

EASTERN MICHIGAN UNIVERSITY

Board of Regents

201 Welch Hall

(734) 487-2410

Tuesday, September 16, 2003

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

AGENDA

Roll Call Attendance

Tab A Communications

Lunch

Reconvene Regular Board Meeting

Call to Order

Roll Call Attendance

Tab B Resolutions

- Cultural Heritage Months
- Baseball
- Women's Track
- WEMU -- Jazz Station of the Year

Tab C Minutes of June 17, 2003 Regular Board Meeting

Tab D President's Report

CONSENT AGENDA

- Section 1 REPORT: Treasurer's Report (FC)
- Section 2 REPORT: Internal Audit (FC)
- Section 3 REPORT: Grants/Contracts (FC)
- Section 4 REPORT: Construction Projects Progress (FC)
- Section 5 REPORT: Accounts Receivable (FC)
- Section 6 REPORT: Technology Plan Implementation (FC)
- Section 7 Academic Affairs Administrative/Professional Appointments/Transfers (EPC)
- Section 8 Faculty Appointments (EPC)
- Section 9 Faculty Reappointments (EPC)
- Section 10 Staff Appointments (EPC)
- Section 11 Separations/Retirements (EPC)
- Section 12 Emeritus Faculty Status (EPC)

REGULAR AGENDA

Student Affairs Committee

- Section 13 Monthly Report and Minutes (SAC)

Faculty Affairs Committee:

- Section 14 Monthly Report and Minutes (FAC)

Educational Policies Committee:

- Section 15 Monthly Report and Minutes (EPC)
- Section 16 POLICIES: Recommended for Approval (EPC)

Finance Committee:

- Section 17 Monthly Report (FC)
- Section 18 Consolidated Financial Statements and Supplementary Information as of June 30, 2003 and 2002 (FC)
- Section 19 OMB Circular A-133 Supplementary Financial Reports for the Year Ended June 30, 2003 (FC)
- Section 20 2003 General Fund Budget Management Report (FC)
- Section 21 2003 General Fee Report (FC)
- Section 22 2003 Auxiliary Fund Budget Management Report (FC)
- Section 23 Recommendation: TIAA-CREF Custodial Account and Recordkeeping Agreements (FC)
- Section 24 Appointment of Interim Board Treasurer

EASTERN MICHIGAN UNIVERSITY

Board of Regents' Meeting

The preliminary minutes of the June 17, 2003, Board of Regents Meeting.

The Regular Meeting of the Eastern Michigan University Board of Regents was called to order by Chair Incarnati at 12:00 p.m. in Room 201, Welch Hall, Ypsilanti, Michigan.

Chairman Incarnati asked Secretary Aymond for an attendance call.

The Board Members present were:

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

Board Member absent was:

- Regent Karen Valvo

Members of the Administration present were:

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

COMMUNICATIONS

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

The Board recessed for lunch.

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

The Board Members present were:

Chairman Philip Incarnati
Vice Chair Rosalind Griffin
Regent Joseph Antonini
Regent Jan Brandon
Regent Steven Gordon
Regent Michael Morris

The Board Members absent were:

Regent Sharon Rothwell
Regent Karen Valvo

RESOLUTION: Banner Student Process Team

Regent Gordon moved and Regent Antonini seconded to support the Resolution.

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

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

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

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

Motion Carried.

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

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

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

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

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

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

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

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

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

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

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

Motion Carried.

MINUTES OF THE MARCH 18, 2003, REGULAR BOARD MEETING

Regent Griffin moved and Regent Brandon seconded to approve the minutes of the March 18, 2003, Regular Board Meeting.

Motion Carried.

PRESIDENT'S REPORT

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

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

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

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

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

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

The House and Senate versions will go to committee where differences will be hammered-out and a combined bill sent to the Governor. We continue to lobby for support during the process, but given the best of circumstances, our cut remains at \$8.7 million. The University also faces an additional nearly \$10 million in unavoidable cost increases for previously negotiated labor contracts, health care, financial aid and unfunded state mandates.

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

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

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

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

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

- Today we are requesting the Board to approve a long-term lease to open a continuing education facility in Brighton. Scheduled to open in the fall, it will serve residents in the I-96, US 23 corridor area—one of the fastest growing areas in the state. Initially we will offer graduate programs from the College of Education and the College of Health and Human Services, and undergraduate programs from the College of Technology.
- The Advisory Board for EMU's Jean Parsons Center for the Study of Art and Science located in Lake Ann, has appointed the First Artist in Residence for the Center, sculptor M. Catherine Shinick. Ms. Shinick received degrees from both EMU and the Rhode Island School of Design.
- Four very comprehensive guaranteed maximum price design/build proposals for the new student union and the reassignment of McKenny space have now been received, and a structured blind review of the proposals will take place over the course of the next week.
- EMU is collaborating with the Washtenaw County Health Department, the University of Michigan, and our local hospitals to effectively develop a preventive plan to address the outbreak of SARS worldwide. To date, EMU has established a website for updated information and travel advisories, conducted information sessions for employee groups, and developed a pre-arrival plan for incoming students this fall.
- The results from the April 2003 Michigan Test for Teacher Certification have been posted and I am pleased to announce that once again EMU graduates continue to do well. We had a 100 percent pass rate in 14 of the 37 fields tested and were at or above the state pass rate in 31.
- EMU's baseball team won its first MAC championship in 21 years and earned its first NCAA tournament appearance since 1982. The women's track team also won the MAC Championship.
- We launched a reformatted magazine as part of a new communications plan for University Advancement. More than 105,000 copies of THE EDGE were mailed in May to friends and alumni of the University. The printed version of the magazine will be supplemented by a monthly electronic issue which we will launch this week.
- Students from our Historic Preservation program are helping to restore a British cannon that may be as much as 276 years old. The 1,325-pound cannon was recovered from the Detroit River in 1987 and bears the broad arrow of British government weapons manufactured between 1727 and 1760. When restored, the cannon will be housed at the Michigan Historical Museum in Lansing.
- For the second consecutive year, EMU won a Work/Life Balance Designation Award from the Washtenaw Work/Life Consortium. EMU was recognized for providing comprehensive health and dental coverage, paid sick and vacation time,

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

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

Other milestones in our continuous improvement efforts include the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TREASURER'S REPORT

Section 1

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

Motion Carried.

INTERNAL AUDIT

Section 2

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

Motion Carried.

GRANTS/CONTRACTS

Section 3

Regent Antonini moved and Regent Griffin seconded that 89 grants and contracts totaling \$3,591,574 for the period 03/01/03 through 05/31/03 be accepted.

Motion Carried.

CONSTRUCTION PROJECTS PROGRESS

Section 4

Regent Antonini moved and Regent Griffin seconded that the Board receive and place on file the Construction Projects Progress Report for the period ending June 17, 2003.

Motion Carried.

ACCOUNTS RECEIVABLE

Section 5

Regent Antonini moved and Regent Griffin seconded that the Student Accounts Receivables Ration Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of April 30, 2003, be received and placed on file.

Motion Carried.

2002-03 GENERAL FUND BUDGET STATUS REPORT

Section 6

Regent Antonini moved and Regent Griffin seconded that the Board receive and place on file the 2002-03 General Fund Budget Status Report.

Motion Carried.

REPORT: INFORMATION AND COMMUNICATIONS TECHNOLOGY STATUS

Section 7

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

Motion Carried.

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

Section 8

Regent Morris moved and Regent Antonini seconded that the Board approve two Administrative/Professional appointments and one transfer Administrative/Professional appointment as shown below.

ADMINISTRATIVE PROFESSIONAL HIRING REPORT

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

ADMINISTRATIVE PROFESSIONAL TRANSFERS

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

Motion Carried.

STAFF APPOINTMENTS

Section 9

Regent Antonini moved and Regent Griffin seconded that the Board of Regents approve the 10 staff appointments listed on the following page.

Motion Carried.

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

EASTERN MICHIGAN UNIVERSITY
 STAFF APPOINTMENTS

PAGE 1
 APPOINTMENTS

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

SEPARATIONS/RETIREMENTS

Section 10

Regent Antonini moved and Regent Griffin seconded that the Board approve 42 separations and retirements for the reporting period February 21, 2003 through June 30, 2003 as shown on the following listings.

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

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

PAGE 1
 RETIREMENTS/
 SEPARATIONS

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

-91-
15

DATE: JUNE 11, 2003
 BOARD REPORT FOR: 06/17/03
 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</u> <u>RANK</u> | <u>JOB TITLE</u> | <u>HIRE</u> <u>DATE</u> | <u>SEPARATION</u> <u>DATE</u> | <u>BASE</u> <u>SALARY</u> | <u>%</u> <u>APPT</u> | <u>RACE</u> | <u>SEX</u> | <u>REASON</u> |
|--------------------|--|-----------------------------|--|----------------------------|----------------------------------|------------------------------|-------------------------|-------------|------------|------------------|
| Pierson, Ann M. | Intercollegiate Athletics - Womens Softball | AC-11 | Assistant Coach (Sftb, Cc/Trk, Vol, Bsb) | 07/22/98 | 06/30/03 | \$28,876 | 100 | W | F | Assignment Ended |
| Buswink, Mark | ICT Administrative Applications | PT-09 | Client Server Analyst/Programmer II | 12/20/95 | 03/21/03 | \$47,602 | 100 | W | M | Resigned |
| Clarke, Velma | Arts & Sciences | PT-09 | Administrative Manager | 10/01/73 | 05/10/03 | \$63,245 | 100 | B | F | Deceased |
| Melby, James | Controller's Office | PT-09 | Coordinator Business & Finance Information Systems | 08/06/98 | 05/13/03 | \$42,577 | 100 | W | M | Resigned |
| Moskal, Coleen | UAW Ford Rouge 01/02 | PT-08 | Workplace Education Specialist | 12/15/97 | 04/01/03 | \$41,311 | 100 | W | F | Retirement |
| Nalley, Patrick | Delphi Shoemaker Skill Center 02 | PT-08 | Workplace Education Specialist | 09/11/00 | 03/24/03 | \$25,869 | 65 | W | M | Resigned |
| Novelli, Dennis | Delphi Shoemaker Skill Center 02 | PT-08 | Workplace Education Specialist | 08/28/00 | 03/28/03 | \$40,261 | 100 | W | M | Resigned |
| Pozon, Timolin | UAW-GM Skills Center | PT-08 | Workplace Education Specialist | 04/11/01 | 05/12/03 | \$37,780 | 100 | B | F | Resigned |
| Copsey, Suzan | University Marketing | PT-07 | Marketing Associate II | 02/17/03 | 04/25/03 | \$35,500 | 100 | W | F | Resigned |
| Reading, Jacob C. | NPR/CPR Radio Communication | PT-07 | Radio Announcer-Afternoon | 10/09/00 | 02/21/03 | \$31,151 | 100 | W | M | Resigned |
| Schwinn, Carole J. | CE Regional Centers Jackson | PT-07 | Regional Manager Continuing Education | 07/08/02 | 03/12/03 | \$18,318 | 50 | W | F | Resigned |

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

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

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

AGE 4
 RETIREMENTS/
 SEPARATIONS

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

EMERITUS FACULTY STATUS

Section 11

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

Allen S. Ehrlich – Professor, Department of Sociology, Anthropology and Criminology
From 1968 - 2003 (35 years)

George E. Haynam – Professor, Department of Computer Science
From 1986 – 2001 (14.5 years)

Marcello Truzzi (Posthumously) – Professor, Department of Sociology, Anthropology
And Criminology
From 1974 – 2003 (29 years)

Motion Carried.

FACULTY APPOINTMENTS

Section 12

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

FACULTY HIRING REPORT

Motion Carried.

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

CURRENT HIRING STATISTICS:

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

FACULTY REAPPOINTMENTS

Section 13

Regent Antonini moved and Regent Griffin seconded the motion to accept the reappointment of 135 probationary faculty members for the 2003-04 academic year.

2003-04 Faculty Reappointments

College of Arts & Sciences

ATTACHMENT A

| Name | Rank | Department | |
|------|----------------------------|---------------------|---------------------------------------|
| 1 | Ajrouch, Kristine | Assistant Professor | Sociology, Anthropology & Criminology |
| 2 | Alexander, Jessica | Assistant Professor | Communication & Theatre Arts |
| 3 | Armitage, Ruth Ann | Assistant Professor | Chemistry |
| 4 | Atzmon, Leslie | Assistant Professor | Art |
| 5 | Babcock, Donald | Assistant Professor | Music |
| 6 | Baker, William | Assistant Professor | English |
| 7 | Blakely, Colin | Assistant Professor | Art |
| 8 | Blummer, Jacob | Assistant Professor | English |
| 9 | Byrd, Michelle | Assistant Professor | Psychology |
| 10 | Calin, Ovidiu | Assistant Professor | Mathematics |
| 11 | Chamberlain, Kathleen | Assistant Professor | History & Philosophy |
| 12 | Clark-McCracken, Christine | Assistant Professor | Geography & Geology |
| 13 | Clemans, Daniel | Assistant Professor | Biology |
| 14 | Corsianos, Marilyn | Assistant Professor | Sociology, Anthropology & Criminology |
| 15 | Coykendall, Abigail | Assistant Professor | English |
| 16 | Csicsila, Joseph | Assistant Professor | English |
| 17 | Damiano, Carla | Assistant Professor | Foreign Language & Bilingual Studies |
| 18 | Dehoog, John | Assistant Professor | Art |
| 19 | Dorsey, John | Assistant Professor | Music |
| 20 | Egge, James | Assistant Professor | History & Philosophy |
| 21 | Estrem, Heidi | Assistant Professor | English |
| 22 | Francouer, Steve | Assistant Professor | Biology |
| 23 | Gron dona, Veronica | Assistant Professor | English |
| 24 | Gustavson, Kevin | Assistant Professor | Geography & Geology |
| 25 | Hume, Christine | Assistant Professor | English |
| 26 | Hyndman, Chris | Assistant Professor | Art |
| 27 | Kaston, Andrea | Assistant Professor | English |
| 28 | Keller, Benjamin | Assistant Professor | Computer Science |
| 29 | Kolopajlo, Larry | Assistant Professor | Chemistry |
| 30 | Laporte, Marianne | Assistant Professor | Biology |
| 31 | Lauterbach, Dean | Associate Professor | Psychology |
| 32 | Leapard, Barbara | Assistant Professor | Mathematics |
| 33 | Lindsey, Harriet | Assistant Professor | Chemistry |
| 34 | Lucy, Robin | Assistant Professor | English |
| 35 | Maniccam, Suchindra | Assistant Professor | Computer Science |
| 36 | Maniotes, Andrew | Assistant Professor | Art |
| 37 | Mason, Matthew | Assistant Professor | History & Philosophy |
| 38 | Mayda, Chris | Assistant Professor | Geography & Geology |
| 39 | Milletti, Christina | Assistant Professor | English |
| 40 | Moore, Adam | Assistant Professor | History & Philosophy |
| 41 | Narayanan, Krish | Assistant Professor | Computer Science |
| 42 | Nation, Richard | Assistant Professor | History & Philosophy |
| 43 | Nelson, Brian | Assistant Professor | Art |
| 44 | Nelson, Michelle | Assistant Professor | Art |
| 45 | Olwell, Russell | Assistant Professor | History & Philosophy |
| 46 | Orrange, Robert | Associate Professor | Sociology, Anthropology & Criminology |

