2003	\$15,892	\$0
20030301	City of Toledo	Geography & Geology	Denied 1/20/2003	\$8,400	\$0
20020112	Coca Cola Foundation	Social Work	Denied 1/20/2003	\$34,975	\$0
20020117	Dearborn Public Schools	History & Philosophy	Denied 1/14/2003	\$199,068	\$0
20020226	International Association of Chiefs of Police	Public Safety	Denied 1/14/2003	\$5,000	\$0
20020203	Medical College of Toledo	Associated Health Professions	Denied 1/14/2003	\$86,087	\$0
20030432	Michigan Department of Education	Chemistry	Denied 1/31/2003	\$100,000	\$0
20030436	Michigan Department of Education	Office of the Dean of Arts & Sciences Psychology	Denied 1/31/2003	\$86,929	\$0
20030604	Michigan Department of Education	ISCFC Social Work	Denied 1/17/2003	\$117,016	\$0
20030411	Michigan Economic Development Corporation	Coatings Research Institute	Denied 1/31/2003	\$53,484	\$0
20030412	Michigan Economic Development Corporation	Coatings Research Institute	Denied 1/31/2003	\$35,625	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR JANUARY 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	10 Amount Awarded
20030756	Michigan Economic Development Corporation	Coatings Research Institute	Denied 1/31/2003	\$60,000	\$0
20021008	National Board of Professional Teaching Standards	English Language & Literature	Denied 1/14/2003	\$25,258	
20020539	National Council on Economic Education	National Institute for Consumer Education	Denied 1/14/2003	\$4,850	\$0
20021118	National Institute of Mental Health	Sociology, Anthropology and Criminology	Denied 1/14/2003	\$124,000	\$0
20020407	National Science Foundation	Industrial Technology Business & Technology Education	Denied 1/14/2003	\$188,318	\$0
20021135	National Science Foundation	Interdisciplinary Technology	Denied 1/14/2003	\$75,000	\$0
20030210	National Science Foundation	Interdisciplinary Technology	Denied 1/17/2003	\$80,035	\$0
20030215	National Science Foundation	Institute for Geospatial Research & Education (IGRE)	Denied 1/31/2003	\$299,994	\$0
20020307	The Consumer Protection Fund	National Institute for Consumer Education	Denied 1/14/2003	\$55,999	\$0
20020512	Trinity Community Health Fund (TCHF)	Teacher Education Social Work	Denied 1/14/2003	\$200,000	\$0
20020515	U.S. Department of Agriculture	HECR Chemistry	Denied 1/14/2003	\$300,000	
20020919	U.S. Department of Education	National Institute for Consumer Education	Denied 1/14/2003	\$306,038	\$0
20020208	U.S. Department of Justice	National Institute for Consumer Education	Denied 1/20/2003	\$191,736	\$0
20021106	University of Michigan	Psychology	Denied 1/14/2003	\$6,821	\$0
20020705	Wayne State University	Political Science	Denied 1/14/2003	\$139,590	\$0
20020740	Wayne State University	Biology	Denied 1/9/2003	\$167,397	\$0
20030606	American Councils for International Education	Teacher Education	Pending	\$18,023	\$0
20030607	American Lung Association	Biology	Pending	\$35,000	\$0
20030714	American School Food Service Assn	HECR	Pending	\$5,111	\$0
20021112	Ann Arbor Center for Independent Living	African American Studies	Pending	\$10,500	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR JANUARY 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030504	Braitmayer Foundation	Teacher Education	Pending	\$9,900	\$0
20030335	Canadian Embassy	Geography & Geology	Pending	\$9,245	\$0
20030520	Canadian Embassy	Political Science	Pending	\$4,491	\$0
20030216	Coca Cola, USA	Coatings Research Institute	Pending	\$46,216	\$0
20030516	Council of Graduate Schools, Washington DC	Biology	Pending	\$52,000	\$0
20020725	DSM Research	Coatings Research Institute	Pending	\$74,999	\$0
20030308	DuPont Automotive Products	Industrial Technology	Pending	\$59,059	\$0
20030727	DuPont Automotive Products	Coatings Research Institute	Pending	\$30,000	\$0
20030622	Endangered Languages Documentation Program	English Language & Literature	Pending	\$234,620	\$0
20020737	Environmental Protection Agency	Biology	Pending	\$55,992	\$0
20021053	Environmental Protection Agency	CEITA	Pending	\$3,000	\$0
20021111	Environmental Protection Agency	Institute for Geospatial Research & Education (IGRE)	Pending	\$89,917	\$0
20030424	Exatec	Coatings Research Institute	Pending	\$30,000	\$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
20030613	Hudson-Webber	ISCFC	Pending	\$33,832	\$0
20030625	Lenawee County Intermediate School District	Institute for Geospatial Research & Education (IGRE) Office of Collaborative Education	Pending	\$799,843	\$0
20030720	Mailman Foundation	Teacher Education Associated Health Professions	Pending	\$50,115	\$0
20030708	Marine Safety Foundation	Center for Organizational Risk Reduction	Pending	\$83,762	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR JANUARY 2003

12.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030508	Michigan Department of Career Development	Business & Technology Education	Pending	\$8,343	\$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
20030623	Michigan Department of Education	Special Education	Pending	\$288,109	\$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
20021120	Mississippi State University	Physics & Astronomy	Pending	\$9,717	\$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
20030334	National Endowment for the Humanities	History & Philosophy	Pending	\$125,367	\$0
20030428	National Institutes of Health	Psychology	Pending	\$1,426,590	\$0
20030409	National Programs Center	Workforce Education	Pending	\$733,358	\$0
20030225	National Science Foundation	Sociology, Anthropology and Criminology	Pending	\$99,486	\$0
20030313	National Science Foundation	Chemistry	Pending	\$195,096	\$0
20030318	National Science Foundation	Physics & Astronomy	Pending	\$101,499	\$0
20030414	National Science Foundation	Geography & Geology Institute for Geospatial Research & Education (IGRE)	Pending	\$899,784	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR JANUARY 2003

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
20030422	National Science Foundation	HECR Textiles Research & Training Institute	Pending	\$137,124	\$0
20030426	National Science Foundation	Coatings Research Institute	Pending	\$99,613	\$0
20030503	National Science Foundation	Mathematics	Pending	\$173,649	\$0
20030526	National Science Foundation	Physics & Astronomy	Pending	\$164,045	\$0
20030530	National Science Foundation	Chemistry	Pending	\$141,262	\$0
20030626	National Science Foundation	Biology	Pending	\$328,157	\$0
20030721	National Science Foundation	Biology	Pending	\$410,255	\$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
20020730	Society of Manufacturing Engineers	Coatings Research Institute	Pending	\$15,000	\$0
20030407	Southeast Michigan Council of Governments	Political Science	Pending	\$2,000	\$0
20030417	State University of West Georgia	Biology	Pending	\$60,516	\$0
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

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR JANUARY 2003

14.

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030112	U.S. Department of Education	ICARD	Pending	\$229,368	\$0
20030605	U.S. Department of Education	Upward Bound	Pending	\$2,265,686	
20030315	U.S. Department of State	Sociology, Anthropology and Criminology	Pending	\$113,278	\$0
20021134	U.S. Geological Survey	Institute for Geospatial Research & Education (IGRE)	Pending	\$8,928	\$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
20021119	University of Michigan	HECR	Pending	\$274,476	\$0
20030624	University of Michigan	Teacher Education	Pending	\$216,273	\$0
20030402	University of South Florida	ISCFC	Pending	\$90,749	\$0
20030525	University of Wisconsin-Madison	BBTEP Interdisciplinary Technology	Pending	\$166,960	\$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	
20030429	West Virginia University	Biology	Pending	\$24,519	\$0

Quantity of Awards: 44
Sum of Awards: \$1,652,007

Quantity of Pending: 0
Quantity of Denied: 29

15

EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 03/18/2003

Grant/Contract Activity for February 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030831	American Axle & Manufacturing	Center for Quality	Awarded 2/26/2003	\$25,500	\$25,500
20030714	American School Food Service Assn	HECR	Awarded 2/13/2003	\$5,111	\$5,111
20030840	Arcadis G&M, Inc.	Center for Organizational Risk Reduction	Awarded 2/27/2003	\$2,250	\$2,250
20030520	Canadian Embassy	Political Science	Awarded 2/17/2003	\$3,750	\$3,750
20030832	Colfor Manufacturing	Center for Quality	Awarded 2/26/2003	\$5,100	\$5,100
20030424	Exatec	Coatings Research Institute	Awarded 2/27/2003	\$30,000	\$30,000
20030829	International Truck & Engine Corp.	Center for Quality	Awarded 2/26/2003	\$13,250	\$13,250
20030830	Intier Automotive, Farmington Hills MI	Center for Quality	Awarded 2/26/2003	\$9,600	\$9,600
20030843	Jackson County	ICARD	Awarded 2/28/2003	\$54,000	\$54,000
20030809	Johnson Controls	Textiles Research & Training Institute	Awarded 2/28/2003	\$710	\$710
20030812	Mannik & Smith	Geography & Geology	Awarded 2/13/2003	\$4,500	\$4,500
20030817	MDSMap	Center for Organizational Risk Reduction	Awarded 2/25/2003	\$7,200	\$7,200
20030219	Merit Network, Inc.	Institute for Geospatial Research & Education (IGRE)	Awarded 2/28/2003	\$137,645	\$137,645
20030731	Michigan Campus Compact	Campus Life	Awarded 2/27/2003	\$500	\$500
20030508	Michigan Department of Career Development	Business & Technology Education	Awarded 2/11/2003	\$8,343	\$8,343
20021120	Mississippi State University	Physics & Astronomy	Awarded 2/25/2003	\$9,717	\$9,717
20030826	Navistar International Transportation Corp.	Center for Quality	Awarded 2/26/2003	\$24,720	\$24,720
20030842	NSF International	Industrial Technology	Awarded 2/28/2003	\$1,100	\$1,100

16

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030811	S. L. Westerman Foundation	Music	Awarded 2/28/2003	\$5,000	\$5,000
20030815	Sanilac County	Institute for Geospatial Research & Education (IGRE)	Awarded 2/25/2003	\$622	\$622
20030816	St. Paul Catholic Church	ISCFC	Awarded 2/20/2003	\$800	\$800
20030827	Transportation, Design & Manufacturing	Center for Quality	Awarded 2/26/2003	\$20,400	\$20,400
20030835	Transportation, Design & Manufacturing	Center for Quality	Awarded 2/26/2003	\$5,100	\$5,100
20030836	Transportation, Design & Manufacturing	Center for Quality	Awarded 2/26/2003	\$5,100	\$5,100
20030818	UAW-Ford National Joint Committee Health & Safety	Center for Organizational Risk Reduction	Awarded 2/25/2003	\$9,820	\$9,820
20030820	Universal Lettering, Van Wert, Ohio	Textiles Research & Training Institute	Awarded 2/25/2003	\$170	\$170
20030525	University of Wisconsin-Madison	BBTEP Interdisciplinary Technology	Awarded 2/28/2003	\$166,960	\$166,960
20030828	Visteon Corporation	Center for Quality	Awarded 2/26/2003	\$14,560	\$14,560
20030834	Visteon Corporation	Center for Quality	Awarded 2/26/2003	\$5,100	\$5,100
20030801	Warren Conner Development Coalition, Inc.	Institute for Geospatial Research & Education (IGRE)	Awarded 2/17/2003	\$6,240	\$6,240
20030819	Washtenaw County Government	ICARD	Awarded 2/28/2003	\$7,200	\$7,200
20030833	Yazaki North America	Center for Quality	Awarded 2/26/2003	\$14,700	\$14,700
20011281	Canton Public Library	Political Science	Denied 2/14/2003	\$8,769	\$0
20020725	DSM Research	Coatings Research Institute	Denied 2/14/2003	\$74,999	\$0
20030613	Hudson-Webber	ISCFC	Denied 2/19/2003	\$33,832	\$0
20030414	National Science Foundation	Geography & Geology Institute for Geospatial Research & Education (IGRE)	Denied 2/26/2003	\$899,784	\$0
20020730	Society of Manufacturing Engineers	Coatings Research Institute	Denied 2/14/2003	\$15,000	\$0
20011282	U.S. Department of Justice	National Institute for Consumer Education	Denied 2/14/2003	\$118,576	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR FEBRUARY 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
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
20030504	Braitmayer Foundation	Teacher Education	Pending	\$9,900	\$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
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
20030622	Endangered Languages Documentation Program	English Language & Literature	Pending	\$234,620	\$0
20020737	Environmental Protection Agency	Biology	Pending	\$55,992	\$0
20021053	Environmental Protection Agency	CEITA	Pending	\$3,000	\$0
20021111	Environmental Protection Agency	Institute for Geospatial Research & Education (IGRE)	Pending	\$89,917	\$0
20020721	Flint Greater Eastside Community Assoc	Institute for Diversity in Business Services	Pending	\$33,916	\$0
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	\$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

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR FEBRUARY 2003

181

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
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	
20030720	Mailman Foundation	Teacher Education Associated Health Professions	Pending	\$50,115	\$0
20030708	Marine Safety Foundation	Center for Organizational Risk Reduction	Pending	\$83,762	\$0
20030755	Michigan Council for the Arts	WEMU Radio	Pending	\$4,000	\$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
20030623	Michigan Department of Education	Special Education	Pending	\$288,109	\$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
20020303	National Endowment for the Humanities	African American Studies	Pending	\$5,000	\$0
20030334	National Endowment for the Humanities	History & Philosophy	Pending	\$125,367	\$0
20030732	National Inst. of Child Health & Human Dev.	ISCFC Teacher Education	Pending	\$143,000	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR FEBRUARY 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	19. Amount Awarded
20030428	National Institutes of Health	Psychology	Pending	\$1,426,590	\$0
20030409	National Programs Center	Workforce Education	Pending	\$733,358	\$0
20030225	National Science Foundation	Sociology, Anthropology and Criminology	Pending	\$99,486	\$0
20030313	National Science Foundation	Chemistry	Pending	\$195,096	\$0
20030318	National Science Foundation	Physics & Astronomy	Pending	\$101,499	\$0
20030418	National Science Foundation	Coatings Research Institute	Pending	\$97,016	\$0
20030419	National Science Foundation	Interdisciplinary Technology Coatings Research Institute	Pending	\$97,046	\$0
20030422	National Science Foundation	HECR Textiles Research & Training Institute	Pending	\$137,124	\$0
20030426	National Science Foundation	Coatings Research Institute	Pending	\$99,613	\$0
20030503	National Science Foundation	Mathematics	Pending	\$173,649	\$0
20030526	National Science Foundation	Physics & Astronomy	Pending	\$164,045	\$0
20030530	National Science Foundation	Chemistry	Pending	\$141,262	\$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

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR FEBRUARY 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	20 Amount Awarded
20030808	National Wildlife Federation	Biology	Pending	\$7,000	\$0
20030519	National Writing Project	English Language & Literature	Pending	\$38,000	
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
20030407	Southeast Michigan Council of Governments	Political Science	Pending	\$2,000	\$0
20030417	State University of West Georgia	Biology	Pending	\$60,516	\$0
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	
20030112	U.S. Department of Education	ICARD	Pending	\$229,368	\$0
20030605	U.S. Department of Education	Upward Bound	Pending	\$2,265,686	\$0
20030315	U.S. Department of State	Sociology, Anthropology and Criminology	Pending	\$113,278	\$0
20021134	U.S. Geological Survey	Institute for Geospatial Research & Education (IGRE)	Pending	\$8,928	\$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
20021119	University of Michigan	HECR	Pending	\$274,476	\$0
20030624	University of Michigan	Teacher Education	Pending	\$216,273	\$0

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR FEBRUARY 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	21- Amount Awarded
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
20030429	West Virginia University	Biology	Pending	\$24,519	\$0

Quantity of Awards: 32
Sum of Awards: \$604,768

Quantity of Pending: 90
Quantity of Denied: 6

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 4

DATE:

March 18, 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 February 27, 2003.