College of Arts & Sciences - continued

| | Name | Rank | Department |
|----|-----------------------|---------------------|---------------------------------------|
| 47 | Petrescu, Claudia | Assistant Professor | Political Science |
| 48 | Poh, Elsa | Assistant Professor | Computer Science |
| 49 | Quiel, Raymond | Instructor | Communication & Theatre Arts |
| 50 | Reiling, Denise | Assistant Professor | Sociology, Anthropology & Criminology |
| 51 | Reinhardt, Ulrich | Assistant Professor | Biology |
| 52 | Richard, David | Associate Professor | Psychology |
| 53 | Ruggiero, Maria | Assistant Professor | Art |
| 54 | Saules, Karen | Associate Professor | Psychology |
| 55 | Schoenals, Joel | Assistant Professor | Music |
| 56 | Semple, Hugh | Assistant Professor | Geography & Geology |
| 57 | Serena-Poli, Maria | Assistant Professor | Geography & Geology |
| 58 | Shillington, Cara | Assistant Professor | Biology |
| 59 | Sickles-Tavis, Lauren | Assistant Professor | Geography & Geology |
| 60 | Tanner, Christine | Assistant Professor | Communication & Theatre Arts |
| 61 | Tomaszewski, Andreas | Assistant Professor | Sociology, Anthropology & Criminology |
| 62 | Wang, Bingwu | Assistant Professor | Mathematics |
| 63 | Wang, Wendy | Assistant Professor | Foreign Language & Bilingual Studies |
| 64 | Zinggeler, Margrit | Assistant Professor | Foreign Language & Bilingual Studies |

College of Business

| | Name | Rank | Department |
|----|-------------------|---------------------|------------------------------|
| 65 | Brickner, Daniel | Assistant Professor | Accounting & Finance |
| 66 | Chowdhury, Sanjib | Assistant Professor | Management |
| 67 | Chung, Sock | Assistant Professor | Computer Information Systems |
| 68 | Etter, Edwin | Assistant Professor | Accounting & Finance |
| 69 | Frye, Crissie | Assistant Professor | Management |
| 70 | Hwang, Angela | Assistant Professor | Accounting & Finance |
| 71 | Lee, Huei | Assistant Professor | Computer Information Systems |
| 72 | Pearcy, Dawn | Assistant Professor | Marketing |
| 73 | Schulz, Eric | Assistant Professor | Management |
| 74 | Sonmez, Elif | Assistant Professor | Marketing |
| 75 | Wong, Diana | Assistant Professor | Management |

College of Education

| | Name | Rank | Department |
|----|--------------------|---------------------|--|
| 76 | Armstrong, Jeffrey | Assistant Professor | Health, Physical Education, Recreation & Dance |
| 77 | Balowski, Janet | Instructor | Health, Physical Education, Recreation & Dance |
| 78 | Bishop, Joe | Assistant Professor | Teacher Education |
| 79 | Burke, Wendy | Assistant Professor | Teacher Education |
| 80 | Burns, Carolyn | Assistant Professor | Teacher Education |
| 81 | Burton, Ella | Assistant Professor | Leadership & Counseling |
| 82 | Carney, Karen | Assistant Professor | Special Education |
| 83 | Carter, Carolyn | Assistant Professor | Teacher Education |
| 84 | Choudhuri, Devika | Assistant Professor | Leadership & Counseling |

College of Education - continued

| | Name | Rank | Department |
|-----|----------------------|---------------------|--|
| 85 | Colon, Geffrey | Assistant Professor | Health, Physical Education, Recreation & Dance |
| 86 | Copeland, Nancy | Assistant Professor | Teacher Education |
| 87 | Dichtelmiller, Margo | Assistant Professor | Teacher Education |
| 88 | Dokes-Brown, Marion | Assistant Professor | Teacher Education |
| 89 | Faust, Roberta | Assistant Professor | Health, Physical Education, Recreation & Dance |
| 90 | Ginsberg, Sarah | Assistant Professor | Special Education |
| 91 | Harmon, Deborah | Assistant Professor | Teacher Education |
| 92 | Hoffman, Ellen | Assistant Professor | Teacher Education |
| 93 | Jerome, Sherry | Assistant Professor | Health, Physical Education, Recreation & Dance |
| 94 | Johnson, Jodi | Assistant Professor | Health, Physical Education, Recreation & Dance |
| 95 | Jones, Toni Stokes | Assistant Professor | Teacher Education |
| 96 | Karshin, Christine | Assistant Professor | Health, Physical Education, Recreation & Dance |
| 97 | Lee, Lidia | Associate Professor | Special Education |
| 98 | Levin, Sheldon | Assistant Professor | Health, Physical Education, Recreation & Dance |
| 99 | Lowenstein, Ethan | Assistant Professor | Teacher Education |
| 100 | Margerum-Leys, Jon | Assistant Professor | Teacher Education |
| 101 | Maylone, Nelson | Assistant Professor | Teacher Education |
| 102 | McCarthy, Susan | Assistant Professor | Health, Physical Education, Recreation & Dance |
| 103 | McGinnis, Jacquelyn | Assistant Professor | Special Education |
| 104 | McGregor, Steve | Assistant Professor | Health, Physical Education, Recreation & Dance |
| 105 | Nair, Murali | Assistant Professor | Health, Physical Education, Recreation & Dance |
| 106 | Parker, Kathlyn | Assistant Professor | Special Education |
| 107 | Rearick, Mary | Assistant Professor | Teacher Education |
| 108 | Schulz, Jeffrey | Associate Professor | Health, Physical Education, Recreation & Dance |
| 109 | Shelton, William | Assistant Professor | Leadership & Counseling |
| 110 | Tonkovich, John | Associate Professor | Special Education |
| 111 | Williamson, Ronald | Associate Professor | Leadership & Counseling |
| 112 | Zamani, Eboni | Assistant Professor | Leadership & Counseling |

College of Health & Human Services

| | Name | Rank | Department |
|-----|----------------------------|---------------------|--|
| 113 | Alford-Trewen, Peggy | Assistant Professor | Nursing |
| 114 | Brooks, Judith | Assistant Professor | Human, Environmental, & Consumer Resources |
| 115 | Croxall, Colleen | Instructor | Associated Health Professions |
| 116 | Gregory, Susan | Associate Professor | Human, Environmental, & Consumer Resources |
| 117 | Love, Dian | Assistant Professor | Human, Environmental, & Consumer Resources |
| 118 | Reeves, Gretchen | Associate Professor | Associated Health Professions |
| 119 | Vandewiele Milligan, Nancy | Assistant Professor | Associated Health Professions |
| 120 | Welker, Kelly | Assistant Professor | Human, Environmental, & Consumer Resources |
| 121 | Wu, Tsu-Yin | Assistant Professor | Nursing |

College of Technology

| | Name | Rank | Department |
|-----|--------------------|---------------------|---------------------------------|
| 122 | Bari, Mohammad | Assistant Professor | Industrial Technology |
| 123 | Cardon, Phillip | Assistant Professor | Business & Technology Education |
| 124 | Ferber, Miklos | Instructor | Industrial Technology |
| 125 | Kinczkowski, Linda | Assistant Professor | Business & Technology Education |
| 126 | Mannari, Vijay | Assistant Professor | Interdisciplinary Technology |
| 127 | Mitchell, Greg | Assistant Professor | Industrial Technology |
| 128 | Moylan, William | Instructor | Interdisciplinary Technology |
| 129 | Pilato, Denise | Assistant Professor | Interdisciplinary Technology |
| 130 | Ray, Daniel | Assistant Professor | Business & Technology Education |
| 131 | Texter, John | Professor | Interdisciplinary Technology |
| 132 | Wang, Jianhua | Assistant Professor | Industrial Technology |

Library Resources & Technologies

| | Name | Rank | Department |
|-----|---------------|---------------------|--------------------|
| 133 | Klopper, Lisa | Assistant Professor | University Library |
| 134 | Nims, Julia | Assistant Professor | University Library |
| 135 | Owen, Eric | Instructor | University Library |

Motion Carried.

FACULTY TENURE

Section 14

Regent Antonini moved and Regent Griffin seconded the motion to approve the granting of tenure to 25 faculty members beginning 2003 fall semester.

2003-04 Tenure Appointments

| | <u>Name</u> | <u>Rank</u> | <u>Department</u> |
|----|----------------------------|---------------------|------------------------------|
| 1 | Adler-Kassner, Linda | Assistant Professor | English |
| 2 | Albayyari, Jihad | Associate Professor | Industrial Technology |
| 3 | Baier, Randal | Assistant Professor | Library |
| 4 | Baiyee, Martha | Assistant Professor | Teacher Education |
| 5 | Bernstein, Jeffrey | Assistant Professor | Political Science |
| 6 | Brewer, Timothy | Assistant Professor | Chemistry |
| 7 | Butch, Elizabeth | Assistant Professor | Chemistry |
| 8 | Carroll, James J | Assistant Professor | Physics & Astronomy |
| 9 | Friebe, Timothy | Associate Professor | Chemistry |
| 10 | Fulkert, Ronald | Assistant Professor | BTE |
| 11 | Green, Teresa C | Assistant Professor | Political Science |
| 12 | Hoodin, Flora M | Assistant Professor | Psychology |
| 13 | Howells, Valerie | Assistant Professor | AHP |
| 14 | Kern, Roger M | Assistant Professor | Sociology |
| 15 | Knapp, James A | Assistant Professor | English |
| 16 | Liggit, Peggy | Assistant Professor | Biology |
| 17 | Majeske, Paul | Assistant Professor | Interdisciplinary Technology |
| 18 | Nabors, Nina A | Assistant Professor | Psychology |
| 19 | Nunn, Patricia | Assistant Professor | Nursing |
| 20 | Pedersen O'Brien, Julianne | Assistant Professor | HPERD |
| 21 | Shirato, Linda | Assistant Professor | Library |
| 22 | Smith, Heather | Assistant Professor | Chemistry |
| 23 | Stille, Lee | Assistant Professor | CTA |
| 24 | Williams, Michael | Assistant Professor | Nursing |
| 25 | Woodiel, Donna K | Assistant Professor | HPERD |

Motion Carried.

FACULTY PROMOTIONS

Section 15

Regent Antonini moved and Regent Griffin seconded that Board accept and place on file the report entitled Promotion of Faculty Members for 2003-04.

| | Last Name | First Name | Department | College | Promotion |
|----|------------------|-------------------|--|----------------|------------------|
| 1 | Alder-Kassner | Linda | English Language & Literature | CAS | Associate |
| 2 | Baier | Randal | Library | LIB | Associate |
| 3 | Baiyee | Martha | Teacher Education | COE | Associate |
| 4 | Barrott | James | Leadership & Counseling | COE | Professor |
| 5 | Barton | Daryl | Marketing | COB | Associate |
| 6 | Bernstein | Jeffery | Political Science | CAS | Associate |
| 7 | Brewer | Timothy | Chemistry | CAS | Associate |
| 8 | Bunsis | Howard | Accounting & Finance | COB | Professor |
| 9 | Butch | Elizabeth | Chemistry | CAS | Associate |
| 10 | Caniglia | Joanne | Mathematics | CAS | Professor |
| 11 | Carroll | James | Physics & Astronomy | CAS | Associate |
| 12 | Cooper | John | Communication & Theatre Arts | CAS | Professor |
| 13 | Croxall | Colleen | Associated Health Professions | CHHS | Assistant |
| 14 | Daisey | Peggy | Teacher Education | COE | Professor |
| 15 | Davis | Judy | Marketing | COB | Professor |
| 16 | Foreman | Chris | Communication & Theatre Arts | CAS | Professor |
| 17 | Fulkert | Ronald | Business & Technology Education | COT | Associate |
| 18 | George | Laura | English Language & Literature | CAS | Professor |
| 19 | Green | Teresa | Political Science | CAS | Associate |
| 20 | Hendrix | Lolita | English Language & Literature | CAS | Professor |
| 21 | Holmes | Heather | Chemistry | CAS | Associate |
| 22 | Hoodin | Flora | Psychology | CAS | Associate |
| 23 | Howells | Valerie | Associated Health Professions | CHHS | Associate |
| 24 | Kasenow | Michael | Geography & Geology | CAS | Professor |
| 25 | Kern | Roger | Sociology, Anthropology, & Criminology | CAS | Associate |
| 26 | Knapp | Jim | English Language & Literature | CAS | Associate |
| 27 | Kustron | Konnie | Business & Technology Education | COT | Professor |
| 28 | Liggit | Peggy | Biology | CAS | Associate |
| 29 | McCullough | Tammy | Marketing | COB | Professor |
| 30 | Nabors | Nina | Psychology | CAS | Associate |
| 31 | Nunn | Patricia | Nursing | CHHS | Associate |
| 32 | O'Brien Pedersen | Julianne | HPERD | COE | Associate |
| 33 | Owen | Eric | Library | LIB | Assistant |
| 34 | Pawloski | Carole | Art | CAS | Professor |
| 35 | Reid | David | Physics & Astronomy | CAS | Professor |
| 36 | Schlagheck | Carol | English Language & Literature | CAS | Professor |
| 37 | Shirato | Linda Adler | Library | LIB | Associate |
| 38 | Sims Gray | Sylvia | Social Work | CHHS | Professor |
| 39 | Stille | Lee | Communication & Theatre Arts | CAS | Associate |
| 40 | Williams | Michael | Nursing | CHHS | Associate |
| 41 | Woodiel | Kay | HPERD | COE | Associate |
| 42 | Zot | Henry | Biology | CAS | Professor |

Motion Carried.

EMERITUS STAFF STATUS

Section 16

Regent Antonini moved and Regent Griffin seconded that the Board grant Emeritus Staff Status to Carole Huston, retired Senior Associate Athletics Director.

Motion Carried.

STUDENT AFFAIRS COMMITTEE

Section 17

Regent Griffin moved and Regent Brandon seconded that the Agenda for June 17, 2003, and the Minutes of March 18, 2003, be received and placed on file.

Motion Carried.

EDUCATIONAL POLICIES COMMITTEE

Section 18

Regent Morris moved and Regent Griffin seconded that the Educational Policy Committee Agenda for June 17, 2003, and the minutes of March 18, 2003, be received and placed on file.

Motion Carried.

2003-04 SABBATICAL LEAVE AWARDS

Section 19

Regent Morris moved and Regent Griffin seconded that the Board accept and place on file the Report on 2003-04 Sabbatical Leaves as shown on the following listing.

EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS

2003-2004 SABBATICAL LEAVE AWARDS

Two Semesters

Peter Bednekoff, Biology,

“Costs and Benefits of Living on the Edge of Groups”

David Geherin, English Language and Literature

“Scene of the Crime: The Role of Place in Crime and Mystery Fiction”

Tamara Greco, Biology

“Using a Microarray Strategy to Identify Estrogen-Regulated Genes”

Wayne Hanewicz, Interdisciplinary Technology

“Study of Paradigms in Technology”

Louise Jones, Human, Environmental, and Consumer Resources

“Certificate in Green/Sustainable Interior Design”

Melissa Motschall, English Language and Literature

“An Examination of the Relationship Between Formal Education and Practical Experience in Preparing Students for Careers in Public Relations”

Julia Myers, Art

“Robert Wylie and the American Search for Community in Brittany”

Pamela Ruiter-Feenstra, Music

“Bach and Improvisation: Learning the Language”

Joanna Scott, Political Science

“Book Manuscript for Rowman and Littlefield: Hannah Arendt: The Shock of Experience”

One Semester

Ernest Beringer, Physics and Astronomy

“Photoluminescence Spectroscopy of Semiconductor Heterostructures”

Joanne Caniglia, Mathematics

“Teachers Learning Together: Investigating Effective Strategies for the Retention of Urban Teachers Through Lesson Study Methodology”

Kay Hodges, Psychology

“A Pilot Study of Factors which Influences Dissemination of Evidence-Based Treatment and Their Relationship to Client Outcome”

Stephanie Newell, Management

“Managing Organizational Identity: Strategic Decision-Making in a Period of Change”

Valerie Polakow, Teacher Education

“Who Cares for the Children? Policy, Poverty, and Child Care”

Raymond Rosenfeld, Political Science

“Fulbright-University of Calgary Distinguished Chair in North American Studies and Civic Culture Research”

Donald Snyder, Chemistry

“Surface Derivation of Conducting Polymers with Immunospecific Biomolecules for Impedance Spectroscopy-Based Biosensors”

Glenn Walker, Biology

“Developmental Deformities Associated with Specific Levels of PCB Congener in Lake Trout Embryos”

Patricia Williams, Art

“Development of a Certificate Program in Jacquard Weaving”

Motion Carried.

2003-04 FACULTY RESEARCH AND CREATIVE ACTIVITY FELLOWSHIPS

Section 20

Regent Morris moved and Regent Griffin seconded that the Board accept the report on 2003-04 Faculty Research and Creative Activity Fellowships.

EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS

**2003-2004 FACULTY RESEARCH AND CREATIVE ACTIVITY
FELLOWSHIPS**

Monroe P. Friedman, Psychology

“Partnering with an Urban Community Agency to Research and Alleviate the Consumer Problems of Hispanic Immigrants”

Deborah L. Heyl-Clegg, Chemistry

“Cyclic Peptide Inhibitors of α -Amylase: Synthesis and Kinetic Analysis”

Sarah Huyvaert, Teacher Education

“Development of Beginning Teachers Who Enter the Classroom Through Alternative Certification Programs”

Lisa Klopfer, Library

“The Social Context of Libraries and Readers in Two Maharashtrian Cities: A Baseline Ethnographic Study of Reading Practices and Library Use”

Huei Lee, Computer Information Systems

“An Investigation of the Impact of Using Wireless and Handheld Computers on Medical Record Input Systems”

Walter R. Parry, Mathematics

“Teichmüller Theory and Three-Dimensional Geometry”

Philip C. Schmitz, History and Philosophy

“The Phoenician Mediterranean: A History of Discovery”

Weidian Shen, Physics and Astronomy

“Investigation of the Adhesion of Ink Deposited on Plastic Films Using a Nano-Indenter and a Scanning Probe Microscope”

Diana J. Wong, Management

“Managing Multiple Boundaries in International Business”

Tsu-Yin Wu, Nursing

“A Comparative Study on Physical Activity and Health-Risk Behaviors Among Native-Born and Immigrant Adolescents in the United States”

Motion Carried.

**2003 SPRING-SUMMER RESEARCH AWARDS FOR
RESEARCH AND CREATIVE ACTIVITY**

Section 21

Regent Morris moved and Regent Griffin seconded that the Board accept the Report on 2003 Spring-Summer Awards for Research and Creative Activity.

**SPRING-SUMMER AWARDS FOR RESEARCH
AND CREATIVE ACTIVITY FOR 2003**

Kristine Ajrouch, Sociology, Anthropology & Criminology

“Enhancing the Visibility of Arab Americans in Aging Research”

Leslie Atzmon, Art

“Dreamland: The Impact of Victorian Science on Sidney Sime’s Fantasy Illustration”

Sanjib Chowdhury, Management

“What Is the Effect of Individual-Level and Team-Level Knowledge and Complex Knowledge Sharing on High-Tech Entrepreneurial Firm Performance?”

Steven Francoeur, Biology

“Autotrophic Regulation of Wetland Heterotrophic Enzyme Activity: A Coupled Field and Laboratory Investigation”

Angela Hwang, Accounting and Finance

“Derivative Disclosures after SFAS No. 133 Implementation: Has Reporting on Derivative Activities Improved?”

Marianne Laporte, Biology

“Defining Starvation and Responses to Starvation in Plants”

Harriet Lindsay, Chemistry

“A Novel Approach to the Synthesis of Natural and Unnatural Sugar Mimics with Biomedical Applications”

Vijay Mannari, Interdisciplinary Technology

“Synthesis and Applications of Urethane-Acrylate Oligomers for UV-Cured Coating Systems”

Christina Milletti, English Language and Literature

“The Religious, A Collection of Stories”

David Reid, Physics and Astronomy

“Electron and Positron Scattering from Molecules”

Eric Schulz, Management

“Issuance of Stock Options and Firm Performance”

Cara Shillington, Biology

“Movement Patterns and Metabolic Rates of Male and Female Tarantulas
Theraphosidae: Brachypelma vegans”

John Texter, Interdisciplinary Technology

“Colloidal Crystalline Array Templates”

Motion Carried.

APPOINTMENT OF CHARTER SCHOOL BOARD MEMBERS

Section 22

Regent Morris moved and Regent Gordon seconded that the Board appoint Judith Brooks, Susan Hubbard and Mary E. W. Packard to three-year terms on the Board of Directors of Ann Arbor Learning Community; Tony Kinsey to a three-year term on the Board of Directors of Edison Oakland Academy; and Nancy Beckett and Cheryl Garant to three-year terms on the Board of Directors of Gaudior Academy.

Motion Carried.

BOARD POLICIES RECOMMENDED FOR APPROVAL

Section 23

Regent Morris moved and Regent Griffin seconded that the Board approve the deletion of one policy and the revision of 11 others.

Motion Carried.

Recommendations to the Educational Policies Committee
Regarding Revisions to Eastern Michigan University (EMU)
Board of Regents Policies


| Policy Number | Policy Name | Rationale for Approval |
|---------------|---|--|
| 3.1.2 | Equal Employment Opportunity/Affirmative Action | In this policy, all references to “handicap” have been changed to “physical or mental disability” to be consistent with State of Michigan and Federal law enactments/amendments (Federal Americans with Disabilities Act; former Michigan Handicappers’ Civil Rights Act now known as the Michigan Persons with Disabilities Act). As required by Federal law, the policy has been amended to include references to “veteran’s” status and EMU’s implementation of an affirmative action plan for veterans. Since the Board of Regents has already taken action to extend the sexual orientation provision of the policy to medical benefits for faculty and staff, and is no longer studying this issue, the second paragraph of the policy statement has been changed accordingly. Finally, the policy statement has been revised to reflect the current title and reporting relationship for the Office of Diversity and Affirmative Action and its Director. |
| 3.1.3 | Civil Rights | In this policy, all references to “handicap” have been changed to “physical or mental disability” to be consistent with State of Michigan and Federal law enactments/amendments (Federal Americans with Disabilities Act; former Michigan Handicappers’ Civil Rights Act now known as the Michigan Persons with Disabilities Act). As required by Federal law, the policy has been amended to include references to “veteran’s” status and EMU’s implementation of an affirmative action plan for veterans. Finally, as the Board of Regents has already taken action to extend the sexual orientation provision of the policy to medical benefits for faculty and staff, and is no longer studying this issue, the second paragraph of the policy statement has been revised accordingly. |
| 3.1.6 | Conflict of Interest | It is recommended that this policy, labeled “Conflict of Interest” be deleted and that the content be integrated into four separate, existing policies (i.e., 3.1.6.1, 3.1.6.2, 3.1.6.3, and 3.1.7). Only minimal changes in content have been made; instead, changes in formatting, labeling, and organization will result in greater clarity about the application of these policies to all university employees. |
| 3.1.6.1 | Reporting Relationships | For clarity, this policy that was previously titled “Conflict of Interest” is re-titled “Reporting Relationships.” Further, reference to “persons involved in domestic relationships” is included in the policy statement. This revision is consistent with prior Board actions which added sexual orientation to the University’s civil rights as well as equal employment policy statements and extended medical benefits to domestic partners of EMU employees. |

Recommendations to the Educational Policies Committee
Regarding Revisions to Eastern Michigan University (EMU)
Board of Regents Policies

| Policy Number | Policy Name | Rationale for Approval |
|---------------|---|---|
| 3.1.6.2 | Supplemental Employment—Non-Bargained for Employees | For clarity, this policy that was previously entitled “Conflict of Interest” is now re-titled “Supplemental Employment – Non-Bargained for Employees.” This action is being recommended because the supplemental employment guidelines for union employees are found in the applicable collective bargaining agreements. Further, the reference to reporting forms in the “practice” section of the policy statement has been deleted since reporting forms have not been utilized for several years. |
| 3.1.6.3 | Use of Facilities by Private Research and Consulting | This “Conflict of Interest” policy statement is now re-titled “Use of Facilities by Private Research and Consulting.” Except for formatting, no other revisions were made. |
| 3.1.7 | Conflict of Interest: University Employees | Relevant sections of Policies 3.1.6 and 3.1.7 have been combined to reflect EMU’s overall position regarding conflict of interest for all University employees (except the President whose responsibilities in the conflict of interest area are covered in another policy). The policy title has subsequently been changed from “Conflict of Interest: Senior Administrators” to “Conflict of Interest – University Employees.” Further, the policy statement is revised to clarify that the annual written disclosure requirements apply only to senior administrative employees who are within the management and administrative compensation bands. |
| 3.7.4 | Extreme Weather Policy | No changes have been made in the content of this policy except in the section related to “responsibility for implementation.” These wording changes are proposed to clarify the Vice President for Business and Finance’s responsibilities and to omit reference to the nonexistent position of Executive Vice President. |
| 3.7.5 | Health Services | The actual information included in this policy is basically unchanged, but the content has been reformatted for consistency with other EMU policies. |
| 7.1.4 | Admissions: Admission of Students with Prior Convictions and Disciplinary Records | The actual information included in this policy is basically unchanged, but the content has been reformatted for consistency with other EMU policies. The questions have been removed to eliminate the necessity of revising the policy each time these queries change. |
| 7.2.4 | Financial Aid: State Programs | The Financial Aid: State Programs policy has been changed to reflect the state programs that are currently administered by the Office of Financial Aid. Program descriptions were added and revised based on the content of current legislation. |

Recommendations to the Educational Policies Committee
 Regarding Revisions to Eastern Michigan University (EMU)
 Board of Regents Policies

| Policy Number | Policy Name | Rationale for Approval |
|----------------------|---|---|
| 8.0 | Mandatory Health Insurance for International Students | <p>The scope of the policy has been changed to include only those international students with F or J visa status, instead of including all international students. The rationale for this change rests in the determination that the University assumes a responsibility for international students in those two visa codes, not all visa codes and that their primary purpose in being at Eastern Michigan University is educational. In addition, since the policy requires those students to carry insurance during the semesters in which they are enrolled at EMU, the policy has been changed to reflect that the health insurance premium should be assessed for each semester in which the student will be enrolled rather than as a one-time annual assessment. Finally, the policy revisions delineate that University Health Services has the responsibility for the administration of the policy but that the Offices of Admissions and of International Students are primarily responsible for notification to new students regarding this policy, as those offices are the main conduits for information to new international students.</p> |

| | | | | |
|---|--|-------------------------|---|--|
| Effective Date | | Date of Revision |  | Policies, Rules And Regulations |
| 5-16-73 | | 06-17-03 | | |
| Chapter Name | | Chapter No. | Page | |
| EMPLOYMENT/AFFIRMATIVE ACTION | | 3.1.2 | Page 1 of 2 | |
| Issue | | | | |
| EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION | | | | |

UNIVERSITY POLICY STATEMENT:

It is the policy of Eastern Michigan University, in recognition of the essential rights of all employees and applicants as individuals, to recruit and hire in all job classifications without regard to race, color, religion, creed, sex, age, national origin, ancestry, marital status, veterans status or physical or mental disability as provided for and to the extent required by state and federal statutes. Further, it is the policy of the University to take affirmative action to ensure that all personnel actions such as rate of compensation, promotion, retirement, transfers, fringe benefits, layoffs, return from layoff, University training programs, social and recreational programs are administered without regard to race, color, religion, creed, sex, age, national origin, ancestry, marital status, veterans status or physical or mental disability as provided for and to the extent required by state and federal statutes. Finally, it is the policy of the University to recruit, hire and take other personnel actions in all job classifications without regard to sexual orientation.

The sexual orientation provision of this policy shall not prohibit the University from maintaining relationships with agencies of the federal government. Further, except where approved by separate action of the Board of Regents the sexual orientation provision of this policy shall not apply to employment benefits, family housing, financial aid packages and student residency status.

UNIVERSITY PRACTICE:

Eastern Michigan University reaffirms its equal employment opportunity and affirmative action policies and is committed to their full implementation. Good faith efforts shall be directed toward equality of employment opportunity that transcends racial and sexual identities for present and potential employees. To this end, traditional recruitment and employment patterns have been amended to increase the number and proportion of women and minority individuals in instructional and noninstructional positions in every department, unit, and division of the University, where these individuals are underutilized. Diversity of personnel--men, women, minority, majority--all properly represented at every level of responsibility will bring new richness to our environment, intellectually and socially.

The affirmative action plan represents the reaffirmation of Eastern Michigan University to eliminate discrimination in recruiting, employment, and inequities based on race or sex within its own structure and to provide leadership in this area for society at large.

The University has also implemented an affirmative action plan for veterans and persons with disabilities consistent with the regulations of the Vietnam Era Veterans Readjustment Act of 1974 and Sections 503 and 504 of the Rehabilitation Act of 1973.

The President and all persons with hiring authority will continue to establish and follow result-oriented procedures to implement these policies of equal employment opportunities and affirmative action. The Director of Diversity and Affirmative Action (Director) will monitor the

| Chapter Name | Chapter No. | Page |
|---|-------------|-------------|
| EMPLOYMENT/AFFIRMATIVE ACTION | 3.1.2 | Page 2 of 2 |
| Issue | | |
| EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION | | |

progress of the program as it is defined herein and redefined as progress is being made in reaching and maintaining the goal of equal employment opportunity.