STAFF SUMMARY

The New Student Union Project including the demolition of Pine Grove and the renovation of McKenny Union is underway with Requests for Qualifications being submitted and reviewed in March. The bid process includes submission of Requests for Proposals in March by a select list of qualified teams. The schedule is being followed with anticipated ground breaking in June 2003, and an anticipated completion date of July 2005 for the student union phase. The renovation of McKenny Union is scheduled to commence directly after vacating the existing building and the move into the new facility.

Pollock Design Associates of Ann Arbor, Michigan have been selected to assist the University in developing a Campus Master Plan. The process is expected to take ten months. A series of open sessions will be scheduled to assure input from campus and community stakeholders.

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
FEBRUARY 27, 2003

<u>PROJECTS IN PROGRESS</u>	<u>BUDGET</u>
<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 95% complete. Must reseed lawn when weather permits. Scheduled Completion: March 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: Contract has been awarded with initial plan review meeting being established. Scheduled Completion: September 2003</p>	\$87,000
<p>CREW TRAINING ROOM RENOVATIONS Account No:U16600 Source of Funds: Facility Reserves Design Consultant: Physical Plant Project Manager: John Havranek Status: Project is complete.</p>	\$93,000
<p>HOYT EMPORIUM PHASE II Account No: U09700 Source of Funds: Housing & Dining Reserves Design Consultant: Angelini & Associates Project Manager: Joe Hickey Status: Project is complete.</p>	\$821,600
<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
<p>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</p>	\$60,000
<p>NEW STUDENT UNION Account No: TBD Source of Funds: Bonds Design Consultant: TBD Project Manager: Aaron Preston Status: Request for Qualifications are being submitted in Feb. The Request for Proposals will be available in March, as scheduled. The project includes demolition of Pine Grove Apartments and the renovation of the McKenny Union building. Scheduled Completion: 2006</p>	\$45,000,000

2.

EASTERN MICHIGAN UNIVERSITY
CONSTRUCTION PROJECTS PROGRESS REPORT
FEBRUARY 27, 2003

<u>PROJECTS IN PROGRESS</u>	<u>BUDGET</u>
PARKING AND PAVING 2003 Account No: U19050 Source of Funds: Bond Proceeds Design Consultant: Becket & Raeder, Walbridge Aldinger Project Manager: Aaron Preston Status: Surface lots are complete. The B&F Building has been removed. Softball field construction is in progress. Scheduled Completion: September 2003	\$6,644,000
QUIRK FIRE ALARM SYSTEM REPLACEMENT Account No: U22500 Source of Funding: Asset Preservation Design Consultant: DiClemente Siegel Project Manager: Ray Sowers Status: Engineering Design in progress 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 95% complete Scheduled Completion: March 2003	\$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 APARTMENT RENOVATION Account No.: A03350, A03450, A03400, A03300 Source of funds: Housing and Dining reserves Design Consultant: n/a Project Manager: Joe Hickey Ongoing upgrade and modernization of 40-50 apartments per year. Status: Implementation upon vacancies throughout the year. Scheduled Completion: Project is on-going	\$275,000
UNIVERSITY HOUSE Account No: 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: May 2003	\$3,500,000
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

EASTERN MICHIGAN UNIVERSITY
CONSTRUCTION PROJECTS PROGRESS REPORT
FEBRUARY 27, 2003

3,

PROJECTS IN PROGRESS

13/2 POWER LINES EXPANSION

Account No: U04900

Source of Funds: Utilities

Design Consultants: Commonwealth Assoc.

Project Manager: Ray Sowers

Status: Installation of 13/2 power lines and telephone/data/cable lines to begin in February. EMU contract bid complete.

Scheduled Completion: April 2003

BUDGET

\$160,000

TOTAL PROJECTS IN PROGRESS

\$57,549,600

DEVELOPING PROJECTS

Mark Jefferson Renewal

Pray-Harroid Modernization/Renovation

Pray-Harroid Modernization/Renovation

BOARD OF REGENTS

EASTERN MICHIGAN UNIVERSITY

SECTION: 5

DATE:

March 18, 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 February 28, 2003 be received and placed on file.

STAFF SUMMARY

The Student Accounts Receivable Ratio Analysis reflects that the February 28, 2003 net receivable balance is \$10,943,000 or 8.81 percent of revenue as compared to \$10,508,000 or 9.34 percent of revenue as of February 28, 2002, which is a .53 percent decrease. The report shows a decrease of .69 percent as compared to the five year average of 9.50 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	5 Year Average Percent	Revenue	Net Receivable	5 Year Average Percent
July	\$ *	\$ *	*	\$	\$	*
August	55,113	31,922	57.92%	53,949	49,708	92.14%
September	58,088	22,627	38.95%	60,783	29,549	48.61%
October	58,900	12,758	21.66%	63,937	19,313	30.21%
November	59,130	10,911	18.45%	64,898	12,540	19.32%
December	107,205	21,402	19.96%	97,391	45,709	46.93%
January	111,791	15,583	13.94%	116,363	13,239	11.38%
February	112,511	10,508	9.34%	123,673	15,498	12.53%
March	113,171	7,706	6.81%	124,215	10,943	8.81%
April	122,850	13,446	10.94%			
May	123,352	7,536	6.11%			
June	123,373	5,800	4.70%			

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

Eastern Michigan University
 Student Accounts Receivable Reports
 For Month Ended February 28, 2003

Aging Report

	Current	60-120 Days	121-180 Days	181-360 Days	Total
Gross Receivable	\$4,803,976	\$4,082,637	\$1,187,597	\$2,219,937	\$12,294,148
Allowance	135,077	202,615	337,692	675,384	1,350,768
Net Receivable	\$4,668,900	\$3,880,022	\$849,905	\$1,544,554	\$10,943,380
2/28/02 Balance	\$4,072,064	\$4,433,262	\$823,854	\$1,179,100	\$10,508,279

Revenue Summary

	Fiscal Year To Date	Prior Year To Date	Variance
<u>General Fund Revenue</u>			
Tuition & Required Fees	\$98,802,285	\$88,097,486	12.15%
Other Student Fees	2,489,366	2,698,295	-7.74%
Total	101,291,651	90,795,781	11.56%
<u>Other Funds Revenue</u>			
Room & Board	20,863,989	19,993,356	4.35%
Miscellaneous	2,058,881	1,721,509	19.60%
Total	22,922,869	21,714,865	5.56%
Total Revenue	\$124,214,520	\$112,510,646	10.40%

Eastern Michigan University
 Student Accounts Receivable
 Collection Agency Inventory
 For Month Ended February 28, 2003

Agency	Cumulative Inventory @ February 2003	Cumulative Inventory @ February 2002
AssetCare	\$1,717	\$31,869
Credit Bureau of Ypsilanti	1,853,583	1,993,097
Enterprise Recovery	3,060,934	2,645,471
General Revenue Corporation	1,928,326	1,748,652
H. W. Ketchum Collection	429,555	1,001,551
Immediate Credit Recovery	(8,302)	1,565
National Enterprise Systems	1,315,535	819,696
World Credit, Inc.	684	144,479
TOTALS	\$8,582,032	\$8,386,380
Five Year Revenue	\$551,366,353	\$506,011,594
Five Year % of Revenue	1.56%	1.66%

Eastern Michigan University
Collection Agency Comparison

Net Assignments

Agency	Y-T-D February 2003	Y-T-D February 2002
AssetCare	1,717	-
Credit Bureau of Ypsilanti	(9,541)	110,795
Enterprise Recovery	1,005,093	468,790
General Revenue Corporation	831,087	681,499
H. W. Ketchum Collection	(869,530)	(83,396)
Immediate Credit Recovery	(12,397)	(78,589)
National Enterprise Systems	1,081,085	484,086
World Credit, Inc.	722	-
TOTALS	\$2,028,237	\$1,583,185

Recoveries

Agency	Y-T-D February 2003	Y-T-D February 2002
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	82,872	80,956
Enterprise Recovery	334,651	194,706
General Revenue Corporation	277,409	148,482
H. W. Ketchum Collection	21,529	65,313
Immediate Credit Recovery	2,048	7,416
National Enterprise Systems	188,513	133,590
World Credit, Inc.	38	-
TOTALS	\$907,060	\$630,463

Eastern Michigan University
Collection Agency Comparison

Collection Expense

Agency	Y-T-D February 2003	Y-T-D February 2002
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	31,574	37,510
Enterprise Recovery	85,612	60,108
General Revenue Corporation	73,965	42,964
H. W. Ketchum Collection	6,310	21,649
Immediate Credit Recovery	451	2,151
National Enterprise Systems	55,120	30,015
World Credit, Inc.	19	-
TOTALS	\$253,051	\$194,397

Eastern Michigan University
Collection Agency Inventory Rollforward
2002-03

Agency	Beginning Inventory January 2003	+February 2003 Assignments	-February 2003 Recoveries	=Ending Inventory February 2003
AssetCare	\$ -	\$ 1,717	\$ -	\$ 1,717
Credit Bureau of Ypsilanti	1,877,513	(10,047)	13,882	1,853,583
Enterprise Recovery	3,133,367	295,755	35,803	3,393,318
General Revenue Corporation	1,589,431	385,044	46,148	1,928,327
H. W. Ketchum Collection	919,204	(813,285)	8,749	97,171
Immediate Credit Recovery	3,497	(11,700)	100	(8,303)
National Enterprise Systems	1,322,357	19,528	26,351	1,315,534
World Credit, Inc.	684	-	-	684
TOTALS	\$8,846,054	(\$132,988)	\$131,034	\$8,582,032

2001-02 (Prior Year)

Agency	Beginning Inventory January 2002	+February 2002 Assignments	-February 2002 Recoveries	=Ending Inventory February 2002
AssetCare	\$ 31,869	\$ -	\$ -	\$ 31,869
Credit Bureau of Ypsilanti	1,989,687	13,236	9,826	1,993,097
Enterprise Recovery	2,430,657	244,976	30,163	2,645,470
General Revenue Corporation	1,522,503	245,756	19,607	1,748,652
H. W. Ketchum Collection	1,009,365	1,628	9,441	1,001,552
Immediate Credit Recovery	1,954	-	389	1,565
National Enterprise System	783,986	54,003	18,292	819,697
World Credit, Inc.	144,479	-	-	144,479
TOTALS	\$7,914,499	\$559,599	\$87,717	\$8,386,380

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 6

DATE:

March 18, 2003

RECOMMENDATION

2002-03 GENERAL FUND BUDGET STATUS REPORT

ACTION REQUESTED

It is requested that the 2002-03 General Fund Budget Status Report as of January 31, 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 January 31, 2003.

Appropriations from the State of Michigan have been reduced by 3.5% or \$3.067 million. Remaining payments from the State of Michigan will reflect the reduced level.

Combined official Summer, Fall and unofficial Winter 2003 enrollments have slightly exceeded plan with 519,951 SCH. Credit hours are over plan by 2,629 SCH. Tuition and fee revenues are below plan by approximately \$420,000 subject to final Winter term enrollments, 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 \$105.2 million. Reductions in spending have been made consistent with the loss of appropriation revenue.

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

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.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

2002-2003 GENERAL FUND BUDGET STATUS REPORT
July 1, 2002 through January 31, 2003

The General Fund budget status report compares actual performance to date against planned revenue and expenditures. The data contained within represents posted activity to the Financial System through January 31, 2003. Reported enrollments include official summer and fall terms. Winter enrollment reporting is partial.

Summary

Through January, expenditures continue to accumulate at the planned rate. Although credit hours exceed plan, tuition and fee revenue through Winter 2003 is below plan due to mix. 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 that reduces operating budgets is being executed to bring revenues and expenses into balance.

REVENUES

In June of 2001, 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)	<u>6,021,808</u>
Revised Spending Budget (9-24-02)	\$200,780,008
Appropriation Reduction to Base (-3.5% of Base)	<u>(3,067,302)</u>
Revised Revenue Plan	\$197,712,706

The carry-forward balance of \$6,021,808 approved by the Board in September 2002, increased the total funding allocated to operations to \$200,780,008. The current fiscal year appropriation reductions reduce the revenue plan to \$197,712,706.

Revenues received to date are consistent with plan. Through the end of this reporting period, \$129.4 million in current year has been recorded versus \$130.1 million in planned revenue. Not all Winter Term revenue has been recorded.

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 \$31.6 million or 36.1% of the revised appropriation budget has been received. Accumulations are within plan.

The appropriation reduction will be spread equally over the remaining current fiscal year payments to the University.

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 \$88.5 million, slightly below plan, a result in part of enrollment mix. Final winter term enrollments are expected to offset much of the shortfall. Enrollments reported total 519,951 SCH vs. planned enrollments of 517,322 SCH.

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

Other Revenues

Late fee and installment fee income has fallen below plan. The remaining miscellaneous fee revenue is consistent with the year-to-date plan.

Application fees are consistent with the prior fiscal year but slightly below plan with \$284,909 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 carryforward 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 \$3,067,302, reducing the planned spending authorization to \$197,452,221.

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	\$200,519,523
Appropriation Reduction Expense Eliminations	<u>(3,067,302)</u>
Revised FY03 Spending Authority	\$197,452,221

General Fund expenditures and transfers, adjusted for faculty payroll deferrals, total \$105.2 million or 52.5% of the total spending authorization. Planned expenditures through January totaled \$106.1 million, which represents 53.7% 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 \$73.0 million versus the planned level of \$73.5 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 January reporting period, 54.5 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 associated resulting from energy conservation initiatives will be offset in part, a result of a harsh winter. Expenditures are generally consistent within a normal range. These expenditures are monitored routinely.

Financial Aid

Financial aid expenditures total \$ 11.4 million or 53.4% 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.

Extended Programs

Extended programs are largely self-supporting activities. Revenue and expenditure activity to date is consolidated as part of the overall general fund operations as reported above.

Continuing Education/Extended Learning program expenditures total \$5.0 million or 42% of the \$11.9 million budget. Tuition revenue to-date of \$9.1 million represents 73% of the \$12.5 million revenue plan. Off-campus enrollments total 102.4% of plan through the start of winter term. Enrollments and operations at this time are consistent with the operating plan.

Contingency Plan Status

Each Vice President and Divisional leader is responsible for meeting targets applied on a equitable pro-rata basis. Specific actions are being communicated to the Budget office at this time. University reserves set aside by the Board last June remain intact. A strategic hiring freeze is projected to reduce personal services costs by \$800,000. Exact details will be finalized by the end of March.

CONCLUSION

After 7 months, subject to the 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.

03gfbor01A	EASTERN MICHIGAN UNIVERSITY 2002-2003 GENERAL FUND BUDGET STATUS REPORT JULY-JANUARY										
	3/6/2003	FY2003		FY2003		FY2003		FY2003		FY2003	
		Original Budget	Budget Revision	Revised Budget	Actual 01/31/03	% of Budget	Historically De Avg % of Budget	01/31/03 YTD Plan	YTD Actual O/(U) Plan		
Revenues											
Appropriation*	\$87,637,200	(\$3,067,302)	\$84,569,898	\$31,648,968	36.11%	38.08%	\$31,648,968	\$0			
Tuition and Fees	\$100,671,500		\$100,671,500	\$88,461,474	87.87%	90.34%	\$88,461,474	(\$419,010)			
Other Revenue	\$5,789,000		\$5,789,000	\$3,296,628	56.95%	61.81%	\$3,296,628	(\$281,553)			
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	\$123,407,070	63.36%	62.48%	\$123,407,070	(\$700,563)			
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	\$129,428,878	64.46%	63.70%	\$129,428,878	(\$700,563)			
Expenditures											
Faculty Salaries**	\$57,744,392	(\$100,347)	\$57,674,566	\$27,821,262	48.18%	48.30%	\$27,821,262	(\$35,553)			
Staff Salaries	\$42,866,990	(\$92,551)	\$43,002,124	\$23,222,954	54.17%	55.20%	\$23,222,954	(\$514,218)			
Other Personal Services	\$1,566,017	\$0	\$1,588,848	\$1,671,211	106.72%	90.98%	\$1,671,211	\$225,677			
Student Help	\$6,984,607	(\$80,341)	\$6,999,634	\$4,066,775	58.22%	57.92%	\$4,066,775	\$12,880			
Benefits***	\$33,739,783	(\$43,720)	\$33,797,318	\$16,223,615	48.08%	48.50%	\$16,223,615	(\$168,084)			
Sub-Total Compensation	\$142,901,789	(\$316,959)	\$142,584,830	\$73,005,817	51.09%	51.54%	\$73,005,817	(\$479,299)			
SS&M/Travel/Equipment	\$34,074,217	(\$1,340,223)	\$32,733,994	\$17,154,950	50.35%	52.50%	\$17,154,950	(\$30,397)			
Utilities	\$5,691,559		\$5,691,559	\$3,039,316	53.40%	55.20%	\$3,039,316	(\$102,425)			
Financial Aid	\$13,111,204		\$13,111,204	\$11,429,394	87.17%	90.10%	\$11,429,394	(\$383,801)			
Distribution to EMU Foundation	\$1,548,208		\$1,548,208	\$1,563,000	100.96%	100.00%	\$1,563,000	\$0			
Recharges	(\$1,688,056)		(\$1,688,056)	(\$828,798)	49.10%	54.87%	(\$828,798)	\$97,409			
General Fee Transfers	(\$377,400)		(\$377,400)	(\$656,039)	173.83%	173.83%	(\$656,039)	(\$5)			
Other Transfers	\$5,258,002	(\$29,500)	\$5,228,502	\$1,890,210	35.95%	35.92%	\$1,890,210	\$0			
Carry-Forward Balances		(\$1,380,620)	(\$1,380,620)	(\$1,380,620)	100.00%	100.00%	(\$1,380,620)	\$0			
Total Expenditures	\$200,519,523	(\$3,067,302)	\$197,452,221	\$105,217,230	52.47%	53.74%	\$105,217,230	(\$898,516)			
Net Funding	\$260,485	\$0	\$260,485	\$24,211,648			\$24,211,648	\$197,954			
*State Appropriation is accumulating at the planned level.											
**Total YTD Faculty payroll expense includes accrued but unpaid faculty salaries and benefits.											

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 7

DATE:

March 18, 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

January 1, 2003, through February 28, 2003

ENTERPRISE NETWORKING INFRASTRUCTURE

- Network Electronics replaced in CHHS (Marshall Hall). Network electronics are scheduled to be replaced in Marshall on 03/05/03. This upgrade moves the Marshall building onto vendor supported network hardware and eliminates Asynchronous Transfer Mode (ATM) equipment and uplinks from that building.
- Network Electronics Replaced in COT (Sill Hall). Network electronics are scheduled to be replaced in Sill Hall on 03/05/03. This upgrade puts the College of Technology on vendor supported hardware and eliminates ATM uplinks.
- Network electronics replacement scheduled for Pray-Harrold. Network electronics are on-site and being tested for the Pray-Harrold upgrade. Scheduling for this project is not yet completed. Electronics must be installed during off hours to prevent interruption of service during the academic day. Installation is anticipated over the next two months.
- Category 3-Category 6 data cabling upgrade project. Bids are in and a vendor has been selected. This work should be under way by the time this report reaches the Board.

FACULTY, STAFF AND STUDENT LAB PC REFRESHMENT

- 276 faculty/staff computers replaced. (Order period continues through May)

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

- **Human Resources/Payroll**
 - 1/16 - Completion of first Banner-generated payrolls for every University pay group
- **Student**
 - *EasyAdmit* Process went live 2/17/03
 - Admissions is using the events management functionality in Banner to schedule Fast Track appointments.
 - Course Schedule Books have been produced for Spring, Summer and Fall 03 semesters using schedules set up in Banner.
 - SEVIS - 1/31/03 – EMU was officially approved as a SEVIS college, permitting I-20s to be processed. Processing is being done in Banner.

- Conversions of General Student and Academic History data for all students enrolled at EMU between Winter 1995 through Winter 2003 (100,000+ students) were converted to support Mock Registration which took place 2/26-2/28/2003.
 - Conversion to Production will be accomplished 3/7/2003 – 3/17/2003 to be ready for Priority Registration
 - 2 Mock Registration activities took place during February; the first was designed to test business processes while the second was designed to test the functionality of online registration and other aspects of the Web for Students product.
 - Prepayments for Fall 03 Housing are being successfully processed through the Cashiering System and into Banner.
- Financial Aid
 - **Banner Financial Aid went live 1/20/03**
 - Beginning to process materials for 03/04 Financial Aid Year which begins in September, 2003.

SCT Training & Consulting Events

- SCT User Group Meeting – Between 20-25 staff members from both technical and functional areas will attend this meeting March 8-12, 2003. Two proposals for presentations were accepted from Eastern Michigan University.
- Financial Aid – SCT Consultant made 2 post implementation visits to complete lower priority tasks and training.
- Alumni/Development
 - Functional Training Session 1 Held January 6-11, 2003
 - Functional Training Session 2 Held February 3-7, 2003
- Technical Training
 - Accounts Receivable Technical Training – 1/20-1/23, 2003

End User Training (Conducted by EMU Trainers)

- Developed and delivering half-day sessions of 'Banner Admissions Basics' in January – March 2003.
- Developed and delivering classes in 'E-Print #2 What's My Balance?' throughout the 1st quarter, 2003.
- Developed and delivering classes in 'Banner Online Finance' throughout the 1st quarter, 2003.
- Developed and delivering classes in Banner Registration throughout February and March, 2003.
- Supporting extension of Crystal Reports to additional users.

WebCT / Campus Pipeline / Banner Integration

- WebCT: enrollment information is now being exported to WebCT.
- WebCT – Banner Integration – Mercury Message Broker server was installed and Application Server was installed during onsite visit from SCT week of 2/3/03.
- 03/03/03 – SCT Consultant on-site working with ICT Staff this week on Connected Learning. (Vista Integration.)

Hardware/Software Events

- Initiated evaluation of wireless connection to Foundation to determine alternatives for improving communications to campus.
- All of Banner major software upgrades migrated into production environment in January.
- To facilitate conversion of students to My.Emich portal accounts which will be required for students to register online beginning at the end of March, the Help Desk established tables in several of the classroom buildings and the Student Union to assist students. As of the most recent count more than 17,000 students had converted.

Other Banner-related Items

- Admissions Team's effort was recognized at luncheon with Cabinet in February.
- Human Resources/Payroll Team was recognized at Board Meeting in January, 2003.
- Finance Team – 1099's converted from old format, merged with Banner for current fiscal year and distributed.
- Finance Team - closed January business in Banner Finance with January statements include payroll expenses from Banner HR instead of Hrizon, and indirect cost expenses on Grants posted through December.

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

- WebCT Vista pilot project faculty and staff received 30 hours of instruction from WebCT trainers.
- WebCT Vista project plan approved and in implementation phase.
- Implementation of SkillSoft training software completed.

EASTERN MICHIGAN UNIVERSITY
ICT INITIATIVE
 MARCH 2003 STATUS

	FY 2003		Forecast		FY 2004 - FY 2006 Projected		Total		Total Projection O/(U) Plan	
	Actual FY 2002	Revised Plan	Forecast	O/(U) Plan	FY 2004	FY 2005	FY 2006	2002 - 2006 Plan		2002 - 2006 Projection
Sources Of Funding										
FY 2000 Supplemental/Other Carryover	\$2,547,092	\$1,048,136	\$0	\$(1,048,136)	\$0	\$0	\$0	\$2,500,000	\$2,547,092	\$47,092
LRT Carry-over	659,032	0	0	0	0	0	0	550,000	659,032	109,032
Gift Revenue	0	0	0	0	0	0	0	190,000	0	(190,000)
Loan (Internal Or External)	0	4,380,083	2,550,725	(1,829,358)	(468,312)	(637,453)	(1,444,960)	0	0	0
Technology Fee (\$10 Per Credit Hour)	5,290,413	5,093,970	5,324,422	230,452	5,324,422	5,324,422	5,324,422	25,215,151	26,588,101	1,372,950
Total Sources Of Funding	\$8,496,537	\$10,522,189	\$7,875,147	\$(2,647,042)	\$4,856,110	\$4,686,969	\$3,879,462	\$28,455,151	\$29,794,225	\$1,339,074
Uses Of Funding										
Infrastructure	\$1,233,320	\$2,096,680	\$2,067,013	\$(29,667)	\$1,665,000	\$1,665,000	\$0	\$6,660,000	\$6,630,333	\$(29,667)
Computer Refreshment	770,975	1,229,025	1,229,025	0	1,000,000	1,000,000	1,000,000	5,000,000	5,000,000	0
Portal/Applications	3,876,877	4,647,106	3,415,076	(1,232,030)	814,904	618,546	11,925	8,678,540	8,737,328	58,788
Tech/Support Staff	0	0	160,000	160,000	166,400	173,056	179,978	0	679,434	679,434
Professional Development/Training	0	426,000	213,000	(213,000)	213,000	213,000	213,000	1,065,000	852,000	(213,000)
Extended Student Lab Hours	31,811	122,414	20,948	(101,466)	81,775	85,100	88,500	409,600	308,134	(101,466)
Sub-Total Non-LRT Uses	\$5,912,983	\$8,521,225	\$7,105,062	\$(1,416,163)	\$3,941,079	\$3,754,702	\$1,493,403	\$21,813,140	\$22,207,229	\$394,089
Learning Resource Tech. Operations	801,203	817,599	772,814	(44,785)	845,534	879,356	914,530	4,258,222	4,213,437	(44,785)
Learning Resource Technologies Debt	734,215	1,054,115	1,019,900	(34,215)	0	0	0	1,788,330	1,754,115	(34,215)
Interest	0	129,250	25,507	(103,743)	69,497	52,911	21,674	595,459	169,589	(425,870)
Total Uses Of Funding	\$7,448,401	\$10,522,189	\$8,923,283	\$(1,598,906)	\$4,856,110	\$4,686,969	\$2,429,607	\$28,455,151	\$28,344,370	\$(110,781)
Memo:										
Budget Reductions Incl. In Total Uses	\$0	\$0	\$(97,877)	\$(97,877)	\$0	\$0	\$0	\$0	\$(97,877)	\$(97,877)
Net Sources/Uses										
Net Sources/(Uses)	\$1,048,136	\$0	\$(1,048,136)	0	\$0	\$0	\$1,449,855	\$0	\$1,449,855	\$1,449,855
Cumulative Net Sources/(Uses)	0	n/a	2,550,725	n/a	\$(750,000)	\$(930,000)	\$(3,145,000)	\$0	\$0	\$0
Technology Loan										
Approved Technology Loan	\$2,350,000	\$2,475,000	n/a	n/a	\$750,000	\$(930,000)	\$(3,145,000)	\$0	\$0	\$0
Actual/Forecast Technology Loan	0	n/a	2,550,725	n/a	(468,312)	(637,453)	(1,444,960)	\$0	\$0	\$0

Memo:
 Budget Reductions Incl. In Total Uses

Net Sources/Uses
 Net Sources/(Uses)
 Cumulative Net Sources/(Uses)

Technology Loan
 Approved Technology Loan
 Actual/Forecast Technology Loan

5.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 8

DATE:

March 18, 2003

RECOMMENDATION

STAFF APPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve 22 staff appointments for the reporting period January 2, 2003 through February 23, 2003.

STAFF SUMMARY

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).

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

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>
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

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 9

DATE:

March 18, 2003

RECOMMENDATION

SEPARATIONS/RETIREMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve 28 separations and retirements for the reporting period November 18, 2002 through March 14, 2003.

STAFF SUMMARY

Of the 28 separations and retirements there are 16 (57 percent) females and 12 (43 percent) males. Demographics of the total group indicate 23 Caucasians (82 percent), four African American (14 percent), and one Asian (4 percent).

The Board of Regents would like to extend their deepest sympathy to the families of Dr. Marcello Truzzi and Mr. Wilmont Belfry.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

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

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

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

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

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
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	10/1/00	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	\$25,118	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

2

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

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>APPT %</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
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	Pot/Pan	10/06/97	11/18/02	\$22,900	100	W	F	Resigned

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

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

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

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

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

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

2

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

EASTERN MIC AN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

PAGE 3
 RETIREMENTS/
 SEPARATIONS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
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	Pot/Pan	10/06/97	11/18/02	\$22,900	100	W	F	Resigned

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

EMERITUS FACULTY STATUS

ACTION REQUESTED

It is recommended that the Board of Regents grant Emeritus Faculty Status (Posthumously) to one (1) former faculty member 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
March 18, 2003

Donald B. Phillips (Posthumously)

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

Doctoral	University of Georgia
Masters	North Dakota State University
Baccalaureate	Concordia College



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

RECEIVED
JAN 31 2003
COLLEGE OF ARTS & SCIENCES
OFFICE OF THE DEAN

EMERITUS FACULTY STATUS RECOMMENDATION

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

Name of Faculty Member: Donald Phillips

Current Status/Rank at EMU: Professor

Date of Hire at EMU: 8/27/73 Retirement Date: Deceased Oct. 29, 2002

Number of Years at EMU: 30 (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:

-Mail Address: _____

Name of Spouse: _____

Degree(s)/Institutions/Year: Baccalaureate: Concordia College

Masters: North Dakota State University

Doctoral: University of Georgia

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

Nomination for Emeritus Faculty Status
Donald B. Phillips (1942-2002)

Professor Phillips' professional expertise was in the field of chemistry for future elementary school teachers. In 1982 he received the National Science Teachers Association – Gustav Ohaus Award for Innovations in College Science Teaching for his leadership role in the unique science program at EMU for elementary teachers.

Dr. Phillips was extremely valuable to the Chemistry Department as a fine teacher, an expert on advising future chemistry high school teachers, acting as our liaison with the College of Education, and providing service of exceptional quantity and quality. He was well known for organizing chemical magic shows, and "Saturday Morning at the Lab" for the community. Two weeks before his death he proudly oversaw more than a thousand children and parents enjoy the Family Day science activities in Mark Jefferson.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

REPORT

FACULTY PROMOTION

ACTION REQUESTED

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

STAFF SUMMARY

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

The faculty member 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 respective department evaluation document.

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

PROMOTION OF FACULTY 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.

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

Total Promotions = 1

CAS = 1

Associate = 1

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 12

DATE:

March 18, 2003

RECOMMENDATION

MONTHLY REPORT
STUDENT AFFAIRS COMMITTEE

ACTION REQUESTED

It is recommended that the Student Affairs Committee Agenda for March 18, 2003 and the Minutes of January 21, 2003 be received and placed on file.