The University shall communicate to prospective employees the existence of the University's affirmative action program and make available such elements of the programs as will enable such prospective employees to know of and avail themselves of its benefits.

If employees are pictured in consumer or help-wanted advertising, both minority and majority men and women should be shown.

The University shall send written notification of policies to all subcontractors, vendors and suppliers requesting appropriate action on their part.

The University's affirmative action and equal employment opportunity policies and procedures shall be available to the public through the Office of Diversity and Affirmative Action, Human Resources Office and the Office of Assistant Vice President for Academic Affairs.

RESPONSIBILITY FOR IMPLEMENTATION:

The President of Eastern Michigan University is responsible for the overall implementation of this program. However, each vice president, dean, director, department head, and other supervisory personnel has specific responsibility for developing and implementing the program in relation to recruitment, employment, promotion, and salary progression within his or her functional areas of responsibility. These individuals shall be evaluated on the basis of their performance in the implementation of the University's equal employment opportunity and affirmative action policies by their immediate supervisors.

The Director shall have the responsibility of coordinating all aspects of the equal employment opportunity and affirmative action program. The Director shall, through the General Counsel/University Attorney and Vice President for Business and Finance, advise the President concerning statements of policy and the identification of problem areas; assist in arriving at methods for solutions to problems; provide the necessary procedural guidance; and coordinate the efforts in complying with these programs among the various departments.

The Director shall work with the vice presidents, deans, directors, department heads, and other supervisory personnel to establish guidelines for implementation, along with goals and timetables where required by law. The goals and timetables shall be reviewed and updated periodically. The goals and timetables shall specify those areas requiring particular attention and what is specifically expected to be done to carry out the responsibilities of the program, along with the necessary time schedules for the achievement of results.

SCOPE OF POLICY COVERAGE:

The above policy covers all University employees and individuals seeking employment with the University.

Authority for Creation or Revision

Minutes of the Board of Regents, May 16, 1973; para. .1236M.
 Minutes of the Board of Regents, January 23, 1996;

| Effective Date | Date of Revision |
|----------------|------------------|
| 10-3-66 | 06-17-03 |



Policies, Rules And Regulations

| Chapter Name | Chapter No. | Page |
|-------------------------------|-------------|-------------|
| EMPLOYMENT/AFFIRMATIVE ACTION | 3.1.3 | Page 1 of 1 |
| Issue | | |
| CIVIL RIGHTS | | |

UNIVERSITY POLICY STATEMENT

Eastern Michigan University shall not discriminate against any person because of race, color, religion, creed, sex, age, national origin, ancestry, marital status, veterans status or physical or mental disability as provided for and to the extent required by state and federal statutes. Further, the University shall not discriminate against any person because of sexual orientation. The University shall work for the elimination of improper discrimination in the areas listed above (1) in organizations recognized by the University, and (2) from non-university sources where students and employees of the University are involved.

The sexual orientation provision of this policy shall not prohibit the University from maintaining relationships with agencies of the federal government. Further, except where approved by separate action of the Board of Regents the provisions of this policy shall not apply to employment benefits, family housing, financial aid-packages and student residency status.


RESPONSIBILITY FOR IMPLEMENTATION

The President of Eastern Michigan University is responsible for the overall implementation of this policy. The Director of Diversity and Affirmative Action is primarily responsible for the day to day implementation and enforcement of the policy.

SCOPE OF POLICY COVERAGE

The policy covers all operations and activities of the University.

| Authority for Creation or Revision |
|--|
| Minutes of the Board of Regents, October 3, 1966; para. .436M. Minutes of the Board of Regents, January 23, 1996; |

| | | | | | |
|-------------------------------|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | Policies, Rules And Regulations |
| 6-19-74 | | 06-17-03 | | | |
| Chapter Name | | | Chapter No. | Page | |
| EMPLOYMENT/AFFIRMATIVE ACTION | | | 3.1.6 | Page 1 of 2 | |
| Issue | | | | | |
| CONFLICT OF INTEREST | | | | | |

EMPLOYMENT OF RELATIVES

The following policies shall govern married or consanguineous (parent, offspring, or sibling) persons who are appointed to or are already members of the faculty and staff of Eastern Michigan University.

Marriage or consanguinity to an Eastern Michigan University employee shall be considered neither a qualification nor a disqualification for employment at Eastern Michigan University.

University personnel who are employed in the same instructional department, office, or administrative unit of the University with a member or members of their family (husband, wife, offspring, or sibling), shall not participate in recommendations or decisions of direct concern to a member or members of their family. As used herein, "of direct concern" includes, but is not limited to, such matters as appointment, retention, tenure, dismissal, salary, promotion, leave of absence, evaluation, and sabbatical leave.

The dean, director, or account executive, together with the vice-president for business and finance, shall have the authority and responsibility to insure that no member of a family has an unchecked or unreviewed responsibility for any matters relating to University audits, financial records, payroll, or inventory of goods and supplies of another member of the family. The vice-president for business and finance may issue rules to be published in the Systems Manual in carrying out this responsibility.

USE OF FACILITIES BY PRIVATE RESEARCH AND CONSULTING

Use of University facilities, services, equipment and supplies for private teaching and research, consulting, and like activities for personal gain is prohibited except when such use is a part of a program or project authorized by the Board of Regents, or the president. When not a part of an authorized project, use of such facilities may be approved by the vice-president for academic affairs upon payment to the University of an appropriate fee.

Any request for the use of University facilities, supplies or service which is inconsistent with the aims, purposes, and policies of the University shall be denied.

SUPPLEMENTAL EMPLOYMENT (NON-BARGAINED FOR EMPLOYEES)

The University encourages the interaction of its faculty and staff with the community and with governmental, public, and business organizations. Through consulting relationships and other forms of employment, University employees can be a valuable resource.

Full-time employees of the University may be permitted such supplemental employment. However, it is understood that such employment must be outside of the employee's

| Chapter Name | Chapter No. | Page |
|-------------------------------|-------------|-------------|
| EMPLOYMENT/AFFIRMATIVE ACTION | 3.1.6 | Page 2 of 2 |
| Issue | | |
| CONFLICT OF INTEREST | | |

regular hours of work and must not interfere with the performance of the employee's duties and responsibilities.

The guidelines outlined below are intended to provide for a limited amount of supplemental employment and to protect the integrity of the employee-University employment relationship:

Supplemental employment for non-bargained for, non-teaching employees, may be permitted when:

It is outside of the employee's regular hours of work and does not interfere with the employee's assigned duties and responsibilities and does not conflict with work requirements outside of the University's regular business hours.

Prior to undertaking such outside work, the employee must report to the department head the nature, extent, and expected duration of such work.

Such reports shall be made on forms provided by the University and shall be updated at the beginning of each semester or whenever a significant change in outside employment occurs. Such reports, including the number of hours and time during which the supplemental employment is to occur, shall be filed with the employee's department head, who shall report the same to the appropriate vice president and the internal auditor.


When, in the opinion of the appropriate vice-president/Divisional Head, the employee's supplemental employment interferes with the performance of the employee's University duties, the employee may be requested to end or modify such supplemental employment all as a condition of continued employment as a full-time employee of the University.

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision

Minutes of the Board of Regents, June 19, 1974; para. .1384M.

Minutes of the Board of Regents, December 6, 1989; para. .4134M.

| | | | | | |
|-------------------------------|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | Policies, Rules And Regulations |
| 6-19-74 | | 06-17-03 | | | |
| Chapter Name | | | Chapter No. | | Page |
| EMPLOYMENT/AFFIRMATIVE ACTION | | | 3.1.6.1 | | Page 1 of 1 |
| Issue | | | | | |
| REPORTING RELATIONSHIPS | | | | | |

UNIVERSITY POLICY STATEMENT:

The following policy shall govern married, domestic partners, or consanguineous (parent, offspring, or sibling) persons and persons involved in domestic partner relationships who are appointed to or are already members of the faculty and staff of Eastern Michigan University.

Marriage or consanguinity to an Eastern Michigan University employee or employee involvement in a domestic partner relationship shall be considered neither a qualification nor a disqualification for employment at Eastern Michigan University.

University personnel who are employed in the same instructional department, office, or administrative unit of the University with a member or members of their family (husband, wife, offspring, or sibling) or with a domestic partner, shall not participate in recommendations or decisions of direct concern to a member or members of their family or their domestic partner. As used herein, "of direct concern" includes, but is not limited to, such matters as appointment, retention, tenure, dismissal, salary, promotion, leave of absence, evaluation, and sabbatical leave.

The dean, director, or account executive, together with the vice-president for business and finance, shall have the authority and responsibility to ensure that no member of a family or domestic partner has an unchecked or unreviewed responsibility for any matters relating to University audits, financial records, payroll, or inventory of goods and supplies of another member of the family or of the employee's domestic partner. The vice-president for business and finance may issue rules to be published in the Systems University's Procedures Manual in carrying out this responsibility.


RESPONSIBILITY FOR IMPLEMENTATION:

The Executive Director of Human Resources, Assistant Vice President for Academic Affairs and University Supervisors have primary responsibility for implementing and enforcing this policy. Further, it is the individual responsibility of each University employee to disclose relationships that may violate this policy.

SCOPE OF POLICY COVERAGE:

The policy covers all University Employees.

| |
|---|
| Authority for Creation or Revision |
| Minutes of the Board of Regents, June 19, 1974; para. .1384M. Minutes of the Board of Regents, December 6, 1989; para. .4134M. |

| | | | | | |
|---|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | Policies, Rules And Regulations |
| 6-19-74 | | 06-17-03 | | | |
| Chapter Name | | | Chapter No. | Page | |
| EMPLOYMENT/AFFIRMATIVE ACTION | | | 3.1.6.2 | Page 1 of 2 | |
| Issue | | | | | |
| SUPPLEMENTAL EMPLOYMENT – NON-BARGAINED FOR EMPLOYEES | | | | | |

UNIVERSITY POLICY STATEMENT

The University encourages the interaction of its faculty and staff with the community and with governmental, public, and business organizations. Through consulting relationships and other forms of employment, University employees can be a valuable resource.

Full-time employees of the University may be permitted such supplemental employment. However, it is understood that such employment must be outside of the employee's regular hours of work and must not interfere with the performance of the employee's duties and responsibilities.

UNIVERSITY PRACTICE

The guidelines outlined below are intended to provide for a limited amount of supplemental employment and to protect the integrity of the employee-University employment relationship:

Supplemental employment for non-bargained for, non-teaching employees, may be permitted when:

It is outside of the employee's regular hours of work and does not interfere with the employee's assigned duties and responsibilities and does not conflict with work requirements outside of the University's regular business hours.

Prior to undertaking such outside work, the employee must report to the department head the nature, extent, and expected duration of such work.

When, in the opinion of the appropriate vice-president/Divisional Head, the employee's supplemental employment interferes with the performance of the employee's University duties, the employee may be requested to end or modify such supplemental employment all as a condition of continued employment as a full-time employee of the University.

RESPONSIBILITY FOR IMPLEMENTATION

The Executive Director of Human Resources, Assistant Vice President for Academic Affairs, and University Supervisors have the primary responsibility for implementing and enforcing this policy. Further, it is the responsibility of each University employee to disclose his or her supplemental employment.

SCOPE OF POLICY COVERAGE


The policy covers all non-bargained for full-time University employees.

| Chapter Name | Chapter No. | Page |
|---|-------------|-------------|
| EMPLOYMENT/AFFIRMATIVE ACTION | 3.1.6.2 | Page 2 of 2 |
| Issue | | |
| SUPPLEMENTAL EMPLOYMENT – NON-BARGAINED FOR EMPLOYEES | | |

Regulations on this subject in regards to bargained-for employees may be found in collective bargaining agreements.

Authority for Creation or Revision

Minutes of the Board of Regents, June 19, 1974; para. .1384M.
 Minutes of the Board of Regents, December 6, 1989; para. .4134M.

| | | | | | |
|--|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | Policies, Rules And Regulations |
| 6-19-74 | | 06-17-03 | | | |
| Chapter Name | | | Chapter No. | Page | |
| EMPLOYMENT/AFFIRMATIVE ACTION | | | 3.1.6.3 | Page 1 of 1 | |
| Issue | | | | | |
| USE OF FACILITIES BY PRIVATE RESEARCH AND CONSULTING | | | | | |

UNIVERSITY POLICY STATEMENT:

Use of University facilities, services, equipment and supplies for private teaching and research, consulting, and like activities for personal gain is prohibited except when such use is a part of a program or project authorized by the Board of Regents, or the president. When not a part of an authorized project, use of such facilities may be approved by the appropriate vice-president upon payment to the University of an appropriate fee.

Any request for the use of University facilities, supplies or service which is inconsistent with the aims, purposes, and policies of the University shall be denied.


RESPONSIBILITY FOR IMPLEMENTATION:

The appropriate Vice President with administrative responsibility for the buildings and/or his or her designee has primary responsibility for implementing and enforcing this policy.

SCOPE OF POLICY COVERAGE:

The policy is applicable to all University facilities, services, equipment and supplies.

| |
|---|
| Authority for Creation or Revision |
| Minutes of the Board of Regents, June 19, 1974; para. .1384M. Minutes of the Board of Regents, December 6, 1989; para. .4134M. |

| | | | | | |
|--|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | Policies, Rules And Regulations |
| 6-19-74 | | 06-17-03 | | | |
| Chapter Name | | | Chapter No. | Page | |
| EMPLOYMENT/AFFIRMATIVE ACTION | | | 3.1.7 | Page 1 of 2 | |
| Issue | | | | | |
| CONFLICT OF INTEREST: UNIVERSITY EMPLOYEES | | | | | |

UNIVERSITY POLICY STATEMENT:

No University employee shall have a direct or indirect interest, financial or otherwise, in a contract with the University or incur any obligation of any nature, when such contract or obligation is in substantial conflict or provides a potential substantial conflict with the discharge of his or her duties in the public interest.

Furthermore, no University employee shall accept any payment, remuneration, gratuity or other money or property of any kind from a corporation, individual or entity which is engaged in one or more business transactions with the University where there is any relationship, direct or indirect, between the payment to the individual and the transaction with the University.

(NOTE: A substantial conflict or potential substantial conflict of interest exists when a University employee: (1) engages in a business transaction as a representative/agent of the University with a business entity in which he/she holds a title of executive officer, (e.g. President, vice President, Secretary, Treasurer), or owns or controls directly or indirectly more than one percent of that entity; or (2) accepts other employment or engages in a business or professional activity which will require him/her to disclose confidential information acquired while carrying out his/her official responsibilities.)

UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. Senior administrative staff (employees within the Management and Administrative Compensation Bands) shall complete a disclosure statement annually reporting any financial conflict of interest or potential conflict of interest, financial or otherwise, to the University.

(NOTE: Conflict of interest or potential conflict is defined as the ownership or control of more than one percent of any firm or institution providing goods or services to Eastern Michigan University by such individuals as noted above or by a member of their immediate family.)

2. A disclosure statement for senior administrators is available for compliance with this policy.
3. Senior administrative staff shall be required to promptly complete and file an amended disclosure statement upon the occurrence of any change in circumstances or discovery of any new information that would alter the previous statement.

| Chapter Name | Chapter No. | Page |
|--|-------------|-------------|
| EMPLOYMENT/AFFIRMATIVE ACTION | 3.1.7 | Page 2 of 2 |
| Issue | | |
| CONFLICT OF INTEREST: UNIVERSITY EMPLOYEES | | |


RESPONSIBILITY FOR IMPLEMENTATION:

It is the individual responsibility of each University employee to disclose conflicts of interest or potential conflicts of interest to the University. The University's Internal Auditor is directly responsible for developing appropriate procedures for implementing the provisions of this policy.

SCOPE OF POLICY COVERAGE:

This policy affects all Eastern Michigan University employees; however, the President is responsible for conforming with the Conflict of Interest policy set forth for Board members and the President.

| Authority for Creation or Revision |
|---|
| Meeting of the Board of Regents, June 19, 1974; para. .1384M. Meeting of the Board of Regents, December 2, 1987; para. .3634M. Meeting of the Board of Regents, December 6, 1989; para. .4134M. |

| | | | | |
|-------------------------------|--|-------------------------|---|--|
| Effective Date | | Date of Revision |  | Policies, Rules And Regulations |
| 12-1-78 | | 6/17/03 | | |
| Chapter Name | | Chapter No. | Page | |
| EMPLOYMENT/AFFIRMATIVE ACTION | | 3.7.4 | Page 1 of 2 | |
| Issue | | | | |
| EXTREME WEATHER POLICY | | | | |

UNIVERSITY POLICY STATEMENT:

It is the policy of Eastern Michigan University that only the President or his/her designee has the authority to temporarily modify class and/or work schedules in the event of extreme weather conditions including but not limited to snow, freezing rain, floods, and hazardous winds. This decision may include the temporary cancellation of all or part of scheduled academic programs and closure of the University.

During an unscheduled closure, certain designated personnel are expected to report for work. For the purpose of this policy, designated employees are defined as Safety and Security officers, Heating Plant employees, Physical Plant Maintenance, Grounds and Custodial employees, Food Service employees (when students are in residence), switchboard employees, and any other employees who are specifically requested to report to work by the President or his/her designee.

UNIVERSITY PRACTICE :

University practices for implementing this policy include:

1. It is the University's practice to evaluate extreme weather conditions in the context of its responsibility to provide the educational services purchased by students, particularly those who live on or immediately adjacent to campus.
2. The Vice President for Business and Finance, utilizing information gathered by the departments of Public Safety and Physical Plant, will advise the President or his/her designee of regional weather conditions and advisories affecting vehicle and pedestrian mobility. In addition to campus roads, walkways, and parking lots, regional streets and highways and weather reports will be monitored through the Washtenaw County and State Police agencies.

EXTREME WEATHER POLICY

In the event the President or his/her designee elect to modify class or work schedules, information will be immediately conveyed to the following campus departments:

- | | |
|---|----------|
| EMU Department of Public Safety | 487-1222 |
| EMU switchboard | 487-1849 |
| WEMU-FM (89.1) | 487-2229 |
| EMU Newslines (Dept. of Public Information) | 487-2460 |

| Chapter Name | Chapter No. | Page |
|-------------------------------|-------------|-------------|
| EMPLOYMENT/AFFIRMATIVE ACTION | 3.7.4 | Page 2 of 2 |
| Issue | | |
| EXTREME WEATHER POLICY | | |

The department of Public Information will also attempt to have the information broadcast over local radio stations, such as WJR (760-AM), WAAM (1600-Am) and WTKA (1050-AM). However, any doubt regarding the status of University operations should be confirmed by contacting the above listed campus departments.

The EMU department of Public Safety will be responsible for entering school closing information into the Law Enforcement Information Network (LEIN) System, which includes, among its subscribers, various television and radio stations in the state of Michigan.

In the event that class/work schedules are not officially cancelled due to poor weather conditions, but an employee is unable or elects, because of personal safety concerns, not to report to work: the employee must notify his/her immediate supervisor as soon as possible of their intended late arrival or absence.

In the event that class/work schedules are officially cancelled due to poor weather conditions: employees who are not required to report for work and/or who have reported for work and are later sent home, shall be paid in accordance with the terms and conditions of their respective collective bargaining agreement. Non-bargained for employees will be paid in accordance with the department of Human Resources' policy regarding closure of the University.

RESPONSIBILITY:


The Vice President for Business and Finance or his/her designee(s), in consultation with the Crisis Management Team, has overall responsibility for implementation and administration of this policy and for amending and/or revising related policies, as necessary, to assure compliance and consistency with this policy.

SCOPE OF POLICY COVERAGE:

This policy applies to all University employees and students.

Authority for Creation or Revision

Minutes of the Board of Regents, December 6, 1994; para. 4927M.

| | | | | | |
|-------------------------------|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | Policies, Rules And Regulations |
| 2-16-72 | | 06/17/03 | | | |
| Chapter Name | | | Chapter No. | | Page |
| EMPLOYMENT/AFFIRMATIVE ACTION | | | 3.7.5 | | Page 1 of 1 |
| Issue | | | | | |
| HEALTH SERVICE | | | | | |

UNIVERSITY POLICY STATEMENT:

All currently enrolled students, faculty, staff and their spouses are eligible to use University Health Services (UHS) at Snow Health Center. Students are eligible to utilize UHS up to six months past their last enrollment date at non-student rates.

UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. The scope of services available include confidential services for prevention, illness and injury, immunizations, vaccinations and allergy shots, gynecological care, and TB, STD and HIV testing. Pharmaceutical, laboratory and x-ray facilities are located in Snow Health Center.
2. Nominal fees will be charged for most services rendered, with faculty, staff and their spouse, and students' spouses being charged slightly higher fees than those paid by currently-enrolled students for selected medical services. The services of the mental health counselor are free of charge.
3. Appropriate referrals will be made to a family practitioner or to a specialist when indicated. Emergency or complicated cases will be referred immediately to nearby hospitals or other accredited health care facilities.


RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Student Affairs has overall responsibility for the implementation and administration of this policy and has delegated its overall management to the Director of University Health Services.

SCOPE OF POLICY COVERAGE:

This policy applies to all eligible University students, current university employees and their spouses.

| |
|--|
| Authority for Creation or Revision |
| Minutes of the Board of Regents, February 16, 1972; para. .1079M; June 22, 1977; para. .1813M; June 21, 1978; para. .1949M; August 20, 1980; para. .2291M; October 26, 1983; para. .2791M; April 25, 1984; para. .2900M. |

| | | | | |
|--|--|-------------------------|---|--|
| Effective Date | | Date of Revision |  | Policies, Rules And Regulations |
| Fall Semester 2001 | | 6/20/00 | | |
| Chapter Name | | Chapter No. | Page | |
| ADMISSIONS AND FINANCIAL AID | | 7.1.4 | Page 1 of 1 | |
| Issue | | | | |
| ADMISSIONS: ADMISSION OF STUDENTS WITH PRIOR CONVICTIONS AND DISCIPLINARY RECORDS | | | | |

UNIVERSITY POLICY STATEMENT

Eastern Michigan University's admissions application and re-enrollment form include questions regarding prior criminal convictions and/or disciplinary history, and the information provided by the student may be considered when making the decision as to whether to admit or re-enroll the student to the University.

UNIVERSITY PRACTICE

A student who answers 'yes' to the prior criminal conviction question or the disciplinary question will submit a statement of explanation. A review board will review the application and all explanatory materials of any student answering either of the questions affirmatively. Prior to making admissions or re-enrollment decision, the review board may request additional materials from the applicant, conduct a phone interview with the applicant and/or request that the applicant appear before the review board to discuss his/her application.

After considering the information, the review board will have the authority to make one of the following decisions, except that the Vice President for Enrollment Services must approve any decision to deny admission to the applicant.

1. Deny admission or re-enrollment to the applicant.
2. Admit or re-enroll the applicant on probation but deny the option of university housing.
3. Admit or re-enroll the applicant on probation and permit the option of university housing.
4. Admit or re-enroll the applicant without any conditions.

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Enrollment Services is responsible for the implementation of this policy. The Director of Admissions, Director of Housing, Dean of Students, Director of Student Judicial Services and the Chief of Police, or their respective designees, will sit on the review committee.

SCOPE OF POLICY COVERAGE

This policy applies to all Eastern Michigan University students.

Authority for Creation or Revision

Minutes of the Board of Regents, June 20, 2000; para. .5688M.

| Effective Date | Date of Revision |
|----------------|------------------|
| 9-3-75 | 06/17/03 |



Policies, Rules And Regulations

| Chapter Name | Chapter No. | Page |
|-------------------------------|-------------|-------------|
| ADMISSION AND FINANCIAL AID | 7.2.4 | Page 1 of 1 |
| Issue | | |
| FINANCIAL AID: STATE PROGRAMS | | |

ELIGIBLE MICHIGAN RESIDENTS ARE CONSIDERED FOR STATE CAMPUS BASED AID PROGRAMS BY COMPLETING AND SUBMITTING THE FEDERAL STUDENT AID APPLICATION. RESIDENCY REQUIREMENTS AND OTHER AWARD CRITERIA ARE PROMULGATED BY PUBLIC ACT NO. 102 OF 1986, PUBLIC ACT NO. 273 OF 1986, PUBLIC ACT 288 OF 1986, AS AMENDED BY PUBLIC ACT NO. 47 OF 1990, AND PUBLIC ACT NO. 303 OF 1986. THE MICHIGAN HIGHER EDUCATION ASSISTANCE AUTHORITY PUBLISHES ADDITIONAL RULES, REGULATIONS, POLICIES AND PROCEDURES.

MICHIGAN CAMPUS BASED AID PROGRAMS:

MICHIGAN WORK STUDY

THE MICHIGAN WORK STUDY PROGRAM HELPS ELIGIBLE STUDENTS MEET EDUCATIONAL EXPENSES BY PLACEMENT IN ON AND OFF-CAMPUS EMPLOYMENT. THE PRIMARY CRITERION FOR AWARD CONSIDERATION IS FINANCIAL NEED.

MICHIGAN EDUCATIONAL OPPORTUNITY GRANT

THIS GRANT IS PROVIDED TO STUDENTS WHO DEMONSTRATE HIGH FINANCIAL NEED.

MICHIGAN PART TIME ADULT GRANT

THIS GRANT IS AWARDED TO PART TIME INDEPENDENT STUDENTS WHO DEMONSTRATE HIGH FINANCIAL NEED.

OTHER MICHIGAN STUDENT AID PROGRAMS:

STATE OF MICHIGAN COMPETITIVE SCHOLARSHIPS

State of Michigan Competitive Scholarships pay A PORTION OF tuition and fees for the ACADEMIC year to undergraduate students. Scholarships are awarded on the basis of academic potential and financial need. Students must take A qualifying test before they enroll in college.


MICHIGAN MERIT AWARDS

MICHIGAN MERIT AWARDS ARE EARNED BY STUDENTS WHO PASS THE MICHIGAN EDUCATIONAL ASSESSMENT PROGRAM TEST. AWARD AMOUNTS AND TERMS ARE SET BY THE STATE OF MICHIGAN. THE MICHIGAN HIGHER EDUCATION ASSISTANCE AUTHORITY DIRECTLY NOTIFIES STUDENTS OF THEIR ELIGIBILITY FOR THIS AWARD.

Authority for Creation or Revision

Executive Council, September 3, 1975.

Board of Regents Finance Committee Meeting, August 2, 1977.

| | | | | |
|---|--|-------------------------|---|--|
| Effective Date | | Date of Revision |  | Policies, Rules And Regulations |
| 5-21-96 | | 06/17/03 | | |
| Chapter Name | | Chapter No. | Page | |
| STUDENT PROGRAMS AND REQUIREMENTS | | 8.0 | Page 1 of 2 | |
| Issue | | | | |
| MANDATORY HEALTH INSURANCE FOR INTERNATIONAL STUDENTS | | | | |

UNIVERSITY POLICY STATEMENT:

All international students WITH AN F OR J VISA STATUS and their accompanying dependents shall be required to carry health insurance during the semesters in which they are enrolled at Eastern Michigan University. Eastern Michigan University will allow these international students to present proof of equivalent insurance coverage complying with the expected standard of coverage during a specified waiver period each semester.

UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. Registration will identify international students with an F or J visa status. This will automatically require them to carry the mandatory student health insurance.
2. A health insurance premium will be assessed on the student's account for each semester the student will be enrolled. Students who do not enroll in classes for a specific semester are informed that they must purchase the insurance directly if they wish to continue on the policy.
3. Students will be allowed to present proof of equivalent insurance coverage complying with the expected standard of coverage. Students requesting a waiver will be required to submit a 'Waiver Application for the Student Health Insurance' along with an English translation of their insurance policy for review and approval by the waiver deadline. Waiver reviews will be administered by the Insurance Office, University Health Services.

RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Student Affairs has the overall responsibility for implementation of this policy.

The Office of Admissions and the Office of International Students are primarily responsible for notification to new students regarding the Mandatory Health Insurance Policy and requirements. University Health Services is primarily responsible for implementation and daily administration of this policy.

The Student Accounting Office is responsible for assessment and collection of the health insurance premium.

| Chapter Name | Chapter No. | Page |
|--------------|-------------|-------------|
| | | Page 2 of 2 |
| Issue | | |
| | | |

SCOPE OF POLICY COVERAGE

This policy applies to all international students with an F or J visa status and their accompanying dependents during the semester in which they are enrolled at Eastern Michigan University.


Authority for Creation or Revision

Minutes of the Board of Regents, May 21, 1996; para. .5103M.

**POLICY: STUDENT INVOLUNTARY
ADMINISTRATIVE WITHDRAWAL POLICY**

Section 24

Regent Morris moved and Regent Griffin seconded that the Board approve the adoption of the Student Involuntary Administrative Withdrawal Policy shown on the following pages.

| | | | | | |
|---|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | Policies, Rules And Regulations |
| | | | | | |
| Chapter Name | | | Chapter No. | Page | |
| STUDENT PROGRAMS AND REQUIREMENTS | | | 8 | Page 1 of 6 | |
| Issue | | | | | |
| STUDENT INVOLUNTARY ADMINISTRATIVE WITHDRAWAL | | | | | |

UNIVERSITY POLICY STATEMENT

It is the policy of Eastern Michigan University to establish a Student Involuntary Administrative Withdrawal Policy for the purpose of maintaining a campus environment that is conducive to learning, protects the University's educational purposes, maintains reasonable order on campus, and protects the rights and safety of all members of the University community. The University may order the involuntary withdrawal of a student from the University or from University Housing in accordance with University policy, as described below.