STAFF SUMMARY

At its January 21, 2003 meeting the Students Affairs Committee received reports on the following items: Alcohol and Other Drug (AOD) Biennial Review; Access Services Office Assessment; and EMU's Martin Luther King Day Celebration. Proposed revisions to the Student Conduct Code were presented as was a draft Student Involuntary Administrative Withdrawal Policy. Additionally, the Student Affairs Committee unanimously voted to endorse construction of a new student union and renovation of McKenny Union.

The March 18, 2003 agenda will include: Final Revisions to the Student Conduct Code; discussion of budget reductions; the FY 2005 Scholarships, Awards and Grants-in-Aid Proposal; McKenny Union/New Student Union Update and presentation of a position paper addressing the need for a Centralized Book Ordering System.

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Student Affairs Committee

Tuesday, March 18, 2003
8:00 a.m.

Agenda

Room 201
Welch Hall

- | | |
|---|----------------------|
| 1. Approval of January 21, 2003 Meeting Minutes | Regent Griffith |
| 2. Final Revisions to Student Conduct Code | Jennifer Schrage |
| 3. Budget Reductions | Jim Vick |
| 4. McKenny Union/New Student Union Update | Glenna Frank Miller |
| 5. Greek Social Policy | Joe Stump/Emily Rank |
| 6. Centralized Book Ordering System | Joe Stump |
| 7. Announcements | |
| 8. Other | |

2.

EASTERN MICHIGAN UNIVERSITY
Board of Regents
STUDENT AFFAIRS COMMITTEE
Minutes of January 21, 2003

MEMBERS PRESENT

Regents: Dr. Rosalind E. Griffin

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

Students: Emery Burk, Gloria Gallegos, Hillary Glowski, Emily Hamman, Prabha Natarajan, Emily Rank, Renae Reese, Michael Shaver,

GUESTS

Administration: Dawn Adams, Don Anderson, Dana Aymond, Vickie Bagherzadeh, Nicole Banks, Rosalind Barclay, Matt Calfin, David Carroll, Jayne Carroll, Carlos Costa, Michael Crabb, Tamara Craig, Deb deLaski-Smith, Mary Jo Desprez, Kevin Devine, Becky Figura, Brian Fitzgerald, Thomas Fleming, Larry Gates, Justin Gerboc, Melissa Ginotti, Ellen Gold, Ann Hammerberg, Peggy Harless, Jesús Hernández, Marcus Jackson, Ann Klaes, Jeff Koras, Bernice Lindke, Don Loppnow, Cathy Lower, Matt Lucas, Mike Malach, Mary Sue Marz, Courtney McAnuff, John McAuliffe, Paul Moniodis, Lisa Nardell, Steve Nordwall, Gerry Panelo, Abbey Parsons, Juanita Reid, Kathleen Russell, Dan Salk, Gretchen Sanchez, Lewis Savage, Jennifer Schrage, Jeremiah Shinn, David Singleton, Heidi Sisson, Michael Stark, Cynthia VanPelt, Steve Watson, Paul Dean Webb, Patricia Williams, Pamela Young

Students: Eleonora Bagatelia, Chari Balgenorth, Jerome Barnes, Shani Charles, Todd Heft, Thecla Jean, April Kooiman, Sarah Leferink, Heather Livingston, Musonda Mwila, Eric Simon, Kelly Sandor, Carlos Stewart

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

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

Introductions

The committee welcomed Ms. Renae Reese, who replaces Patrick Lord as President of the Residence Hall Association. Patrick resigned his position to accept an off-campus job opportunity.

Dean Peoples introduced Ms. Nicole Banks, Associate Dean of Students, who joined the University in late January. Ms. Banks comes to us from

AOD Biennial Review Report

Ellen Gold, director of University Health Services, presented the AOD (Alcohol and Other Drug) Biennial Review Report, which is mandated by the Drug Free School and Communities Act Amendment of 1989. The Review committee consisted of student, staff and faculty representatives as well as a magistrate of the Washtenaw County court system. Ellen was assisted with her presentation by Review Committee members Brian Fitzgerald, associate director of Housing; Kevin Devine, director of Student Media; Steve Nordwall, Head Athletic Trainer; Mary Jo Desprez, associate director of Health Education and Jennifer Schrage, director of Student Judicial Services. Several recommendations were made including improving the distribution of the policy to all students and employees; creating a University committee to establish the alcohol marketing standards as described in the policy; updating the policy so its language and scope are consistent with the EMU Student Conduct Code; strengthening the supportive relationship between EMU and the local courts; updating various department or

program policies to reflect language that is consistent with the University's AOD Policy and Student Conduct code and ensuring that program offerings related to AOD issues focus on prevention and education, rather than intervention.

Student Conduct Code Revisions

Jennifer Schrage, director of Student Judicial Services introduced proposed changes in the Student Conduct Code that have been recommended by the Student Judicial Services review committee and the process by which the review committee completed its work. Proposed changes mainly address issues of clarity and refinement of code language. Feedback was solicited from a wide range of constituencies including students, faculty and staff. The changes were introduced at today's meeting to solicit any final comment before the Conduct Code is brought back to the Student Affairs Committee in March for endorsement.

Access Services Assessment Report

Don Anderson, director of the Access Services Office presented a report on the assessment of the office and its services recently completed by Mr. Sam Goodin, Immediate Past President of the Association on Higher Education and Disability. This assessment will provide a baseline from which to work and best practices in the field of disabled student services. The data will be used to develop a survey for students, the results of which will be used to craft a five-year plan for the office. Recommendations outlined in the report include creation of a campus wide Disability Advisory Committee, increased staffing levels as well as codification of Access Services Office policies and procedures.

Student Involuntary Administrative Withdrawal Policy

The Committee received a draft Student Involuntary Administrative Withdrawal policy presented by Karen Simpkins, Assistant Vice President for Student Affairs. The policy would be invoked as a last resort to handle the small number of students with mental health issues who exhibit inappropriate behavior, which usually takes the form of disrupting others or putting themselves or others at risk of harm. The current Student Conduct Code does not provide for an alternative adjudication of cases where the student suffers from serious psychological issues. Comment on the proposed policy will be solicited from campus constituents including students, faculty and staff and it will be brought back to the Student Affairs Committee in March or June for endorsement.

New Student Union/McKenny Reassignment Update

Glenna Frank Miller, director of McKenny Union and Campus Life and Michael Shaver, Campus Life Council representative on the Student Affairs Committee presented an update on the proposed New Student Union and McKenny Reassignment. The Student Leader Group has ranked this initiative as its top priority for the past two years. Hillary Glowski made a motion, seconded by Gloria Gallegos, that the Student Affairs Committee endorse construction of a new student union and renovation of McKenny. The motion carried unanimously.

Martin Luther King Day Celebration Report

Dean of Students Gregory Peoples, provided an overview of the array of events hosted by EMU in celebration of Martin Luther King Jr. Day.

Regent Griffin adjourned the meeting at 9:10 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 March 18, 2003, and the Minutes of the January 21, 2003, meeting be received and placed on file.

SUMMARY

The primary items for the March 18, 2003, Educational Policies Committee meeting included: (1) Staff Appointments, (2) Separations/Retirements, (3) Emeritus Faculty Status, (4) Faculty Promotion, (5) POLICY: Deletions, (6) POLICY: Sale and Service of Alcohol at EMU Convocation Center, (7) Reissuance of Charters – Ann Arbor Learning Community & Hope Academy, (8) Commencement Speaker and Honorary Degree Recipient, (9) Opening of Term and Official Record Dates for the 2003-2004 Fiscal Year, (10) POLICY: Final Revisions to the Student Conduct Code and a status report was presented on the Work Force Analysis.

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Educational Policies Committee

March 18, 2003
9:00 – 10:00 a.m.
205 Welch Hall

AGENDA

Consent Agenda

Section 8 Staff Appointments (*Jill Pollock*)
Section 9 Separations/Retirements (*Jill Pollock*)
Section 10 Emeritus Faculty Status (*Christine Gerdes/Paul Schollaert*)
Section 11 Faculty Promotion (*Christine Gerdes/Paul Schollaert*)

Regular Agenda

Section 13 Monthly Report and Minutes (*Regent Valvo*)
Section 14 POLICY: Deletions (*President Kirkpatrick*)
Section 16 Reissuance of Charters – Ann Arbor Learning Community & Hope
 Academy (*Joseph Pollack*)
Section 17 Commencement Speaker and Honorary Degree Recipient (*Rita Abent*)
Section 18 Opening of Term and Official Record Dates for the 2003-2004
 Fiscal Year (*Paul Schollaert*)
Section 19 POLICY: Final Revisions to the Student Conduct Code (*Jennifer Schrage*)

Status Reports

- Work Force Analysis (*Jill Pollock*)

EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

EDUCATIONAL POLICIES COMMITTEE MINUTES

January 21, 2003
205 Welch Hall

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

Guests: (per sign in roster) R. Abent, L. Barkoff, D. Beagen, D. Clifford, D. Delaski-Smith, T. Fleming, E. Gold, R. Hanna, C. Hinton, M. Kanagy, A. Koolman, G. Liepa, M. Marz, S. McCracken, P. Moniodis, M. O'Connell, S. Peoples, E. Potter, G. Reichbach, J. Reid, K. Rusiniak, K. Simpkins, J. Todd, B. Warren, P. Willis, M. Winborne, P. Young

Regent Valvo convened the meeting at 9:20 a.m. in 205 Welch Hall.

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

Provost Paul Schollaert and Christine Gerdes recommended that the Board approve two (2) new Administrative/Professional appointments and one (1) Administrative/Professional transfer.

Regent Valvo accepted the report.

Staff Appointments (Section 9)

Jill Pollock recommended that the Board of Regents approve 35 staff appointments for the reporting period October 21, 2002 through December 17, 2002. Of the 35 staff appointments there are 20 females (57 percent) and 15 males (42 percent). Demographics of the total group indicate 25 Caucasians (72 percent), six African-Americans (17 percent), and four Asians (11 percent).

Regent Valvo accepted the report.

Separations/Retirements (10)

Jill Pollock recommended that the Board of Regents approve 34 separations and retirements for the reporting period August 27, 2002 through January 10, 2003. Of the 34 separations and retirements, there are 18 females (53 percent) and 16 males (47 percent). Demographics of the total group indicate 30 Caucasians (88 percent), two American Indian (six percent), one African American (3 percent) and one Hispanic (3 percent).

Regent Valvo accepted the report.

Emeritus Faculty Status (Section 11)

Provost Paul Schollaert recommended that the Board accept the report to grant Emeritus Faculty Status to four (4) former faculty members:

- **Joseph L. Braden** (Professor Emeritus, Marketing, 1970-2003) 01/21/03
- **Sharon A. Jackonen** (Professor Emeritus, Nursing, 1983-2002) 01/21/03
- **Karen Lindenberg** (Professor Emeritus, Political Science, 1968-2002) 01/21/03
- **Winifred A. Witten** (Professor Emeritus, Health, Physical Education, Recreation and Dance, 1979-2002) 01/21/03

Regent Valvo accepted the report.

Monthly Reports and Minutes (Section 13)

Regent Valvo recommended approval of the Educational Policies Committee Agenda for January 21, 2002, and the Minutes of the November 19, 2002, meeting be received and placed on file.

The recommendation was accepted.

Work Force Analysis

Jill Pollock recommended that the Board approve the Work Force Analysis total of 2,177 employees which is a three percent increase compared to a year ago. Total minorities had a two and a half percent increase with a total of 371 employees. Female employees had a total of 1,123 employees resulting in a three percent increase compared with last year. Compared with a year ago, the greatest increase of 37.5 percent, with a total of 33, was in the female Asian representation.

The recommendation was accepted.

Alcohol and Drug Biennial Review Report

Ellen Gold, Director of University Health Services presented the 2002 Alcohol and Drug Biennial Review Report. She recommended the Board of Regents Policy be updated so the language and scope are consistent with the EMU Student Code of Conduct and a university committee establish the alcohol marketing standards as described in the policy. Also, the EMU Policy and Distribution be a) updated so language and scope are consistent with the EMU Student Conduct Code, b) update resource/referral list, c) distribute policy to students as part of the on-line registration process, d) distribute policy to all employees through U.S. mail each September and to new employees through New Employee Orientation.

Other recommendations were to update various department or program policies to reflect language that is consistent with the University's Alcohol and Other Drug (AOD) Policy and Student Conduct Code.

Highlights included a) revision in the Athletics AOD Policy, b) student media's use of dead ad space, c) strengthening of the supportive relationship between EMU and the local courts, d) consistent enforcement of the policy is evidenced, and e) program offerings related to AOD issues are comprehensive, focusing on prevention and education, rather than intervention.

Introduction of the Student Conduct Code Revision

Jennifer Schrage, Director of Student Judicial Services, presented a Review of the Student Judicial System. The Office of Student Judicial Services will convene a Student Judicial System Review Committee at least every three years. The Committee is to be appointed and chaired by the Director of Student Judicial Services and will include one representative from the following: 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.

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

A summary of the review committee evaluations are a) Disciplinary System Strengths, b) Disciplinary System Challenges, c) Sanctions d) Principles of Due Process, e) Recommended Code Changes, f) Recommended Changes to Procedure and Process, and g) Recommended Training Sessions and Publications.

The review committee encouraged continued collaboration with other departments in those cases where the Student Conduct Code overlaps with other University policies. The most evident overlap occurs when students violate alcohol policies on campus. The Office of Student Judicial Services currently meets with Housing staff and Public Safety officials on a bi-weekly basis to communicate about cases where students are facing disciplinary action from other departments. In all cases, including alcohol violations, Student Judicial Services considers the individual student's situation and sanctions issued by other entities, and adjusts accordingly. The involved departments continue to evaluate the current arrangement for addressing alcohol violations in addition to investigating alternatives.

Student Involuntary Administrative Withdrawal Policy

Karen Simpkins, Assistant Vice President for Student Affairs, presented the Student Involuntary Administrative Withdrawal Policy. The University Policy Statement states that it is the policy of EMU 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 practice.

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, emotional disorder or alcoholism.

Procedures under the Policy are a) Commencement of the Process, b) Informal Review by Student Judicial Services, c) Referral to the Behavioral Evaluation Team, d) Behavioral Evaluation Team Hearing, e) Disposition of the Case, f) Appeal Process, g) Conditions for Re-enrollment, and h) Student's Failure to Comply.

A student who 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 re-enrollment by the student.

A student who is allowed to voluntarily withdraw or who is involuntarily withdrawn will be refunded any tuition, fees, housing payments and any other amounts as would be appropriate given the timing of the withdrawal.

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.

Regent Valvo accepted the report.

Regent Valvo adjourned the meeting at 10:10am.

Respectfully submitted,

Nicki Banush, Executive Secretary
Academic Affairs

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 14
DATE: March 18, 2003

RECOMMENDATION

BOARD POLICIES RECOMMENDED FOR REMOVAL/DELETION

ACTION REQUESTED

It is requested that the Board of Regents approve the removal of the 20 University policies listed in the attached "Board Policies Recommended for Removal/Deletion".