UNIVERSITY PRACTICE

The Student Involuntary Administrative Withdrawal Policy, below, outlines the procedures to be utilized in seeking the involuntary withdrawal of a student.

Section I: Scope of Policy

The policy will cover behaviors described in Section II: Standards for Withdrawal, Items "a" through "e", that occur on University premises and/or at University-sponsored activities but may also address off-campus behavior if the University determines that the behavior, or the continued presence of the student, impairs, obstructs, interferes with or adversely affects the mission, processes or functions of the University.

For purposes of this policy a student is defined as follows:

- a. Any person enrolled for courses through or at EMU, both full-time and part-time, and those who attend educational institutions other than EMU but who reside in EMU residence halls."
- b. Any person who is not officially enrolled for a particular term but whose EMU record indicates a continuing relationship with the University, or
- c. Any person who has been accepted into EMU but have not yet enrolled for courses.

Section II: Standards for Withdrawal

In accordance with University policy, and applicable federal and state laws prohibiting discrimination based on disability, a student may be involuntarily withdrawn from the University and/or University Housing, either temporarily or permanently, if it is determined that a student suffers from a mental disorder as defined by the current American Psychiatric Association Diagnostic and Statistical Manual, and as a result of the disorder:

- a. Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, and/or
- b. Engages, or threatens to engage, in behavior which would cause significant property damage, which directly and substantially impedes the lawful activities of other members of the University, and/or
- c. Demonstrates an inability to satisfy personal needs (e.g., nourishment, shelter) such that there is a reasonable possibility that serious physical harm or death might occur within a short period of time, and/or

| Chapter Name | Chapter No. | Page |
|---|-------------|-------------|
| STUDENT PROGRAMS AND REQUIREMENTS | 8 | Page 2 of 6 |
| Issue | | |
| STUDENT INVOLUNTARY ADMINISTRATIVE WITHDRAWAL | | |

- d. Commits a violation of the University's Student Conduct Code and lacks the capacity to comprehend and participate in the University's disciplinary process, and/or
- e. Commits a violation of the University's Student Conduct Code and did not understand the nature or wrongfulness of the conduct at the time of the offense.

Section III: Premises Underlying This Policy

An involuntary administrative withdrawal:

- a. Is not a substitute for appropriate disciplinary action under the Student Conduct Code.
- b. Should not be used to dismiss socially or emotionally "eccentric" students who do not otherwise meet the standards for withdrawal specified in this section.
- c. Should only be initiated after reasonable attempts to secure voluntary cooperation for a psychological evaluation or withdrawal have been exhausted or if the student refuses to agree to or doesn't adhere to reasonable conditions established for his/her continued presence on campus and/or in University Housing.

Section IV: Procedures Under this Policy

Commencement of the Process

This process may be initiated by the Director of Student Judicial Services when:

- a. Any member of the University community who reasonably believes that a student may meet one of the involuntary withdrawal standards in Section II contacts the Director of Student Judicial Services with his/her concerns about the student; and/or
- b. The student is referred to Student Judicial Services for a possible conduct code violation and the conduct is such that it may meet one or more of the involuntary withdrawal standards.

Informal Review by Student Judicial Services

The Director of Student Judicial Services will conduct a preliminary, informal review and will schedule a meeting with the student. At the end of this informal review, the Director may do one or more of the following:

- a. Determine that the student does not meet the standard for involuntary withdrawal and terminate this process. If warranted, the student's conduct will be handled by Student Judicial Services under the regular disciplinary process.
- b. Require the student to schedule an evaluation by a qualified, licensed mental health professional outside the University within five calendar days. The student will be responsible for any costs associated with the evaluation.
- c. Refer the student to the Behavioral Evaluation Team for an assessment and recommendation under this policy. Any pending disciplinary action against the student will be postponed until the Behavioral Evaluation Team completes this process.
- d. Allow a student who meets the conditions for an involuntary withdrawal to voluntarily withdraw from the University and waive the right to further procedures under this policy. If future reenrollment at the University is an option, the Director will provide the conditions necessary for consideration of reenrollment to the student in writing (see "Conditions for Reenrollment" section of this policy).

Referral to the Behavioral Evaluation Team

After completing the informal review as described in the above section, the Director of Student Judicial Services may refer a student to a hearing with the University's Behavioral Evaluation Team for assessment and recommendations. The team will include the:

| Chapter Name | Chapter No. | Page |
|---|-------------|-------------|
| STUDENT PROGRAMS AND REQUIREMENTS | 8 | Page 3 of 6 |
| Issue | | |
| STUDENT INVOLUNTARY ADMINISTRATIVE WITHDRAWAL | | |

- Dean of Students, or his/her designee (Serving as the Chair)
- Director of Counseling Services, or his/her designee
- Director of Housing, or his/her designee

The role of the Behavioral Evaluation Team is to evaluate the student and make a determination as to whether the student should be involuntarily withdrawn from the University and/or University Housing or whether the student can remain in school and/or continue to live in University Housing under specified conditions. The recommendation by the Behavioral Evaluation Team will require the concurrence of any two of the three team members.

The Director of Student Judicial Services will arrange for the Behavioral Evaluation Team to meet with the student and will notify the student in writing of his/her referral to a hearing and inform the student of the time, date and location of the hearing. If the Director of Student Judicial Services has ordered a psychological assessment, the Behavioral Evaluation Team will not be convened until the evaluation has been completed and the written psychological assessment has been submitted to the University.

Notice of the hearing will be considered adequate if it is sent to the student's last known address registered with the University or is hand delivered to the student at least three business days in advance of the meeting time.

Behavioral Evaluation Team Hearing

The Behavioral Evaluation Team will conduct a hearing with the student in order to determine an appropriate course of action under this policy. The following guidelines will govern the hearing:

- The student will have the right to be present throughout the entire hearing, unless the student becomes disruptive.
- The hearing will be conducted even if the student fails to attend the hearing or if the student is removed during the hearing for disruptive behavior.
- A family member and/or a qualified mental health professional may accompany the student to the hearing. Legal counsel will not be permitted at this hearing. The student will be expected to speak on his/her own behalf whenever possible.
- The student will have the right to review all case information before the hearing with the exception of personal or confidential notes of University officials regarding the case. The information will be made available to the student in the Student Judicial Services office during normal business hours at least 2 days before the scheduled hearing.
- The hearing shall be conversational and non-adversarial, whenever possible. Formal rules of evidence will not apply, except that the Chair may exclude evidence that is not relevant or is cumulative.
- The student has the right to question all witnesses at the hearing and comment on all documents presented.
- The hearing will be closed to the public, and all testimony and evidence will be considered confidential.
- The hearing will be tape recorded by the University. Tapes will remain the property of the University and will serve as the official record of the proceedings. The University will retain the tape recording for a period of two years after a final determination has been issued and all appeals have been exhausted under this policy. After the expiration of this two year period, the University may erase or discard the tape recording.

Disposition of the Case

Upon completion of the Behavioral Evaluation Team hearing, the Team will submit its written findings to the Director of Student Judicial Services within three business days. This document will include the recommendation of the Team, the reason(s) for the recommendation, and:

| Chapter Name | Chapter No. | Page |
|---|-------------|-------------|
| STUDENT PROGRAMS AND REQUIREMENTS | 8 | Page 4 of 6 |
| Issue | | |
| STUDENT INVOLUNTARY ADMINISTRATIVE WITHDRAWAL | | |

1. If the team recommends an involuntary withdrawal, whether the student is eligible to be reconsidered for reenrollment, including the conditions the student must meet to be considered and any length of time that must pass before the student can apply for reenrollment, OR
2. If the team does not order an involuntary withdrawal, any conditions that the student must meet in order to remain enrolled in school and/or remain in University Housing.

The Director of Student Judicial Services will notify the student in writing within three business days after receiving the Team's written findings and will inform the student of his/her right to appeal the Team's recommendation. If the student chooses not to appeal or if, after the appeal, the recommendation is still to allow the student to remain enrolled in school and/or remain in University Housing, the student will meet with the Director of Student Judicial Services, within five calendar days, to formalize the recommendation into a behavioral contract between the University and the Student.

APPEAL PROCESS

A student may appeal any of the following decisions rendered under this policy:

- a. An involuntary withdrawal from the University and/or from University Housing recommended by the Behavioral Evaluation Team.
- b. The conditions recommended by the Behavioral Evaluation Team in order for the student to remain enrolled and/or continue living in University Housing.
- c. A denial of the student's request for reenrollment by the Behavioral Evaluation Team.
- d. An involuntary withdrawal implemented in accordance with the "Student's Failure to Comply" section of this policy.

The student must submit a written appeal to the Vice President for Student Affairs office within seven calendar days of the date of the decision being appealed. After reviewing the student's case and after meeting with the student, the Vice President or his/her designee will render a written decision as it relates to the student's appeal within five calendar days. This decision will be final.

A student who voluntarily withdraws or is involuntarily withdrawn under this policy may be subject to conditions for reenrollment. These will be provided to the student in writing and may include, but are not limited to the following:

- a. Submission of a psychological assessment by a qualified mental health professional, indicating readiness to return to school.
- b. Continued counseling or therapy.
- c. Continued medication.
- d. Restriction against on-campus housing.
- e. Successful completion of college courses at another college or University.
- f. Review by the Behavioral Evaluation Team.

A student seeking reenrollment must do so by notifying the Director of Student Judicial Services of his/her desire to reenroll and must provide the office with documentation of adherence to all required conditions for reenrollment. The Director of Student Judicial Services will refer the request to the Behavioral Evaluation Team.

Reenrollment is not guaranteed; after reviewing the case and meeting with the student, the Behavioral Evaluation Team will make a decision on the student's request for reenrollment, designate any further conditions for reenrollment and notify the student in writing within five calendar days after meeting with the student.

Student's Failure to Comply

A student may be involuntarily withdrawn and/or disciplined under the conduct code if he/she:

| Chapter Name | Chapter No. | Page |
|---|-------------|-------------|
| STUDENT PROGRAMS AND REQUIREMENTS | 8 | Page 5 of 6 |
| Issue | | |
| STUDENT INVOLUNTARY ADMINISTRATIVE WITHDRAWAL | | |

1. Fails to attend any required meeting under this policy, and/or
2. Fails to timely schedule and/or appear at a psychological assessment requested by the Director of Student Judicial Services, and/or
3. Fails to adhere to any conditions placed on him/her in order for him/her to remain enrolled in the University and/or remain in University Housing.

Section V: Emergency Interim Withdrawal

An emergency interim withdrawal may be implemented immediately by the Director of Student Judicial Services, after approval of the Vice President for Student Affairs or his/her designee, if the Director reasonably believes that the student may be suffering from a mental disorder and there is reason to believe that the student's behavior poses a substantial threat of harm to oneself or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions.

A student may be notified of the emergency interim suspension either orally or in writing. It takes effect the day it is issued by the Director of Student Judicial Services.

A student withdrawn on an emergency interim basis will be given the opportunity to meet with the Vice President for Student Affairs or his/her designee within forty-eight (48) hours from the effective date of the emergency interim withdrawal to discuss the following issues only:

1. The reliability of the information concerning the student's behavior, and/or
2. Whether the student's continued presence on campus poses a substantial threat of harm to oneself or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions.

At the conclusion of this meeting, the Vice President or his/her designee may either uphold or cancel the interim emergency withdrawal. Regardless of whether the emergency interim withdrawal is upheld or cancelled, the Vice President or his/her designee will direct the Director of Student Judicial Services to continue with the involuntary administrative withdrawal process as outlined in this policy. However, if the interim emergency withdrawal is to remain in effect, the Director of Student Judicial Services will make every effort to expedite the process in an effort to minimize any possible negative impact on the student.

Section VI: Transcripts and Refunds

Transcripts

A student who, under this policy, is allowed to voluntarily withdraw or who is involuntarily withdrawn will be given a "W" grade for each course in which he/she is currently enrolled. An administrative hold through the Dean of Students' office will be placed on the student's academic record to prevent any unauthorized reenrollment by the student.

Refunds

A student who, under this policy, is allowed to voluntarily withdraw or who is involuntarily withdrawn may request a refund of tuition, fees, housing payments and any other amounts. Refunds will be made in accordance with applicable University policies and procedures.

| Chapter Name | Chapter No. | Page |
|---|-------------|-------------|
| STUDENT PROGRAMS AND REQUIREMENTS | 8 | Page 6 of 6 |
| Issue | | |
| STUDENT INVOLUNTARY ADMINISTRATIVE WITHDRAWAL | | |

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy and may appoint a designee to oversee appeals brought forth under this policy. The Director of Student Judicial Services is responsible for the daily administration of the policy.

SCOPE OF POLICY COVERAGE

This policy applies to all students as defined in Section I of the Student Involuntary Administrative Withdrawal Policy.

Authority for Creation or Revision

Motion Carried.

FINANCE COMMITTEE

Section 25

Regent Antonini moved and Regent Griffin seconded that the Working Agenda for June 17, 2003 and the minutes for the March 18, 2003, Finance Committee meeting be received and placed on file.

Motion Carried.

2002-03 GENERAL FUND OPERATING BUDGET

Section 26

Regent Antonini moved and Regent Morris seconded that the Regents approve a 2003-04 General Fund Operating Budget in the amount of \$197,196,980.

Motion Carried.

2003-04 TUITION AND MANDATORY FEES

Section 27

Regent Antonini moved and Regent Griffin seconded that the Board approve the following tuition and fee rates for the Fall 2003 semester.

| <u>Type</u> | <u>Current</u> | <u>Proposed</u> | <u>Incr/Decr</u> |
|-----------------------------------|----------------|-----------------|------------------|
| Registration Fee | 80.00 | 80.00 | 0.00 |
| General Fee | 20.00 | 21.00 | 1.00 |
| Technology Fee | 10.00 | 10.00 | 0.00 |
| Program adjustment fee | 10.00 | 0.00 | -10.00 |
| Presidential Scholarship Exam Fee | 30.00 | 0.00 | -30.00 |
| Application Fee, On-line UG | 25.00 | 20.00 | -5.00 |
| Application Fee, On-line Grad | 30.00 | 25.00 | -5.00 |
| Application Fee, Paper UG | 25.00 | 30.00 | 5.00 |
| Application Fee, Paper Grad | 30.00 | 35.00 | 5.00 |
| Applicable program fees | see attached | see attached | 2.50 |

| <u>Course Level – Residents</u> | <u>FY 2002-03</u> | <u>FY 2003-04</u> | <u>Increase per credit-hour</u> |
|-------------------------------------|-------------------|-------------------|---------------------------------|
| 100-400 | \$134.90 | \$153.15 | \$18.25 |
| 500-600 | \$246.00 | \$270.25 | \$24.25 |
| 700-999 | \$285.75 | \$311.50 | \$25.75 |
| <u>Course Level – Non-Residents</u> | <u>FY 2002-03</u> | <u>FY 2002-03</u> | <u>Increase per credit-hour</u> |
| 100-400 | \$426.00 | \$467.10 | \$41.10 |
| 500-600 | \$500.00 | \$548.10 | \$48.10 |
| 700-999 | \$567.00 | \$618.00 | \$51.00 |

Motion Carried.