STAFF SUMMARY

The attached list of 20 University policies is recommended for removal/deletion from the University's policy manual. These policies were found to be obsolete, superceded or covered by other policies, or procedural in nature. A rationale for removal/deletion is attached.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

**EASTERN MICHIGAN UNIVERSITY
BOARD 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



Policies, Rules and Regulations

Effective Date	Date of Revision	Chapter No.	Page
1-27-64		1.4	1 of 1
Chapter Name		Issue	
POWERS AND LIMITATIONS OF THE REGENTS		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 Name	Chapter No.	Page
12-5-73	12-15-82	POWERS & LIMITATIONS OF THE REGENTS	1.9	1 of 1
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		Issue	
EMPLOYMENT/AFFIRMATIVE ACTION		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
----------------	------------------

9-24-85	
---------	--

Chapter Name

ACADEMIC PROGRAM & REQUIREMENTS

Chapter No.

6.2.9

Page

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
7-25-79	

Chapter Name	Chapter No.	Page
ACADEMIC PROGRAM & REQUIREMENTS	6.3.3	1 of 1

Issue
**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.

Effective Date		Date of Revision			<h1>Policies, Rules and Regulations</h1>
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

Chapter Name	Chapter No.	Page
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;

Chapter Name	Chapter No.	Page
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.

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS & REQUIREMENTS	8.4.2	4 of 4
Issue		
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.



Policies, Rules and Regulations

Effective Date	Date of Revision	Chapter Name	Chapter No.	Page
4-19-72		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.



Policies, Rules and Regulations

Effective Date	Date of Revision		
Chapter Name	Chapter No.	Page	
12-8-76	6-22-77		
STUDENT PROGRAMS & REQUIREMENTS	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		Issue	
BUSINESS & FINANCIAL OPERATIONS		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.

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.1	2 of 15
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.

Chapter Name	Chapter No.	Page
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:

Chapter Name	Chapter No.	Page
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

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.1	5 of 15

Issue
**ENDOWMENT FUND OBJECTIVES AND
INVESTMENT POLICIES**

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

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.1	6 of 15
Issue		
ENDOWMENT FUND OBJECTIVES AND INVESTMENT POLICIES		

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.

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.1	7 of 15

Issue

**ENDOWMENT FUND OBJECTIVES AND
INVESTMENT POLICIES**

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:

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.1	8 of 15

Issue

**ENDOWMENT FUND OBJECTIVES AND
INVESTMENT POLICIES**

- 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

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.1	9 of 15

Issue

**ENDOWMENT FUND OBJECTIVES AND
INVESTMENT POLICIES**

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)

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.1	10 of 15
Issue		
ENDOWMENT FUND OBJECTIVES AND INVESTMENT POLICIES		

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.

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.1	11 of 15
Issue		
ENDOWMENT FUND OBJECTIVES AND INVESTMENT POLICIES		

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

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.1	12 of 15

Issue

**ENDOWMENT FUND OBJECTIVES AND
INVESTMENT POLICIES**

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.

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.1	13 of 15

Issue

**ENDOWMENT FUND OBJECTIVES AND
INVESTMENT POLICIES**

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

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.1	14 of 15
Issue		
ENDOWMENT FUND OBJECTIVES AND INVESTMENT POLICIES		

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.

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.1	15 of 15

Issue

ENDOWMENT FUND OBJECTIVES AND
INVESTMENT POLICIES

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

Effective Date	Date of Revision	Chapter Name	Chapter No.	Page
8-3-64	9-20-72	BUSINESS & FINANCIAL OPERATIONS	11.1.10	1 of 1
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
8-3-64	6-7-65
Chapter Name	Chapter No.
BUSINESS & FINANCIAL OPERATIONS	11.1.11



Policies, Rules and Regulations

Page
1 of 3
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.

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.11	2 of 3
Issue		
PAYROLL		

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.

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.1.11	3 of 3
Issue		
PAYROLL		

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
Chapter Name	
BUSINESS & FINANCIAL OPERATIONS	



Policies, Rules and Regulations

Chapter No.	Page
11.2.1	1 of 1

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.



Policies, Rules and Regulations

Effective Date	Date of Revision	Chapter No.	Page
3-15-78	8-9-91	12.1.2	1 of 4
Chapter Name			
TUITION, FEES, FINES, DEPOSITS & REFUNDS			
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.

Chapter Name	Chapter No.	Page
TUITION, FEES, FINES, DEPOSITS & REFUNDS	12.1.2	2 of 4
Issue		
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.

Chapter Name	Chapter No.	Page
TUITION, FEES, FINES, DEPOSITS & REFUNDS	12.1.2	3 of 4
Issue		
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.

Chapter Name	Chapter No.	Page
TUITION, FEES, FINES, DEPOSITS & REFUNDS	12.1.2	4 of 4
Issue		
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 Name	Chapter No.	Page
3-15-72		AUXILIARY OPERATIONS	14.2.2	1 of 1
Issue				
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
9-17-69	3-15-72



Policies, Rules and Regulations

Chapter Name	Chapter No.	Page
AUXILIARY OPERATIONS	14.2.4	1 of 1

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 No.	Page
5-21-75		14.3	1 of 1
Chapter Name		Issue	
AUXILIARY OPERATIONS		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.



Policies, Rules and Regulations

Effective Date	Date of Revision	Chapter Name	Chapter No.	Page
8-19-70		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
6-27-89	



Policies, Rules and Regulations

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	Chapter No.	Page
8-11-82		14.6.1	1 of 1
Chapter Name			
AUXILIARY OPERATIONS			

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	
AUXILIARY OPERATIONS	

Chapter No.	Page
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, Staff	To Be Determined*
Affiliation Agreements with Area Education, Governmental and Service Organizations . . .	To 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.

THIS SECTION HAS BEEN DELETED.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 16

DATE:

March 18, 2003

RECOMMENDATION

REISSUANCE OF CHARTER – ANN ARBOR LEARNING COMMUNITY

ACTION REQUESTED

It is recommended that the Eastern Michigan University Board of Regents 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.

STAFF SUMMARY

The Ann Arbor Learning Community began as a K-6 elementary school in 1998 and is currently a K-8 school enrolling approximately 110 students. Thirty percent of the student body live in the Ann Arbor area and thirty percent in the Ypsilanti area. In addition, students come to the Academy from five different counties in Michigan. The Academy consistently has met State of Michigan standards on the MEAP test and has had impressive gains on the national Terra Nova test. The University Charter Schools Review Committee met February 3, 2003, and recommended that the Ann Arbor Learning Community receive a new, five-year contract with Eastern Michigan University in recognition of its consistent progress in meeting educational and financial goals.

Accompanying this recommendation is a detailed description of the Ann Arbor Learning Community's accomplishments.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

ANN ARBOR LEARNING COMMUNITY

The Ann Arbor Learning Community provides a student-centered, integrated curriculum. Its strong, basic core curriculum consists of language arts, mathematics, science and social studies, supported by a stimulating, hands-on thematic approach. This model emphasizes development of essential life skills including positive self-concept, problem solving, decision-making skills and conflict-management skills.

The goal is for every student to achieve at least one month of gain for every month of instruction on the Terra Nova test and to achieve a proficient rating on the Michigan Educational Assessment Program test.

The school focuses on outdoor education, environmental science and performing arts. The current building, which was occupied during the 2000-01 school year, includes an outdoor laboratory as well as access to Ann Arbor's park system.

Developmental Levels

Classrooms are organized by developmental levels.

- The primary classroom focuses on moving students from concrete to abstract academic levels. Here students learn basic skills in reading, writing and mathematics and they are introduced to science and social studies.
- The intermediate classrooms take those basic skills and use the skills as tools to acquire further content knowledge.
- The middle school level expands on the previous academic gains. At this level, the students use their skills to create new knowledge.

Classroom Placement

The graded curriculum forms a continuum of skills and knowledge along which students progress at their individual pace. When a student enters the school, his/her knowledge and skills are assessed and the student begins at his/her own place on the continuum. In some cases, students could be more advanced than the average in a given subject area or less skillful in another subject. The flexibility of a developmental continuum allows the Ann Arbor Learning Community the flexibility to adapt to individual needs.

Students are placed in multi-age classrooms based on individual development, both academic and social, rather than being strictly guided by age or grade. Placements reflect the optimal learning environment for each child.

Financial Resources

During the past four years, the Ann Arbor Learning Community has grown from a K-6 school with 75 students and a budget of \$450,000 to a K-8 school with the present enrollment of 110 students and a budget of \$795,000. The Academy has an excellent record of financial stability and maintains a contingency fund balance of approximately \$50,000.

In addition to the basic state aid, the Ann Arbor Learning Community was awarded a two-year state technology grant of \$200,000 during the 1999-2001 school years.

Overall, the Ann Arbor Learning Community devotes 80 percent of its budget to instructional objectives and 20 percent to operations.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION:

DATE:

March 18, 2003

RECOMMENDATION

REISSUANCE OF CHARTER – HOPE ACADEMY

ACTION REQUESTED

It is recommended that the Eastern Michigan University Board of Regents reissue the charter with Hope Academy and authorize the president of the University to execute a new five-year contract with Hope.

STAFF SUMMARY

Hope Academy began as a K-3 elementary school with 288 students in 1998 and currently enrolls 483 students in grades K-6. The Academy has done an excellent job of managing its revenue and has allocated more than 80 percent of its budget for instructional purposes. Students have progressed well on the National California Achievement Test (Terra Nova) and have continued to work on improvement on the Michigan Educational Assessment Program (MEAP) on which scores are below state averages. The University Charter Schools Review Committee met February 3, 2003, and recommended a new five-year charter with Eastern Michigan University subject to continued improvement in meeting educational goals.

Accompanying this recommendation is a detailed description of Hope Academy's accomplishments.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

HOPE ACADEMY

Hope Academy, in its fifth year, has grown to a K-6 elementary school with an enrollment of 483 students in 2002-03, mainly from low-income families (65 percent) in Detroit. The Academy is located in downtown Detroit and draws students from the entire metropolitan area.

Mission and Goals

The mission statement of Hope Academy, in cooperation with the community and parents, is to promote excellence in academics in a caring environment so that all students are knowledgeable, resourceful and self-reliant individuals, able to adapt and contribute to our changing society.

The mission statement and educational beliefs reflect the high academic standards expected of Hope Academy students and staff. With the guidance of teachers utilizing this philosophy, students will master more effectively the challenging content provided to them and develop complex problem-solving skills.

Hope Academy has aligned its base curriculum with the Michigan Core Curriculum. The following subjects are offered: reading, math, science, social studies, phonics, English, spelling, physical education, art, music, computer training and Spanish.

On the MEAP test in grades four, five, seven and eight, students showed some gains in writing and science, but in reading, math and social studies, test scores must improve. In the Annual Oversight Evaluation in 2002, three areas of concern were addressed:

1. Restructuring the administrative staff to include more assistance for the school principal.
2. Increasing the number of certified teachers and monitoring the career paths of current non-certified teachers.
3. Developing a plan to improve MEAP scores and continuing to improve Terra Nova test results.

Following notification of the deficiencies, the Board and administrators of Hope Academy have taken significant steps to improve their school. During the past six months, the Hope Board has:

1. Interviewed candidates for the overall management of the school and will add two building administrators.
2. Hired additional certified teaching staff and notified non-certified staff of their requirements for certification.
3. Hired a reading specialist and a math/science specialist and have contracted with a curriculum consultant for overall planning.

4. Developed regular staff development meetings in the areas of reading, math and science.

With the above progress in mind, it is recommended that the Eastern Michigan University Board of Regents approve a new five-year contract for Hope Academy with two provisions: the Charter Schools Review Committee monitor the progress of the Academy in addressing the above concerns on a periodic basis during the next two years; and that Hope Academy develop specific educational goals for significant improvement in student achievement.

Financial Resources

During the past five years, Hope Academy's budget has grown from \$1.8 million in 1998-99 to \$3.6 million in 2002-03. Hope has an excellent record of financial stability and maintains a contingency fund balance of approximately \$500,000.

In addition to the basic state aid, Hope receives federal Title I funding and state funding for at-risk students.

SECTION: 17

DATE:

March 18, 2003

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

COMMENCEMENT SPEAKER AND HONORARY DEGREE RECIPIENT

ACTION REQUESTED

An invitation has been extended to Philip H. 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.

It is recommended that the Board of Regents approve the awarding of an Honorary Doctorate of Public Service to Mr. Power.

STAFF SUMMARY

Biographical information and Mr. Power's vita follow.

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

Philip H. Power

Philip H. Power is founder, owner and chairman of the board of HomeTown Communications Network, Inc., a group of community newspapers throughout Michigan, around Cincinnati, Ohio and in the upper Midwest. His newspapers are widely recognized as among the very best of their kind in the country. Mr. Power received in 1993 the Leshner Award, the highest honor in the suburban newspaper industry. His award-winning column appears regularly in his Michigan newspapers.

His company also publishes various local "yellow pages" telephone directories, specialty publications and shopping guides. The company is engaged in linking community newspapers, telephone directories and the Internet into the HomeTown Communications Network. To execute its Internet strategy, HCN founded in 2000 a new corporation, HomeTown Digital, which launched in October 2001, HomeTownLife.com, an Internet portal which brings together newspaper news and classified advertising content, business listings from the telephone directories and a suite of Web-based marketing and advertising tools. In September 2000, the company launched The Livingston County Daily Press & Argus, the first new daily newspaper started in Michigan in 45 years and one of a handful of new dailies started in the country over the past decade.

An entrepreneur, Mr. Power founded his company in 1965. He wrote news stories, sold ads, corrected proofs, bundled papers and delivered them to the carriers, collected past due accounts, hired and fired staff. He started writing his column on a Model C Linotype machine and now writes on a personal computer, sending his column to his newspapers by Internet. Initially the company published six newspapers in Western Wayne County with a staff of 20-odd employees. Today, Hometown Communications Network publishes more than 70 community newspapers with an aggregate circulation of more than 650,000 and employs around 1,000 people.

Mr. Power was appointed a Regent of the University of Michigan in 1987 and was elected to office in 1990, winning more than one million votes statewide. As a Regent, he led the effort to rewrite U of M rules governing the transfer of technology from University laboratories into the commercial world. As a result, applications for patents, new company start-ups and IPO's by U of M faculty and staff have markedly increased. He was defeated in a bid for re-election in 1998. He received the Distinguished Alumni Service Award from the U of M Alumni Association in October 2000.

From 1983 to 1990, Mr. Power chaired the Michigan Job Training Coordinating Council. He was a member of Michigan Governor Blanchard's cabinet Council on Human Investment and Commission on Jobs and Economic Development and served as a primary advisor to the Governor on human investment and job training. Mr. Power is widely recognized for his innovative redirection of Michigan's job training programs as well as

for the development of an integrated human investment policy for his state. His work is featured in David Osborne's book, *Reinventing Government*. In 2000, Governor Engler appointed him to the Executive Committee of the Michigan Economic Development Corporation; he is now the Vice Chair of the MEDC and also chair of the Finance Subcommittee.

In 1991, Mr. Power helped found the Corporation for a Skilled Workforce, a not-for-profit organization that helps communities, states, employers and others achieve world-class workforce development systems. He currently serves as its Chairman.

Mr. Power served on the Board of Directors of Jacobson Stores, Inc.; he is now a director of SenSyTech Technologies, Inc. He is vice chair of the Michigan chapter of The Nature Conservancy and president of the Power Foundation. He also is a member of the board of the University Musical Society, in Ann Arbor, MI.

Mr. Power graduated summa cum laude and Phi Beta Kappa from the University of Michigan in 1960. While at the U of M, he was editorial director of the student newspaper, *The Michigan Daily*, and a member of Americans Committed To World Responsibility, the student organization that proposed volunteer service abroad – the original version of the idea taken up by John F. Kennedy as the Peace Corps. He received a Marshall Scholarship to study at Oxford University in England, where he received a MA in philosophy, politics and economics in 1964. He is married to Kathleen K. Power. They have two sons, Scott T. Sutton M.D., a resident in internal medicine in Denver, and Nathan E. Power.

PHILIP H. POWER

BUSINESS ACTIVITIES

1974-on Chairman of the Board, founder and owner, HomeTown Communications Network (formerly Suburban Communications Corporation)
Livonia, Michigan. Subsidiaries include:
Observer & Eccentric Newspapers, Inc., Livonia, MI
HomeTown Newspapers, Inc., Howell, MI
The Community Press, Cincinnati, OH
Camden Publications, Inc., Camden, MI
Lansing Community Newspapers, Inc., Charlotte, MI
HomeTown Directory Company, Pigeon, MI
Specialty Communications, Royal Oak, MI
Mirror Newspapers, Royal Oak, MI
Hometown Digital.com, Livonia, MI

Founder and Chairman, Observer Newspapers, Inc.

Paul H. Todd, Jr., (D-Kalamazoo),
Member of Congress Third District, Michigan
Administrative Assistant, 1964-1966
Campaign Manager, 1966

Sports Editor and acting city editor, Daily News-Miner, Fairbanks, Alaska

PROFESSIONAL

Current Board of Directors:
SenSyTech, Inc., Newington, VA
President, Power Foundation, Ann Arbor, MI
Chair, Corporation for a Skilled Workforce, Ann Arbor, MI
Vice Chair, The Nature Conservancy Michigan Chapter Board of Trustees
University Musical Society, Ann Arbor, MI

2000 Distinguished Alumni Service Award,
The Alumni Association of the University of Michigan

Candidate for Democratic nomination for U.S. Senate seat from Michigan; ran second in field of six.

1987 Appointed member of the Board of Regents of the University of Michigan; won election in 1990, receiving more than 1 million votes; defeated in 1998.

EDUCATION

University College, Oxford, England (Marshall Scholar)
BA and MA in Philosophy, Politics and Economics (Honors)

University of Michigan, graduate study

University of Michigan, Ann Arbor, Michigan
BA, summa cum laude, in history, political science and biology
Elected to Phi Beta Kappa, Phi Kappa Phi, Student Government Council
Editorial Director of the Michigan Daily (student newspaper)

PERSONAL

Married to Kathleen K. Power. Two sons, Scott Thomas Sutton, M.D. and Nathan Eugene Power

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

OFFICIAL REPORTING DATES

ACTION REQUESTED

It is recommended that the Board of Regents formally accept the following Opening of Term and Official Record dates for the 2003-2004 fiscal year as determined by University policy:

	<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

STAFF SUMMARY

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.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
 Provost and Vice President for Academic Affairs

Date

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 19

DATE:

March 18, 2003

RECOMMENDATION

POLICY: STUDENT CONDUCT CODE

ACTION REQUESTED

It is recommended that the Board of Regents approve the attached amendments to Eastern Michigan University's Student Conduct Code.

STAFF SUMMARY

Pursuant to Section XV of the 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.

The Committee proposed that a provision be added to address efficient adjudication of cases arising during the summer term. Limited availability of hearing board members during the summer term could result in delays, prompting due process concerns. The revised provision reduces the number of hearing board members required for quorum and ensures resolution within a reasonable time period.

The Committee also proposed that the option of a "verbal" sanction be added to codify current department practice. The verbal warning provides the University with the option of addressing first-time minor behavior issues without ordering an unnecessary formal sanction.

Another proposed change streamlines the disposition of appeals. Current language requires that appeals be reviewed, argued and decided in one day. Practice indicates that this mandate is unnecessary and inconvenient for both the board and the accused student. The revised format allows for the Judicial Appeals Board to review the record in a separate session prior to convening the hearing. This is a procedural adjustment rather than a substantive change to the process.

Language has also been added to clarify that a student's failure to appear at a hearing does not prohibit the University from going forward with disciplinary proceedings in their absence. This is not a substantive change and represents current practice.

The Committee also proposed that a provision be added to prohibit discrimination by student organizations on the basis of sexual orientation. This provision is consistent with the University's civil rights policy.

Minor revisions proposed by the Committee include language referencing the University's Alcohol and Other Drug Policy and the EMU Athletics Alcohol and Other Drug Education and Testing Policy. The Committee also agreed to language requiring that referrals for conduct be submitted to the office within a reasonable amount of time. This revision codifies current practice and ensures compliance with due process.

The Committee also proposed that the Judicial System Review period be extended from every three (3) years to every four (4) years. This revision would allow for code reviews to coincide with other Board policy reviews.

FISCAL IMPLICATIONS


None.

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
9-17-69		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.

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 2 of 19
Issue		
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

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 3 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

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.

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 4 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

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.

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 5 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

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.

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 6 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

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 ALCOHOL AND OTHER DRUG POLICY; 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 ATHLETICS ALCOHOL AND OTHER DRUG EDUCATION AND TESTING POLICY; 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

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 7 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

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 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 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.)

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 8 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

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.

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 9 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

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 CONVENE A DISCIPLINARY HEARING WITH ONLY THREE (3) JUSTICES, 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.

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 10 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

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. A COMPLAINTANT SHALL SUBMIT THE COMPLAINT TO THE STUDENT JUDICIAL SERVICES OFFICE WITHIN A REASONABLE AMOUNT OF TIME FROM THE DATE HE/SHE BECOMES AWARE OF THE ALLEGED VIOLATION. 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:

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 11 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

- 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/STUDENT ORGANIZATION FAILS TO APPEAR AT HIS/HER SCHEDULED FORMAL HEARING OR APPEAL HEARING.

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

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 12 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

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.

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 13 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

- 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.

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 14 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

- 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, ~~On the date of the Appeal,~~ 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. THE DECISION WILL BE MADE BY A SIMPLE MAJORITY OF THE JUDICIAL APPEALS BOARD MEMBERS PRESENT AT THE HEARING.
 - 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

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 15 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

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.

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 16 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

- 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

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 17 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

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.

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.1	Page 18 of 19
Issue		
STUDENT CONDUCT CODE AND JUDICIAL STRUCTURE		

- 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.

SECTION: 20
DATE: March 18, 2003

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

MONTHLY REPORT
FACULTY AFFAIRS COMMITTEE

ACTION REQUESTED

It is requested that the Faculty Affairs Committee Agenda for March 18, 2003, and the Minutes of the January 21, 2003, meeting be received and placed on file.

STAFF SUMMARY

The primary item for the March 18, 2003, Faculty Affairs Committee meeting was a presentation on "EMU Helps Department of Defense Meet its Specialized Coatings Needs" by Paul T. Schollaert, Provost and Vice President for Academic Affairs, John C. Dugger, Dean, College of Technology and Theodore Provder, Director, Coatings Research Institute

FISCAL IMPLICATIONS

There is no fiscal impact.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Faculty Affairs Committee

March 18, 2003
8:00 – 9:00 a.m.
205 Welch Hall

AGENDA

Regular Agenda

Section 20 Monthly Report and Minutes (Regent Brandon)

Status Report

REPORT: “EMU Helps Department of Defense Meet its Specialized Coatings Needs” by

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

John C. Dugger, *Dean, College of Technology*

Theodore Provder, *Director, Coatings Research Institute*

**EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS
FACULTY AFFAIRS COMMITTEE MEETING
PRESENTATION OUTLINE**

TUESDAY, MARCH 18, 2003

“EMU HELPS DEPARTMENT OF DEFENSE MEET ITS SPECIALIZED COATINGS NEEDS”

- I. PROVOST PAUL T. SCHOLLAERT**
 - a. Describe Earmark Process

- II. JOHN C. DUGGER**
 - a. Link Between Scholarship and Teaching
 - b. Faculty Role in Coatings Research Institute (CRI)
 - c. CRI including Faculty Linkages
 - d. CRI Linkages with Undergraduate Programs
 - e. CRI Linkages with Graduate Programs

- III. THEODORE PROVIDER**
 - a. Introduce Faculty in Attendance
 - b. Describe CRI Mission and Key Activities
 - c. Describe Army Research Lab Activities
 - d. Describe TACOM Activities

JOHN C. DUGGER, Ph.D.
Dean, College of Technology

Home Address

Office Address

- Ph.D. Texas A&M University, College Station, TX (1982)
M.S. Virginia State University, Ettrick, VA (1978)
B.S. Virginia Polytechnic Institute and State University, Blacksburg, VA (1975)

Recent Manuscripts Published (40 refereed articles total)

- Chen, J.C., Dugger, J., & Hammer, B. (2002). *A Kaizen Based Approach for Cellular Manufacturing System Design: A Case Study*. Journal of Technology Studies. 27(2).
-Kasi, B. & Dugger, J. (2002). *Gender Equity in Industrial Technology: The Challenge and Recommendations*. Accepted by the Journal of Industrial Technology (Volume 17, Number 1).
-Ward, C. & Dugger, J. (2000). *The impact of quality training on stress, anxiety and fear in the workplace*. Journal of Industrial Technology. 16(4), 2-6.
-Kassapaglu, M., Strong, S., Dugger, J.C., & Rudisill, A. (1999). *The National Association of Industrial Technology: leading the way*. Journal of Technology Studies. 25(2), 17-20.
-Lee, S. S., Dugger, J.C., & Chen, J.C. (1999). *Kaisen: an essential tool for inclusion in industrial technology curricula*. Journal of Industrial Technology. 16(1), 2-7.
-Hsieh, Y.C. & Dugger, J. C. (1998). *An experimental study to identify key factors affecting dot gain on sheet-fed offset presses*. Journal of Industrial Technology. 14(2), 3-10.

Book Published

- Dugger, J. C. & Wood, J. (1987). Exploring Technology. Stillwater, OK: Mid America Vocational Curriculum Consortium.

Presentations

More than 75 national presentations

Recent Honors

- Phi Kappa Phi (1987)
Laureate Citation, Epsilon Phi Tau (1989)
Technology Education Leadership Program (1994)
Outstanding Teaching Award – Department of Industrial Education and Technology (1999)
Professor of the Year – National Association of Industrial Technology (1999)
Iowa State University College of Education Superior Teaching Medallion (2000)

International Activities

- Consultant, College of Arts, Sciences & Technology (CAST), Kingston, Jamaica, Summer, 1985.
Visiting Professor, Memorial University of Newfoundland, Summer, 1989.
Visiting Team, National Changhua University of Education, November, 1991.
Invited Lecturer, Taiwan National Science Council, May, 1993.
Invited Lecturer, International Conference on Employment Security. Taipei, Taiwan. December, 1996.
Invited Lecturer, National Changhua University of Education, Spring, 2001.

BIOGRAPHY

THEODORE PROVDER, Ph.D

Dr. Theodore Provder currently is Director, Coatings Research Institute in the College of Technology at Eastern Michigan University and Director of the NSF I/UCRC Research Center in Coatings. He has over 35 years of industrial experience in polymers and coatings. He also serves as an Adjunct Professor to the Macromolecular Science Department at Case Western Reserve University and to the Polymer and Coatings Department at North Dakota State University, and the Chemistry Department at Kent State University. He also has served as Director of Program Organization, for the Institute of Materials Science, Inc.- New Paltz. He was Principal Scientist and directed the research activities of the Materials Science and Analytical Services Department at the ICI Paints(The Glidden Company) Research Center in Strongsville, Ohio. He received his Ph.D. degree in physical chemistry at The University of Wisconsin at Madison in 1965 and subsequently joined the Monsanto Company in St. Louis, carrying out research on exploratory polymers and composites. He joined The Glidden-Durkee Division of SCM Corporation in 1970, where he carried out research on polymer characterization and the physical chemistry of coatings for The Glidden Company for 29 years.

Dr. Provder is a past Chairman of the American Chemical Society (ACS) Division of Polymeric Materials: Science and Engineering (PMSE) and currently serves as an ACS Councilor for PMSE. Dr. Provder currently is a member of the Editorial Review Boards of the Journal of Coatings Technology(JCT) and Progress in Organic Coatings journal. He also is the editor of a JCT tutorial series on characterization and analysis of coatings. His research interests encompass size exclusion chromatography, particle size distribution characterization, cure chemistry and physics, thermal analysis, film formation, as well as polymer and coatings analysis and characterization to advance polymer and coatings science and technology; and are reflected in over 120 publications(including 17 edited books) and 3 patents.

Dr. Provder is a recipient of the SCM Corporation Scientific and Technical Award in the area of computer modeling, and two Glidden Awards for Technical Excellence for advanced latex particle size analysis methods and instrumentation development. In addition, Dr. Provder was awarded the coveted 1987 Joseph J. Mattiello Lectureship at the annual meeting of the Federation of Societies for Coatings Technology(FSCT). In 1989, Dr. Provder was awarded the ACS PMSE Division's Roy W. Tess Award in Coatings. In 1993 Dr. Provder was awarded the University of Missouri-Rolla Coatings Institute Distinguished Scientist Award in recognition of his distinguished work in the field of coatings and polymer science through education, research and service. In 1999, Dr. Provder was awarded first place in the Roon Award competition for best paper at the FSCT-ICE national meeting. In 2000 Dr. Provder was appointed to the first class of PMSE Fellows. In 2003 Dr. Provder was awarded the PMSE Division's Distinguished Service Award

2/19/03

CONDENSED CURRICULUM VITAE

Theodore Provder, Ph.D.

EDUCATION

1965: Ph.D. with *Major* in Physical Chemistry, *Minor* in physics, *University of Wisconsin* at Madison. Thesis: "Dielectric Relaxation and Hindered Rotation", Prof. W. V. Vaughan, Advisor

1961: B.S. (*Magna Cum Laude*) with *major* in chemistry, *minors* in mathematics and physics at the *University of Miami*, Coral Gables, Florida

PROFESSIONAL EXPERIENCE

Coatings Research Institute, Eastern Michigan University, Ypsilanti, MI 2001 to present
Director, Coatings Research Institute(CRI)
Provides technical direction and focus to CRI with respect to contract research, short courses and collaborations with the NSF Coatings Research Center.

Institute of Materials Science(IMS) –New Paltz, New Paltz, New York 2000 to 2001
Director of Programming
Provide technical programming function to IMS with respect to short courses and conferences.

Polymer and Coatings Consultants, Olmsted Falls, Ohio 1999 to present
Consultant, Polymers and Coatings
Provide R&D Consulting Services for product problem solving and new product development with emphasis on polymer and coatings characterization, analysis, and testing; support of litigation; interaction with and monitoring of academic and federal labs R&D efforts.

ICI Paints, North America (The Glidden Company), Strongsville, Ohio 1970 to 1999
A \$1.5 billion coatings company.
Principal Scientist, Materials Science and Analytical Services (1983 to 1999)
Senior Scientist, Polymer and Coatings Research (1978 to 1983)
Technical Manager, Fundamental and Computer Sciences (1971 to 1978)
Section Head, Fundamental and Analytical (1970 to 1971)

Responsible for polymer physics, analytical services, scientific computing, technical information services and interactions with the academic community. Responsibilities included a staff of 30, a \$3.2 million operating budget and a capital budget of \$250,000 for instrumentation. Responsibilities have also included managing polymer chemistry and coatings research departments.