2003-04 AUXILIARY FUND OPERATING BUDGETS

Section 28

Regent Antonini moved and Regent Morris seconded that the Board approve the 2003-04 Auxiliary Fund Operating Budget of \$39,040,442.

Motion Carried.

2003-04 ROOM AND BOARD RATES

Section 29

Regent Antonini moved and Regent Griffin seconded that the 2003-2004 rates proposal for Housing and Dining Services be approved.

Motion Carried.

**2004-2005 GENERAL FUND SCHOLARSHIPS, AWARDS
AND GRANTS**

Section 30

Regent Antonini moved and Regent Griffin seconded that the Board approve the 2004-05 General Fund Scholarships, Awards and Grants proposal for \$12,437,901 (\$12,287,901 through General Fund revenues, \$150,000 through General Fee revenues and \$400,000 through the sale of loan proceeds).

Motion Carried.

EMPLOYEE INCENTIVE PLAN (EIP)

Section 31

Regent Antonini moved and Regent Griffin seconded that the Board approve the Employee Incentive Plan (EIP) for eligible full-time tenure and tenure track faculty. The Board's approval of the EIP is subject to the University administration reaching and agreement with the AAUP-EMU Chapter regarding the EIP.

Motion Carried.

LEASE: EMU AND GENOVA BUSINESS PARK L.L.C.

Section 32

Regent Antonini moved and Regent Griffin seconded that the Board approve a 7-year lease in Genoa Township to serve as EMU-Brighton, an off-campus, extended learning center.

Regent Gordon abstained from the vote.

Motion Carried.

**SALE OF REAL PROPERTY – 1764 STONEBRIDGE
DRIVE SOUTH, PITTSFIELD TOWNSHIP, MICHIGAN**

Section 33

Regent Antonini moved and Regent Griffin seconded that the Board approve the sale of the property and building located at 1764 Stonebridge Drive South Pittsfield Township, Michigan for the price of \$587,000.

Motion Carried.

REVISED PARKING PLAN

Section 34

Regent Antonini moved and Regent Gordon seconded that the Board authorize the administration to alter the “New Parking Structure, Surface Lots & Related Projects” plan that was approved at the November 27, 2001 Board Meeting and to enter into all necessary contracts to complete the project as altered.

Motion Carried.

**LEASE: EMU AND DAVID J. STANTON &
ASSOCIATES/WENDY’S**

Section 35

Regent Antonini moved and Regent Griffin seconded that the Board approve an extension of the existing lease with Stanton and Associates to continue operation of a Wendy’s restaurant in McKenny Union through June 30, 2005.

Motion Carried.


**POLICY REVISION: PROGRAM COSTS FOR
EXTENDED PROGRAMS – 12.2.8**

Section 36

Regent Antonini moved and Regent Griffin seconded that the Board approve the changes to the University's Program Costs for Extended Programs Policy – 12.2.8

Recommendations to the Finance Committee
Regarding Revisions to Eastern Michigan University (EMU)
Board of Regent Policies

| Policy Number | Policy Name | Rationale for Approval |
|----------------------|-------------------------------------|---|
| 12.2.8 | Program Costs for Extended Programs | The revision to this policy will provide additional flexibility for Extended Programs to offer courses or programs for organizations at a contracted, market-based, single price. This change will allow Extended Programs to be more competitive in offering courses and may enhance revenue generation. |

| | | | | | |
|---|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | Policies, Rules And Regulations |
| 6-17-03 | | 6-17-03 | | | |
| Chapter Name | | | Chapter No. | Page | |
| TUITION, FEES, FINES, DEPOSITS, & REFUNDS | | | 12.2.8 | Page 1 of 1 | |
| Issue | | | | | |
| PROGRAM COSTS FOR EXTENDED PROGRAMS | | | | | |

University Policy states:

The University's offices in Extended Programs offer an array of non-traditional courses and programs that are consistent with the University's mission. Program costs, both direct and indirect, in excess of normal course delivery expenses, may be assessed on a market driven basis to program participants and/or sponsoring agencies. These costs may be assessed in the form of a specific course/program fee or by assessing the costs on an itemized basis. Extended Programs also may offer a course or program to an organization at a market-based single price contract.

University Practice:

1. Program costs include, but are not limited to, instructional site and room deposits/rentals, equipment rental, purchase of airfare prior to the actual course dates, rental of compressed video studios and transmission expenses including temporary technician support, field trip admissions fees, special services offered to the class, hotel and per diem costs, etc.
2. Program costs may be applicable to both credit courses and programs and non- credit training and programs.
3. Program costs shall be identified prior to the course/program offering and provided in a timely and informative manner to course/program subscribers.
4. In those instances where the University has incurred non-refundable program costs, such costs shall also be non-refundable to program participants.
5. For certain programs and course offerings, where market conditions allow, assessments to program participants and/or sponsoring agencies may include a reasonable return on investment which shall be used to support the University's mission.

Scope of Policy:

This policy applies to all extended programs which incur program costs regardless of the course/program location.

Responsibility for Implementation:

The Provost and Vice President for Academic Affairs or designee has responsibility for determining the appropriate costs to be assessed. The Vice President for Business and Finance or designee has responsibility for collection.

**POLICY REVISION: ACQUISITION OR DISPOSAL
OF REAL ESTATE PROPERTIES AND
OPTIONS ON PROPERTY POLICY – 13.1.3**

Section 37

Regent Antonini moved and Regent Griffin seconded that the Board approve the changes to the University’s Acquisition or Disposal of Real Estate Properties and Options on Property Policy 13.1.3.

Recommendations to the Finance Committee
Regarding Revisions to Eastern Michigan University (EMU)
Board of Regent Policies

| Policy Number | Policy Name | Rationale for Approval |
|----------------------|--|---|
| 13.1.3 | Acquisitions or Disposal of Real Estate Properties and Options on Property | Changes are incorporated into this policy to define more appropriately the roles and responsibilities of both the Board of Regents and the Vice President for Business and Finance regarding the acquisition or disposal of real estate properties and options on property. |

| Effective Date | Date of Revision |
|----------------|------------------|
| 9-19-79 | 6/17/03 |



Policies, Rules And Regulations

| Chapter Name | Chapter No. | Page |
|--|-------------|------------|
| FACILITIES: ACQUISITION/ DISPOSAL IMPROVEMENT & USE | 13.1.3 | Page 1of 1 |
| Issue | | |
| ACQUISITION OR DISPOSAL OF REAL ESTATE PROPERTIES AND OPTIONS ON PROPERTY | | |

POLICY

The sole authorization for acquisition and disposal of real estate properties rests with the Board of Regents. The University administration is authorized to negotiate and secure options from the property owners as such property may come on the market, or when the property is the site of a planned building project, prior to project approval.

PRACTICE

The purchase or sale price of real estate property to be acquired or disposed of by the Board of Regents shall be determined on the basis of at least two independent appraisals of the fair market value of that property performed by appropriately-qualified real estate appraisers having significant experience in the geographic area of the property being considered.

RESPONSIBILITY

The Vice President for Business and Finance or his/her designee(s) has overall responsibility for implementation and administration of this policy.

SCOPE

This policy covers all real estate transactions.

Authority for Creation or Revision

Minutes of the Board of Regents, September 19, 1979; para. .2141M

Motion Carried.

MEETING ADJOURNED

Regent Incarnati moved and Regent Griffin seconded that the Board of Regents meeting for June 17, 2003 be adjourned at 2:15 p.m. The next Board Meeting is September 16, 2003.

Respectfully Submitted,

Dana C. Aymond
Secretary to the Board of Regents

COMMUNICATIONS SECTION

RESOLUTION

RECOGNIZING CULTURAL HERITAGE MONTHS AT EASTERN MICHIGAN UNIVERSITY

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

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

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

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

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

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

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

September 16, 2003

EMU Baseball Team

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

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

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

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

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

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

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

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

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

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

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

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

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

EMU Women's Track Team

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

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

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

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

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

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

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

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

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

RESOLUTION

WEMU STATION OF THE YEAR

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

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

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

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

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

September 16, 2003

ORAL REPORT TO BE MADE BY THE PRESIDENT

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

| |
|-----------------------------|
| SECTION: 1 |
| DATE: September 16, 2003 |

RECOMMENDATION

REPORT: TREASURER'S

ACTION REQUESTED

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

STAFF SUMMARY

As of July 31, 2003, Cash and Investments totaled \$94,216,338 and were invested to return a total annualized return of -4.31%. Summarized below is Eastern's latest investment performance compared to the established benchmarks.

- | | |
|---|--------|
| • Short-Term MMF Weighted Average Total Return | 1.03% |
| • Benchmark: Money Fund Report's Prime Inst. Average | 1.11% |
| • Short-Term Bond Funds Weighted Average Total Return | -5.88% |
| • Benchmark: Weighted Average Of Fund's Benchmarks | 2.32% |
| • Intermediate Duration Government Agency Bonds | 4.55% |
| • Benchmark: Five Year Treasury Note | 3.22% |

Specifics as to the quality, duration, and other related features of the University's investment portfolio are itemized on pages 1 and 2 of this report. In general:

- | | |
|---|---|
| • The portfolio has no investments in equities. | • 0% of the portfolio is in variable rate obligations. |
| • The portfolio has no leveraged investments. | • Average weighted credit quality of the portfolio is AA+. |
| • The portfolio has no speculative derivatives. | • Average weighted maturity of the portfolio is approximately 2.13 years. |
| • 100% of the portfolio is in fixed income obligations. | |

Cash and investments (excluding bond proceeds) as of July 31, 2003 decreased by \$8.7 million when compared to July 2002.

FISCAL IMPLICATIONS

The investment income is expected to meet budget.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

Eastern Michigan University
CASH AND INVESTMENTS
 July 31, 2003

16

| | Date Settled | Mature/ Call Date | Account Balance | | Annualized YTD Actual Total Return | Prior Month Annual. YTD Total Return |
|---|--------------|-------------------|------------------------|----------------|------------------------------------|--------------------------------------|
| | | | Dollars | Pct. Total | | |
| Cash | | | | | | |
| EMU | | | | | | |
| Comerica Bank/U.S. Bank | n/a | n/a | \$1,749,890.46 | 1.86% | | |
| Eagle Crest | | | | | | |
| Citizen's Bank | n/a | n/a | \$578,094.22 | 0.61% | | |
| Total Cash | | | <u>\$2,327,984.68</u> | <u>2.47%</u> | | |
| Investments | | | | | | |
| Money Market Funds | | | | | | |
| Dreyfus Institutional Preferred | Daily | n/a | \$11,417,613.88 | 12.12% | 1.0368% | 1.4767% |
| Banc One Prime Money Market Fund | Daily | n/a | 446,234.22 | 0.47% | 0.9600% | 1.3786% |
| Total Money Market Funds | | | <u>\$11,863,848.10</u> | <u>12.59%</u> | 1.0339% | 1.4732% |
| Short-Term (0-5 Year) Bond Funds | | | | | | |
| DFA One-Year Fixed Income (Ultrashort) | Monthly | n/a | \$26,126,825.97 | 27.73% | -3.2496% | 3.2138% |
| One Group Ultra Short-Term Fund (Ultrashort) | Monthly | n/a | 40,362,002.34 | 42.84% | -6.9636% | 3.2038% |
| Vanguard Short-Term Corporate | Monthly | n/a | 7,534,739.65 | 8.00% | -9.1800% | 7.1547% |
| Total Short Term Funds | | | <u>\$74,023,567.96</u> | <u>78.57%</u> | -5.8785% | 3.6107% |
| Int. Term (5 Year) Agency Bonds | | | | | | |
| Federal Home Loan Bank (6/21/04 Call) | 6/21/02 | 6/21/07 | \$3,000,000.00 | 3.18% | 5.0000% | 5.0000% |
| 4.125% Fed. Natl. Mort. Assoc. (4/30/03 Call) | 1/30/03 | 7/30/03 | 0.00 | 0.00% | 0.0000% | 4.1250% |
| Federal Home Loan Bank (8/13/03 Call) | 2/13/03 | 8/13/08 | 3,000,937.50 | 3.19% | 4.1000% | 4.1000% |
| Total Agency Bonds | | | <u>\$6,000,937.50</u> | <u>6.37%</u> | 4.5493% | 4.4086% |
| Total Non-Cash Investments | | | <u>\$91,888,353.56</u> | <u>97.53%</u> | -4.3051% | 3.4488% |
| Total Cash And Investments | | | <u>\$94,216,338.24</u> | <u>100.00%</u> | | |

Notes:

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

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

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

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

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

Eastern Michigan University

KEY FUND DATA

July 31, 2003

| | <u>Dreyfus Inst. Pref.</u> | <u>One Group Prime MM Fund</u> | <u>DFA 1 Yr. Fixed</u> | <u>One Group Ultra Short Fund</u> | <u>Vanguard S/T Corp.</u> | <u>Total Funds At Present Mix</u> | <u>Federated US Govt. 2-5</u> |
|-----------------------------------|--------------------------------|------------------------------------|----------------------------|---------------------------------------|-------------------------------|---------------------------------------|-----------------------------------|
| Fund Size/EMU Investment | | | | | | | |
| Total Fund Net Assets | \$11,625,402,813 | \$11,326,080,000 | \$1,373,120,000 | \$2,368,620,000 | \$14,276,844,581 | \$40,970,067,394 | \$871,592,330 |
| EMU's Investment | \$11,417,613.88 | \$446,234.22 | \$26,126,825.97 | \$40,362,002.34 | \$7,534,739.65 | \$85,887,416.06 | \$0.00 |
| EMU Percent Of Total Fund | 0.10% | 0.00% | 1.90% | 1.70% | 0.05% | 0.21% | 0.00% |
| Memo: | | | | | | | |
| EMU Investment At 7/31/02 | \$13,339,186.54 | \$0.00 | \$25,142,655.57 | \$0.00 | \$7,098,876.00 | \$45,580,718.11 | \$7,448,383.35 |
| Present O/(U) 7/31/02 Investment | (1,921,572.66) | 446,234.22 | 984,170.40 | 40,362,002.34 | 435,863.65 | 40,306,697.95 | (7,448,383.35) |
| EMU Investment At 7/1/03 | \$10,092,585.55 | \$374,786.85 | \$26,197,856.24 | \$40,688,489.72 | \$7,592,807.67 | \$84,946,526.03 | \$0.00 |
| Present O/(U) 7/1/03 Investment | 1,325,028.33 | 71,447.37 | (71,030.27) | (326,487.38) | (58,068.02) | 940,890.03 | 0.00 |
| Inception/Investment Dates | | | | | | | |
| Fund Inception Date | 6/11/97 | 1/1/87 | 7/27/83 | 2/2/93 | 10/29/82 | | 9/1/91 |
| EMU Initial Investment Date | 1/20/01 | 3/24/03 | 1/18/96 | 2/25/03 | 1/18/96 | | 9/22/96 1/10/03 |
| Ratings/Liquidity | | | | | | | |
| Morningstar | n/a | 5 Stars | 4 Stars | 4 Stars | 5 Stars | | 5 Stars |
| Credit Rating Of Holdings | AAA | AAA | AA | AAA | AA | AA+ | AAA |
| Liquidity Option | Same Day | Next Day | Next Day | Next Day | Next Day | | Next Day |
| Portfolio Mix/Maturity | | | | | | | |
| Commercial Paper/Notes | 29.26% | 68.70% | 0.00% | 0.00% | 0.00% | | 0.00% |
| Time Deposits | 16.95% | 0.00% | 0.00% | 0.00% | 0.00% | | 0.00% |
| Bank CD's/Short Term Bank Notes | 46.16% | 3.80% | 0.00% | 0.00% | 0.00% | | 0.00% |
| Bank Repos | 0.00% | 12.30% | 2.40% | 0.00% | 0.00% | | 0.00% |
| U.S. Treasuries | 0.00% | 0.00% | 22.80% | 0.40% | 5.50% | | 78.04% |
| U.S. Government Agencies | 7.53% | 0.00% | 0.00% | 0.20% | 10.80% | | 19.67% |
| Corporate Bonds | 0.00% | 0.00% | 74.80% | 2.60% | 80.30% | | 0.00% |
| Mortgage/Asset Backed Securities | 0.00% | 0.00% | 0.00% | 92.30% | 1.10% | | 0.00% |
| Variable Rate Demand Instruments | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | | 0.00% |
| Funding Agreements | 0.00% | 7.60% | 0.00% | 0.00% | 0.00% | | 0.00% |
| Taxable Municipalities | 0.00% | 2.30% | 0.00% | 0.00% | 0.00% | | 0.00% |
| Cash/Other | 0.10% | 5.30% | 0.00% | 4.50% | 2.30% | | 2.29% |
| Total | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | | 100.00% |
| Weighted Average Maturity | 50 Days | 56 Days | 337 Days | 3.4 Years | 2.6 Years | <u>Years</u> 2.13 | 3.70 Years |