SELECTED AWARDS AND HONORS

- 2000: Elected to first class of Fellows of the ACS Division of Polymeric materials: Science and Engineering
- 1999: First Place Roon Award for the Paper "Effect of Formulation Variables on Coating Properties and Performance in the Deep Draw Process", A. Polyakova, T. Provder, A. Hiltner and E. Baer

- 1993: The University of Missouri-Rolla Coatings Institute Distinguished Scientist Award in recognition of distinguished work in the field of coatings and polymer science through education, research and service
- 1989: American Chemical Society Polymeric Materials" Science and Engineering Division's Roy W. Tess Award in Coatings
- 1987: "Mattiello Lecturer" of the Federation of Societies for Coatings Technology (FSCT) at the Annual Meeting in Dallas on the topic of "Cure Characterization in Product R&D"
- 1993: The University of Missouri-Rolla Coatings Institute Distinguished Scientist Award in recognition of distinguished work in the field of coatings and polymer science through education, research and service

SELECTED PROFESSIONAL ACTIVITIES

Member of Phase 1 SBIR/STTR, F-3 Review Panel, Division for Design, Manufacture and Industrial Innovation, "Surface Engineering" (Aug. 23, 2002)

Member of FSCT publications committee(2001-), Editor for JCT Analytical and Characterization series(2002-), Member of FSCT Roon Award Committee(1995-),

Councilor for American Chemical Society Division of Polymeric Materials: Science and Engineering(PMSE) (1996-), Member of ACS Divisional Activities Committee(2000-), Alternate Councilor (1993-1995), PMSE Chair 1988, Chair-elect 1987, Vice-Chair 1986, Treasurer 1984-1985. Member of ACS Roy Tess Award Committee (1995-1998)

Treasurer of the Joint Polymer Education Committee of PMSE and POLY Divisions (1989-1997)

RESEARCH INTERESTS

Research interests include polymer and coatings characterization, cure chemistry and physics, film formation, physics of polymer surfaces, structure-morphology/property-end use relationships, architectural, packaging , industrial and powder coatings.

SELECTED RECENT PUBLICATIONS

T.Provder and M.W. Urban, Editors, "Film Formation in Coatings: Mechanisms, Properties, and Morphology", **ACS Symposium Series 790** (2001).

T.Provder, "Elucidation of Coatings Failure in the Deep Draw Process and the Effect of Formulation Variables on coatings Performance", **Proceedings of the ACS Division of Polymeric Materials Science and Engineering, 84**, 445 (2001).

T. Provder, "Challenges in Particle Size Distribution Measurement Past, Present, and for the 21st Century", **Applied Polymer Science: 21st Century**, C. Craver and C. Carraher , Eds., Elsevier Science, New York, 873 (2000).

T. Provder, Editor, "Polymers and Rubbers " Section of the **Encyclopedia of Analytical Chemistry**, Sept.,2000.

A. Polyakova, T. Provder, A. Hiltner and E. Baer, "Effect of Formulation Variables on Coating Properties and Performance in the Deep Draw Process", **Journal of Coatings Technology,72(901),69(2000)**, [First Place Roon Award Paper].

A. Polyakova, E.V. Stepanov, T. Provder, A. Hiltner, and E. Baer, "Relationship of Coating Failure to Deformation in the Deep Drawn Cup", **The Journal of Adhesion**,72,37(2000).

T. Provder, C. Kuo, R. A. Sanayei and K. F. O'Driscoll, "Assessing the Validity of the Universal Calibration Concept in THF and DMAC for a Variety of Polymers and Column Supports", **Polymer Reaction Engineering Journal**,7(4), 465 (1999).

T. Provder, Editor, "Chromatography of Polymers: Hyphenated and Multidimensional Techniques", **ACS Symposium Series 731** (1999).

T. Provder, Editor, "Particle Size Distribution III: Assessment and Characterization", **ACS Symposium Series 693** (1998).

EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

FACULTY AFFAIRS COMMITTEE MINUTES

January 21, 2003
8 a.m., 205 Welch Hall

Attendees (seated at tables): Regent Brandon (Chair), Regent Valvo, Provost Schollaert, J. Boyless, D. Clifford, S. Erenberg, M. Harris, R. Holkeboer, S. McCracken, S. Moeller, H. Zot

Guests (as signed in): R. Abent, G. Basar, M. Bombyk, P. Buchanan, E.T. Contis, M. Crabb, B. Edwards, L. Findley, B. Fish, T. Fleming, J. Goulet, W. Gunter, W. Harris, J. Ignier, G. Liepa, M. Lucas, K. Merrill, P. Moneclar, C. Monena, C. Montgomery, B. Morgan, R. Neely, M. O'Connell, R. Perry, L. Pritchard, J. Rankin, G. Reichbach, L. Richardson, K. Rusiniak, A. Starko, J. Todd, W. Tornquist, N. Tyler, B. Warren, P. Wiencek, E. Williams, S. Wilson, R. Woods

The meeting was convened at 8:05 a.m.

Monthly Report and Minutes (Section 14)

Regent Brandon recommended approval of the Faculty Affairs Committee Agenda for January 21, 2003 and the Minutes of November 19, 2002 be accepted and placed on file.

The recommendation was accepted.

Susan Moeller, President AAUP thanked the Faculty Council for modifying the format. The AAUP is delighted to return to attend the Faculty Affairs Committee. She apprised the committee of the issue regarding the University's recommendation before the Board requesting approval for the building of a new student union. She suggested that the funding would serve students and faculty better if used to improve the student's learning environments. A discussion followed with Regent Brandon, Dr. Sally McCracken and Provost Schollaert.

Status Report: "Ypsilanti Community Outreach Partnership Center (COPC)"

Dr. Paul T. Schollaert, Provost and Vice President for Academic Affairs, stated that he was pleased to introduce today's presentation by the Office of Extended Programs regarding Community Outreach Partnership Centers Program (COPC).

Dr. David Clifford, Interim Associate Vice President for Extended Programs, introduced the presenters, *Ronald Woods, Director, Institute for the Study of Children, Families, and Communities (ISCFC)*, *Marcia Bombyk, Professor of Social Work*, *Norman Tyler, Director, Urban and Regional Planning Program*, *Ebert Perry, Director, African American Center for Applied Research and Services (AACARS)*, *Jennifer Goulet, Director, Ypsilanti Downtown Development Authority*, *George Basar, Chief, Ypsilanti Police Department*, *Louis Richardson, Ypsilanti City Council*, *Ester Williams, Community Activist*, and *Peggy Wiencek, Director, Applied Research Center, ISCFC*

Dr. David Clifford began the presentation with the overall agenda and overview of the Community Outreach Partnership Center (COPC).

What is COPC? Community Outreach Partnership Centers is a program of the Office of University Partnerships. The purpose is to give grants to universities to help harness their physical and economic resources and knowledge, creativity, and energy of their faculty and students to create stronger, healthier neighbors. There are many more applicants than awards each year. In 2001 there were 24 awards across the country. Since 1994 187 universities have received a COPC grant.

EMU / Ypsilanti's Grant was awarded in September 2001 for three years. Formal planning began in December 2000 with 13 formal planning meetings. Over two dozen community members and two dozen EMU faculty and staff were involved. The priorities and plans are determined by the community.

Dollar Cost/Value of Activities Under COPC are as follows: HUD award \$394,560, EMU cash and in-kind commitments \$1,109,300, Community in-kind commitments \$203,493, EMU waived indirect cost \$144,599, value of indirect effort associated with EMU contributions \$484,216 for a total of \$2,336,163.

Oversight and Governance: Advisory Commission Co-Chairs, Mayor Cheryl Farmer and President Sam Kirkpatrick and six community and seven university members.

Advisory Board: One for each of the three major activity areas.

Project Management: Professor Elvia Krajewski-Jaime (Social Work), Director, Professor John Edgren (Economics), Co-Director, and Ms. Peggy Wiencek (ISCFC), Evaluator.

Dr. David Clifford then introduced Dr. Ronald C. Woods, Director, Institute for the Study of Children, Families, and Communities (ISCFC), who continued with Organization and Community – EMU Partners.

The Community Outreach Partnership Centers Program at Eastern Michigan University is overseen by the President, Provost and Vice President for Academic Affairs and the Associate Vice President for Extended Programs, Institute for the Study of Children, Family and Communities, 55 key Ypsilanti community partners, 42 key faculty and staff partners and 17 students.

Dr. Ronald Woods introduced Dr. Marcia Bombyk, Professor of Social Work who continued with Principles for Community Building a) start from local conditions, b) build on community strengths, c) foster broad community participation, d) require racial equity, e) value cultural strengths, f) support facilities and children, g) integrate community development and human service strategies, and h) forge partnerships through collaboration.

The Challenges of Civic Engagement. Factors that prevent or impede participation are a) no prior positive experience in making change, b) lack of communication, c) lack of transportation, d) inaccessibility of location or facilities, e) inconvenient meeting times, f) lack of child care to attend meetings, g) non-interest of the group or community, h) uninformed community, i) hopelessness, j) isolation, k) low self-worth, l) no vested interest (not my problem), m) lack of time/busy/everyday life gets in the way, n) interest wanes, o) contentious meetings; a few individuals alienate others, p) not being listened to when expressing opinions, q) poor organization, r) no concrete goal setting, s) no clear process for achieving goals, and t) poor publicity, information sharing, media.

Neighborhood Organizing in Ypsilanti, Michigan a) In one year, COPC has progressed from 7 to 14 neighborhood organizations in development. b) Organizing under CoPAC and Chief Basar: Progressive direction through clear, enlightened community policing philosophy. c) Process: Find a few neighborhood leaders, start calling meetings, develop bylaws, identify goals, and get to work.

The Next Steps for Community Building in Ypsilanti a) work with Political Science Professor, Dr. Joseph Ohren on a community summit for strategic planning, b) continue building neighborhood organizations, particularly in low income areas, c) activate EMU employees who are Ypsilanti residents to be more engaged in their neighborhood and other civic associations.

Dr. Norman Tyler, Director, Urban and Regional Planning Program continued with an introduction to WebPolis, a website for the Ypsilanti community.

The WebPolis Bulletin Board features news items for Ypsilanti such as: a) Transportation conference, b) School Board election, c) Community concert, d) Severe weather forecast, e) New snow truck and Links to: a) Information, b) Discussion, c) Internet browser, d) Word/topic search plus Special: a) Decision Action Process, b) WebPolis Questions, and c) Survey.

Other WebPolis searches include: Background perspective on Downtown, Map of Downtown, Riverside Park Crosswalk Project, Current standings of SWIV voting, and Queries: What financial database would you like to consider, Administrative, Consultant fees, New construction or Building Rehabilitation?

The WebPolis Consortium Team: *Dr. Norman Tyler, Director, EMU Urban and Regional Planning Program, Architect and Planner and Developer of WebPolis; Dr. Yichun Xie, Director, Institute for Geospatial Research and Education (IGRE), GIS Systems developer, GIS training programs consultant; Tracy Mullins, WebPolis Graduate Research Assistant, Telecommunication Consultant, and Vice President, RMS Consulting; Dr. Qiang Zhou, CEITA Senior Research Scientist, Environmental Systems Developer and Computer Programmer.*

Dr. Robert Perry, Director, African American Center for Applied Research and Services (AACARS) continued with Digital Inclusion.

Digital Inclusion: What it is and why it is important. The project ideas tests the hypothesis that Africana-centered content can help bridge the digital divide that exists for those students who reside in communities that are most underserved. Students and parents do not own computers and their residences are not Internet wired.

Clients are Ypsilanti High School students and parents. Parents are taught basic computer skills; how to send and receive e-mail; open and send attachments; and how to navigate the Internet. High school students are taught through on-line instruction to go to web sites like Africana.com to assist them in their research and to learn to use appropriate CD-ROMs.

Instructional Pedagogy, Afrocentric use of African and African American curriculum innovations. Examples: the use of popular culture materials taught in existing courses in African American Studies such as Rap and Hip-Hop culture, materials on African American athletes, artists, and political leaders and the use of the CD-Rom Africana Encarta. Classes team taught at Ypsilanti High School: the team is comprised of a high school history teacher and an EMU professor of African American Studies. The materials are infused into an existing Ypsilanti High African American History class.

Conclusion: a) Parents and students learn cyber-skills they will need to navigate the Internet successfully in the 21st century, and b) The Digital Inclusion Project puts the academic resources of AACARS and EMU to work in the community in a meaningful and concrete way.

Ms. Jennifer Goulet, Director, Ypsilanti Downtown Development Authority continued with Economic Development.

Building Retail Excellence: a) Purpose to provide retail management training and ongoing support to retailers in Downtown, Depot Town, West Cross Street and Michigan Avenue, b) Planned use of faculty/staff from EMU, Washtenaw Community College, and Michigan Small Business Development Center-Region 12 for seminars and mentoring, c) Surveys/focus groups used to get business input on program design, d) Retailers not interested in traditional educational series – looking for short term, interactive training sessions on specific topics - marketing a top priority, e) Nearly 25 downtown groups in Michigan lead us to WhizBang Training, f) No grant funds for consultants so local partnership formed to support \$3,000 cost, g) One-day marketing workshop scheduled for Jan. 27th, and h) Project formed new partnerships among advisory groups and with local business community for ongoing programs and mentoring.

Additional Program Components under the COPC Grant, 1) Inter-generational Project includes: a) Education and youth leadership development directed by *Susan Crabb, V.P. Help Source; Social Work*, b) Three 10-week training sessions on leadership building, and communication and cultural diversity skills development, and c) Cross-generational community cohort of 40, in addition to 14 Social Work Student Interns. 2. Youth Camp: a) Economic development and employment directed by *Sanjib Chowdury, Management, COB*, and b) Summer camp for 11 high school participants. 3) Workforce Development: a) Economic development and employment directed by *Charles Monsma, Director of ICARD*, and b) Acquisition of data regarding employment skills and labor needs in Ypsilanti; building a workforce development system responsive to those needs, planning for a workforce development summit in 2003.

George Basar, Chief, Ypsilanti Police Department expressed his views on disconnect in neighborhoods and recommended to bring back neighborhood watch and associations plus quality of life in neighborhoods. Many police calls are not police related and can be helped by neighborhood associations, not police. The COPC grant would help build neighborhood associations to double their numbers.

Lois Richardson, Ypsilanti City Council and Ester Williams, Community Activist gave their views on Community Partner Observations.

In conclusion, *Peggy Wiencek, Director, Applied Research Center, ISCFC* discussed Community Outreach Partnership Centers.

Regent Brandon suggested the goal is to reach out in the community and let us know how we are doing a half year from now. Also, to let us know what happens in two years.

Dr. Clifford answered that this is a solid project. We will solicit funds second and third year.

Regent Brandon thanked the presenters for their reports.

Regent Brandon adjourned the meeting at 9:12am.

Respectfully submitted,

Nicki Banush, Executive Secretary
Academic Affairs

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 21

DATE:

March 18, 2003

RECOMMENDATION

MONTHLY REPORT - FINANCE COMMITTEE

ACTION REQUESTED

It is 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.

STAFF SUMMARY

Regular Agenda items discussed at the January 21, 2003 Finance Committee included: Finance Committee Monthly Report; Eastern Michigan University As Lender for Graduate Student Loans; New Student Union/McKenny Reassignment – Authorization to Proceed; Resolution: Bond Authorization – Refinancing Existing Debt; Resolution: Bond Authorization – Funding for New Student Union/McKenny Reassignment; Student Union Fee; and State Lease Financing Structure for Renewal of Mark Jefferson. Consent Agenda items discussed were: Treasurer's Report, Internal Audit Report, Grants and Contracts Report, Construction Projects Progress Report, Accounts Receivable Report, Interim Budget Status Report and Technology Plan Implementation Report.

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Office

Date

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

**March 18, 2003
10:30 a.m.
201 Welch Hall**

REGULAR AGENDA

- Section 21: Finance Committee Monthly Report**
Patrick J. Doyle, V.P. for Business and Finance and Treasurer to the Board of Regents
- Section 22: Report: University Advancement Update**
Stuart J. Starner, Executive Director/Vice President for Advancement, EMU Foundation

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

EASTERN MICHIGAN UNIVERSITY

**Board of Regents
FINANCE COMMITTEE**

MINUTES OF MEETING

January 21, 2003

Present: Regents Antonini, Morris, Incarnati, Gordon, Griffin, Brandon, Valvo, Rothwell, and Vice President Doyle

TREASURER'S REPORT

Pat Doyle recommended that the Treasurer's Report for the month of December 2003 be received and placed on file. As of December 31, 2002 cash and investments totaled \$86,959,732 and were invested to return a total annualized yield of 5.48%. Cash and investments, excluding bond proceeds, as of the reporting period increased by \$13,361,035 as compared to December 2001. Doyle reported that the University's current investment performance compares favorably with established benchmarks.

INTERNAL AUDIT REPORT

Jeff Fineis and Amy Brown of Andrews, Hooper and Pavlik P.L.C. recommended that the Internal Auditor's activity report for September through December 2002 be received and placed on file. Fineis reported that the reports for the Conflict of Interest and Cash Receipts internal audits have been issued and include findings and corresponding recommendations to improve controls. The recommendations have been discussed with appropriate personnel, and management agrees with the recommendations and is proceeding to implement the recommendations. Fineis also presented an updated internal audit schedule for the period ending September 30, 2003. In addition, University management has followed-up on previously issued audit recommendations and reports that such recommendations have been implemented.

GRANTS AND CONTRACTS REPORT

Brian Anderson recommended that 50 grants and contracts totaling \$2,223,433 for the period November 1, 2002 through December 31, 2002 be accepted. Anderson reported that of those awards, 100 percent sponsor-funded grants and contracts in the amount of \$1,366,135 were awarded to the University during the reporting period. Grants and contracts awarded that required EMU cost-sharing and/or in-kind contributions totaled \$857,298. The cash contribution for those awards was \$10,200 for a fiscal year-to-date total of \$114,263 against the base budget of \$361,652. Anderson provided an update of current proposal award activity and prior year comparisons. Through December 31 proposals processed were 225, which is down 28 from the plan; awards received was 168, which is down 29 from the plan; the dollar value of awards received is \$6,553,882, which is down \$1,703,618 from the plan; and matching funds committed was \$114,263, which is down \$66,563 from the plan. In comparing the current fiscal year with last fiscal year-to-date, four more proposals were processed; 25 fewer awards were received; the dollar value of awards received was down by \$2,246,941; and matching funds committed is down by \$68,203. Anderson indicated that the current figures are misleading, and he expects to exceed last year's totals.

CONSTRUCTION PROJECTS PROGRESS REPORT

Anthony Catner and Aaron Preston recommended that the Construction Projects Progress Report for the period ending December 19, 2002 be received and placed on file. Catner reported that the final phase of the Parking Expansion Project is underway with the demolition of the Business and Finance building. Environmental abatement, salvage operations, and the relocation of power and telephone lines has begun. The actual demolition of the building is scheduled to begin the week of January 13, 2003. Completion of the 260-space tabletop deck is targeted for September 2003. Request for Proposals to select a planning team to work with the administration in developing a Campus Master Plan has been released with proposals due January 10, 2003. Preparation to proceed with a new student union and reassignment of McKenny is underway, pending Board authorization to proceed.

Preston reported that demolition is planned in four weeks of a University-owned facility at 1311 Ainsley Street due to structural failure of the foundation. The building is currently condemned and closed. Regent Morris asked why the demolition is not scheduled to happen sooner. Catner explained that the University is in the processing of acquiring various permits and having utilities secured and removed. Morris advised that the demolition should receive priority and be complete within the next two weeks.

Regent Morris asked about the future renovation of Mark Jefferson in regard to the projected annual savings of \$800,000 resulting from lighting fixtures changes. Morris suggested that the University approach Detroit Edison and/or the Public Service Commission and ask for funding assistance to implement the lighting conservation program in Mark Jefferson.

ACCOUNTS RECEIVABLE REPORT

John Beaghan recommended that the Student Accounts Receivable Ratio Analysis, the Student Accounts Receivable Reports and the Collection Agency Inventory as of December 31, 2002 be received and placed on file. The net receivable balance as of the reporting period is \$13,239,000 or 11.38 percent of revenue as compared to \$21,402,000 or 19.96 percent of revenue as of December 31, 2001. This is an increase of 8.58 percent. Beaghan reported that Receivable Ratio analysis shows a decrease of 4.09 percent as compared to the five-year average of 15.47 percent. The positive variance is primarily due to the earlier due date for the winter semester bill. Beaghan reported that student receivables 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 November 30, 2002 be received and placed on file. The report provides an overview of year-to-date revenues and expenditures versus the operating plan as of November 30, 2002. Levett reported that state appropriations have been reduced by 2% or \$1.753 million, and payments over the remaining 8 months of the fiscal year will reflect the reduced level. Combined official enrollments for summer and year-to-date fall 2002 are slightly above plan by 305 student credit hours, for a total of 283,935 student credit hours. Levett reported that total tuition and fee revenues exceed plan by approximately \$35,000. General Fund expenditures and transfers are accumulating according to plan at \$74.4 million.

Reductions in spending have been made consistent with the loss of appropriation revenue. Salary and wages have been closely managed within budget. Staff salary savings, which result from position vacancies, are exceeding plan. Levett reported that a balanced budget is anticipated at year-end.

Regent Antonini asked about the carry forward balance from last fiscal year of approximately \$6 million. Levett stated that the carry forward balance recognizes obligations and outstanding commitments that were not paid last year, and so it is necessary to carry it forward to handle those obligations.

INFORMATION AND COMMUNICATIONS TECHNOLOGY INITIATIVES REPORT

Margaret Cline recommended that the ICT Initiatives Report for the period November 1, 2002 through December 31, 2002 be received and placed on file. Cline reported that the last segment of the Enterprise Networking infrastructure has been installed, and Boone and Pierce Hall upgrades are complete. The human resource and payroll system was successfully brought up on January 1. The financial aid system is live and students will begin to use it interactively in March. Cline reported that the finance system continues to function well. Students will begin to register on line through the portal in March. A faculty pilot group is in place to bring up the web-ct vista project. Cline reported that those pilot courses will be ready for students in September 2003.

Regent Incarnati asked if the anticipated cost of the project will go over the original approved amount. Cline stated that the most costly part of the project will be complete this year, and then future expenditures will be reviewed against the budget. Doyle stated that the long term projection indicates revenues will exceed the plan and that expenditures will be slightly in excess of plan. Doyle stated that the original plan called for a \$2.3 million loan during the first year, which wasn't needed. The revised plan reflects a loan of \$2.475 million this year, but as cash flows continue to be positive the loan may not be needed this year.

MONTHLY REPORT

Patrick Doyle, Vice President for Business and Finance, recommended that the working agenda for the January 21, 2003 Finance Committee meeting and the minutes for the November 19, 2002 Finance Committee meeting be received and placed on file. There were no questions.

SCHOOL AS LENDER FOR GRADUATE STUDENT LOANS

Ken McKanders recommended that the Board authorize the University's administration to apply for a lender number from the U. S. Department of Education for the purpose of serving as a direct lender for University Graduate School federal Stafford Student Loans; authorize the University's administration to negotiate, execute and deliver an agreement with Sallie Mae, Inc. for an original term not exceeding four years, for the origination, disbursement, servicing and subsequent purchase of the Loans by Sallie Mae; and approve the resolution which authorizes the University's administration to select a third-party provider of a Line of Credit. McKanders reported that Sallie Mae's purchase of the Loans would occur after final Loan disbursement. Upon sale of the Loans to Sallie Mae, the University would receive the face amount of the Loans, all accrued interest through the date of sale, and a premium based on the average balance of indebtedness. While the University would become an eligible federal Stafford Loan lender for its Graduate students, students would have the option of borrowing from another lender of

their choice. McKanders reported that the University's expected annual Graduate School federal Stafford Student Loan volume is \$15,000,000. Based on the expected annual loan volume, by year three of its contract with Sallie Mae, it is anticipated that annual University revenues from the sale of Loans to Sallie Mae will exceed \$500,000.

Vice President Courtney McAnuff stated that the University will be the first school in the state to offer the student loan program. McKanders reported that the risk of default to the University is low and that the Stafford loans are guaranteed by the federal government. Revenues from the sale of loans will be reinvested in the student financial aid program. Doyle indicated that the line of credit will never exceed the volume of the loans, or \$30 million. It will have little affect on the University's debt capacity.

Regent Incarnati stated that pledging general revenues could negatively affect the University's bond capacity and asked if they would be used as collateralization for the line of credit. Doyle indicated that the resolution does not require the University to use general revenues, and they will not be used for that purpose.

McKanders indicated that by the University selecting Sallie Mae as the entity to originate, disburse and service the loans, it will appear to students as though they are dealing directly with Sallie Mae throughout the process.

NEW STUDENT UNION/MCKENNY REASSIGNMENT – AUTHORIZATION TO PROCEED

Pat Doyle and Jim Vick recommended that that the Board authorize the administration to proceed in selecting, through a competitive bid process, a design/build team to construct a new student union and renovate McKenny at a Guaranteed Maximum Price (GMP) not to exceed \$45 million, less University costs and contingencies. Doyle reported that the projected cost to build a new 165,000 square feet Student Union, reassign McKenny, address major deferred maintenance items, remove Pine Grove apartments and all related site, roads and parking improvements is \$45,000,000. The project will be funded from University resources (\$7.5 million) with the remaining \$37.5 million from the sale of bonds. Both the debt service for the bonds and the cost to operate the building would be derived from four primary funding sources: Annual lease payments from food vendors and retail operators (\$750,000); revenues from a new Student Union Fee that would be assessed at \$0.75 per credit hour beginning the Summer 2003 term and increased an additional \$0.75 per credit hour in Summer terms 2004 through 2006, at which time it would be capped at \$3.00 per credit hour. This action would generate \$375,000 the first year and grow to \$1.5 million in the fourth year (FY2006). The new Union is scheduled to open Fall 2005; funding currently earmarked for debt service will be reallocated as existing debt service is retired. This ranges from approximately \$225,000 in FY 2004, increasing to \$750,000 in FY 2010, \$1.1 million in FY 2015 and, ultimately \$6.4 million in FY 2028 through FY 2033; continued allocation of \$500,000 of General Fee revenues designated by the Board in June 2002.

RESOLUTION AUTHORIZING THE ISSUANCE AND DELIVERY OF GENERAL REVENUE REFUNDING BONDS AND PROVIDING FOR OTHER MATTERS RELATING THERETO

Pat Doyle recommended that the Board of Regents approve the Resolution Of The Board Of Regents Of Eastern Michigan University Authorizing The Issuance And Delivery Of General Revenue Refunding Bonds And Providing For Other Matters Relating Thereto. The recommended refinancing/restructuring of existing University debt will take advantage of lower interest rates currently available in the investment markets, free up existing resources for other University priorities, and is expected to provide net present value savings in the range of \$70,000 to \$75,000. Doyle said that the resolution will provide flexibility to restructure University debt over a range of options that will be determined by market conditions and present value savings. Regent Incarnati asked if a recommendation to refinance University debt would have been made without the student union project. Doyle said yes, but it would not include many of the principle and interest payments for the month of June which was included in the list of options.

BOND AUTHORIZATION RESOLUTION: NEW STUDENT UNION/MCKENNY REASSIGNMENT

Pat Doyle recommended that the Resolution of the Board of Regents of Eastern Michigan University Authorizing the Issuance and Delivery of General Revenue Bonds and Providing For Other Matters Relating Thereto be approved. Doyle reported that the Resolution will authorize the University administration to perform all acts and deeds, and execute and deliver all instruments and documents for and on behalf of the University to complete the sale of bonds to construct a new student union, reassign McKenny, and related projects. The Resolution authorizes the pledge of the University general revenues (as defined in the Resolution), to support the issuance of bonds in a principal amount not to exceed \$44,000,000. The term of the bonds will range from June 1, 2004 ending June 1, 2033 and the effective yield will not exceed 6.8 percent (all inclusive net yield is expected to be in the range of 5 percent). Doyle reported that the net proceeds will not exceed the required amount to complete the Capital Projects (\$37.5 million), and related issuance costs are estimated to be approximately \$500,000 which includes insurance. Execution of the sale of the bonds will increase the University's debt service obligations by an amount ranging from approximately \$2.0 million in the early years and up to \$6.8 million in the final years.

STUDENT UNION FEE

Pat Doyle recommended that the Board of Regents approve a Student Union Fee of 75 cents per credit hour effective the summer 2003 term, and authorize an annual increase of 75 cents per credit hour per year through 2006 at which time it will be capped at \$3.00 per credit hour. Revenue from the fee will be designated for operating and retiring the debt of the new student union. The annual cost to operate and service the debt of the new student union is estimated to range between \$3 million and \$4.5 million over the next 24 years. The Student Union Fee of 75 cents per credit hour represents a tuition/fee increase of 0.4 percent.

STATE LEASE FINANCING STRUCTURE FOR RENEWAL OF MARK JEFFERSON

Pat Doyle recommended that the Board of Regents approve the Resolution of the Board of Regents of Eastern Michigan University Approving the Financing Structure for a Certain Capital Improvement Project and Matters Related Thereto. Doyle reported that the University is petitioning the State of Michigan to consider an alternative financing structure to accomplish the proposed \$46.7 million renewal of the Mark Jefferson Science Building. The resolution would empower "authorized officers", namely the President, Vice President for Business and Finance and Treasurer to the Board, General Counsel and the Secretary to the Board of Regents to act on behalf of the Board to negotiate, execute and deliver all contracts, lease(s) and/or other required agreements in order to successfully achieve the renewal of the Mark Jefferson Science Building. If the project is approved by authorized state officials and a 25 percent matching fund requirement is to be provided, it is the intent of the administration to request the Board to approve the means to achieve the matching fund requirement. Doyle stated that the project budget is \$46.9 million, of which 25 percent or \$11.7 million would be the responsibility of Eastern Michigan University.



EASTERN MICHIGAN UNIVERSITY

Board of Regents

Philip A. Incarnati, Chair • Rosalind E. Griffin, Vice Chair

Joseph E. Antonini • Jan A. Brandon • Robert A. DeMattia

Steven G. Gordon • Michael G. Morris • Karen Q. Valvo

EASTERN MICHIGAN UNIVERSITY INTER-OFFICE CORRESPONDENCE

DATE: February 4, 2003

TO: Distribution List Below

FROM: Dana Aymond
Secretary to the Board

SUBJECT: Official Board Minutes

Enclosed please find your copy of the Official Board Minutes for the November 19, 2002 Board of Regents Meeting.

Should you have any questions, Please feel free to contact me at 7-2410.

Enclosure:

Samuel Kirkpatrick	EMU Worldwide
Paul Schollaert	Glen Preston
Patrick Doyle	
Courtney McAnuff	
Jim Vick	
Juanita Reid	
Alumni Office	
AAUP Office	
Jill Pollock	
✓ Ken McKanders	
Library – Maria Davis	
John Beaghan	
Student Government	
Sally McCracken	
Pricewaterhouse Coopers	
Paul Moniodis	