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

| |
|-----------------------------|
| SECTION: 2 |
| DATE: September 16, 2003 |

RECOMMENDATION

REPORT: INTERNAL AUDIT

ACTION REQUESTED

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

STAFF SUMMARY

The reports for the Cash Disbursement and Benefit Administration internal audits have been issued. The reports 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 Purchasing Audit completed in May 2003. As noted in the report, management has agreed with the internal auditor's recommendations and has found that all recommendations have been implemented.

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

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: August 20, 2003

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

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

Re: **AUDIT REPORT**
Cash Disbursements

Attached is the report for the internal audit review of the internal control process for cash disbursements. Revisions based on discussions with Ms. Cathy Cart, Accounts Payable Manager and Mr. Tim Griffith, Manager, Accounting and Technology have been incorporated.

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

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

cc: Board of Regents
President Samuel A. Kirkpatrick

AUDIT REPORT CASH DISBURSEMENTS

Background

Eastern Michigan University operates within a centralized accounts payable system for all purchases with the exception of manual checks written by Student Business Services for emergency situations (i.e. emergency student refunds). The Accounts Payable Department has the authority to make disbursements for the University for payment of services, supplies, materials, and equipment in accordance with University policies and procedures.

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

Accounting

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

Central Purchasing

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

Accounts Payable

General Cash Disbursements

Invoices are sent to the Accounts Payable department for entry into the Banner system. The Accounts Payable department uses a negative confirmation system for invoice payment approval. Exceptions to this process include invoices related to large purchases or unusual items – in which case Accounts Payable follows up to obtain a positive confirmation. On-line approval functions and receiving reports are available through the Banner system and will be utilized in the future as the features are set up. Some pilot departments have the ability to approve invoices on-line now.

The Banner system automatically sends invoices into a batch based on the due date of the invoice. An electronic signature is held within E-Visions (the form software used by A/P). The E-Vision program interfaces with the Banner system to print the checks, including the signature.

The Accounts Payable department then compares each check to the invoice and other support. The invoice, and other support, are cancelled by a dated "Paid" punch stamp. The checks are then distributed. An electronic list of checks issued is sent to Comerica daily as an additional control called "positive pay". No check is paid by the bank unless it is on this electronic list.

The checking account is reconciled on a timely basis by Accounting personnel and reviewed by management. Any significant or unusual items are investigated.

Independent Contractors

The University policy is to obtain a completed W-9 from each independent contractor with the exception of "co-operating teachers". At calendar year-end, a 1099 is issued to each contractor who received \$600 or more from the University.

Student Refunds

Student refunds are reviewed and authorized by Student Business Services. Accounts Payable processes the refunds. Some situations require the immediate issuance of a refund check to a student. In these cases, a manual check is written by Student Business Services out of Quickbooks.

Electronic payments

Direct debits are made to the concentration account for the payment of monthly purchase card transactions and Metlife amounts due.

Wire Transfers are regularly processed through the concentration account for monthly debt payments as well as Blue Cross Blue Shield monthly payments.

Objectives and Scope

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

The scope of our review included reviewing transactions and procedures specific to Accounting, Accounts Payable, Purchasing and Student Accounting.

The specific areas we reviewed included:

- The approval and monitoring of cash disbursements
- The cash disbursements process for manual checks
- The wire transfer/direct debit process
- The cash disbursement process for student loans
- Bank reconciliations
- The recording of cash disbursement transactions in the general ledger
- The cash disbursement process for independent contractors

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

Conclusion

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

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

We completed our audit fieldwork on August 20, 2003.

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

Findings and Recommendations

Finding

We noted during our testing that some bank reconciliations were not completed within the normal 30 day standard. All reconciliations through June 30, 2003 were prepared and completed as of the end of our fieldwork.

Recommendation

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

Management's Response

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

Finding

We noted during our testing of wire transfers that the Blue Cross Blue Shield payment due May 1, 2003 was paid on time, but the recording of the payment to the general ledger was not done until June 30, 2003. We also noted that a debt payment to USbancorp paid in October 2002 was not recorded in the general ledger until June 2003.

Recommendation

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

Management's Response

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



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

Date: July 22, 2003

To: Mr. Patrick Doyle
VP of Business and Finance

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

Re: BENEFIT ADMINISTRATION

Attached is the report for the internal audit review of the internal control process for benefit administration. Revisions based on discussions with Mrs. Jeanette Hassan, Director of Benefits Programs and Mr. Dan Cooper, Director of Financial Services have been incorporated.

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

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

Attachment

cc: Board of Regents
Jeanette Hassan
Dan Cooper

AUDIT REPORT BENEFIT ADMINISTRATION

Background

When the University hires an employee, that individual becomes eligible for certain employment benefits. The Benefits Office is responsible for setting up an orientation to explain the benefits the new hire will receive. These benefits include health care, dental insurance, life insurance, long-term disability, flexible spending, and retirement. Other benefits specific to each employee group include short-term disability and travel insurance.

Health Care

Most employees are offered health insurance through Blue Cross/Blue Shield. Faculty and Police Sergeants have a choice of three different healthcare plans: Blue Cross/Blue Shield, MCARE and Care Choices. These plans are paid for by the University, with the exception of family continuation riders and sponsored dependent riders. The University offers employees insurance coverage for their dependent children ages 19-25. Sponsored dependant riders cover those who are over age 25 and are an IRS dependant. The employee pays for the cost of the dependent coverage through pre-tax payroll deductions.

For certain employee classifications, an employee can elect to waive their health care coverage, if they have other insurance. If health care coverage is waived, the employee will receive a reimbursement of \$75.00 per month before taxes if the employee's class is Clerical Secretarial, Campus Police Officer or Food Maintenance; \$85.00 per month before taxes if the employee class is Professional Technical (PT); and \$1,000 per year if the employee class is Athletic Coach, Administrative Professional, Confidential Clerical, Faculty, or 100% lecturers. They must provide the Benefits Office with a letter from the other insurance plan to show they are covered, within thirty days of hire. Enrollment forms for Care Choices and MCARE are mailed to the vendors. Enrollment for BC/BS and Delta Dental is done on-line through the vendors' own membership system.

Campus Police (CP), Food Maintenance (FM) and Professional Technical (PT) employees are eligible for short-term disability. This is a University paid benefit for the CP and PT employees. The FM employees have the choice of enrolling at a cost or waiving the plan. If the FM employees choose to enroll in the plan then the cost is payroll deducted.

Retirement Plans

Employees are eligible for two types of retirement plans: Teachers Insurance and Annuities Association – College Retirement Equities Fund (TIAA-CREF), a defined contribution plan, and Michigan Public Schools Employee's Retirement System (MPERS), a defined benefit plan.

TIAA-CREF has two types of plans: Retirement Annuity (RA) and Group Retirement Annuity (GRA). The RA is available to the following employee groups: athletic coaches, administrative professionals, confidential clerical, campus police, faculty, 100% lecturers, police sergeants and professional technical. This plan has immediate vesting. The payroll system calculates the amount due based upon the individual job and classification rates.

The GRA is available to clerical secretarial and food maintenance employees only. For food maintenance employees, the GRA has immediate vesting. Clerical secretarial has a one-year waiting period and a five-year delayed vesting period. The Benefits Office holds the application until one year from the employee's date of hire. At that time, the applications are processed. The contribution rate is calculated in the payroll system based upon employee class.

MPSERS is a state retirement plan that has limited membership by state law. New employees who meet specific criteria are enrolled. All other employees who are currently enrolled in MPSERS are grandfathered. The University generates quarterly reports indicating hours worked as well as salary paid, which are sent to the state.

Employees are also eligible to participate in a Tax Deferred Annuity (TDA) or Supplemental Retirement Annuity (SRA) through either TIAA-CREF or Kemper. Employees contribute on a tax-deferred basis to these plans.

Termination

When an employee leaves the University, the Benefits Program office receives a personnel action form (PAF) from Employment Services. A checklist is attached to the PAF and the employee's health care and coverage is looked up. The employee's benefits are then ended in the human resources system (Banner) and the proper health and dental forms are completed and sent to the vendor to cancel the insurance. The employee's information is then entered into the COBRA system and the notification letters are sent to the employee. This procedure is completed within 14 days of the employee's termination. The Benefits office tracks COBRA payments, if applicable, and generates letters regarding underpayments, etc.

If an employee (CS only) is not 100% vested in the GRA, the non-vested balance is forfeited upon termination. Forfeitures are reallocated to active participants at the end of the fiscal year.

Employees retiring from the University are encouraged to meet with the Benefits office to go over retirement benefits.

Reconciliation of Billings

The University receives monthly billings from MCARE, Care Choices, BCBS and Delta Dental. The Benefits Office audits the billings. Audits are also performed by the Benefits office to ensure that employees are not over deferring to the TDA and SRA plans.

Vacation Leave and Sick Time

Some employees are allowed to accrue both vacation leave and sick time at the University. Full time employees are allowed to accrue up to one year's worth of vacation leave unless written approval is given granting them additional carryover. Annually, letters are sent to the Vice Presidents notifying them of how much time their employees have to use or they will lose it. Supervisors are to notify their employees. Vacation time is paid out when an employee leaves the University, provided they have one year of service. Employees are also given a yearly allotment of sick time. Some employees are allowed to accrue up to a maximum of 1600 hours. Sick time is not paid out when an employee leaves the University, except for retiree's in certain employee groups, in which case 50% of the accumulated sick time is paid out at the retiree's most recent hourly rate.

Objectives and Scope

Our objectives were to evaluate the adequacy of internal controls for benefit administration within the Benefits Office.

The scope of our review included reviewing transactions and procedures specific to the Benefits Office. Our procedures focused on the termination process, vacation and sick accruals, yearly retirement contribution amounts and pension eligibility tests.

Conclusion

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

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

We completed our audit fieldwork on July 22, 2003.

This report is intended for the information and use of 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

Finding

We noted during our testing of vacation and sick accruals that for one of the 10 employees selected, the vacation accrual was calculating incorrectly in the system. It appears that vacation accruals for part-time employees that are paid semi-monthly are not calculating correctly in the system. This seems to relate only to this type of employee (part-time, paid semi-monthly).

Recommendation

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

Management Response

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

Finding

During our testing of family continuation riders, we noted one of the five individuals selected had a lower payroll deduction than was appropriate. The individual was having deductions taken from 16 pay periods, but the deduction amount was calculated base on 24 pay periods. This resulted in an annual deduction amount that was less than the annual cost.

Recommendation

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

Management Response

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

Finding

During our testing of terminated employees, we noted that one of the ten employees selected did not have their Delta Dental benefits correctly terminated. This could lead to unauthorized claims being processed.

Recommendation

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

Management Response

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

Finding

We noted during our testing of the Group Retirement Annuity (GRA), that Clerical Staff (CS) who should be receiving GRA benefits after one year of employment were not, due to the employees not being properly converted from the HRizon to Banner payroll software.

Recommendation

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

Management Response

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

STATUS OF AUDIT RECOMMENDATION

September 16, 2003

Purchasing Audit

Prepared by
Vice President for Business and Finance Office

INTERNAL AUDIT RECOMMENDATION STATUS

AUDIT PERFORMED: **PURCHASING**

DATE COMPLETED: **MAY 2, 2003**

LIBRARY

1. RECOMMENDATION

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

MANAGEMENT'S RESPONSE

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

Implementation Status:

Vouchers (a report that summarizes invoices by Vendor and requests payment be made by Accounts Payable) are forwarded by Library Acquisitions to the Director for approval. The signature stamp is kept in the office of the Director and only the Director or her Administrative Assistant will stamp the voucher. In the event that the Director is absent and the Administrative Assistant stamps the voucher, the Director will review a copy of the stamped voucher. At no time does Library Acquisitions have access to the signature stamp.

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

Verification Date: August 26, 2003

2. RECOMMENDATION

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

MANAGEMENT'S RESPONSE

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

Implementation Status:

14.

Library Acquisitions now keeps a copy of the signed or stamped voucher in their files.

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

Verification Date: August 26, 2003

3. RECOMMENDATION

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

MANAGEMENT'S RESPONSE

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

Implementation Status:

The signed voucher is reconciled against Banner to verify that payment of the invoices has been made. Once all of the invoices on a voucher have been verified as having been paid, Library Acquisitions stamps their copy of the signed voucher with both "paid" and the date.

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

Verification Date: August 26, 2003

CENTRAL PURCHASING

15.

1. RECOMMENDATION

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

MANAGEMENT'S RESPONSE

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

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

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

Implementation Status:

Human Resources is notifying Purchasing via e-mail of all terminated employees as soon as that information is known. Purchasing can then immediately cancel procurement and gas cards if necessary.

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

Verification Date: August 26, 2003

2. RECOMMENDATION

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

MANAGEMENT'S RESPONSE

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

Implementation Status:

All original bid documents are now being date stamped.

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

16.

Verification Date: August 26, 2003

3. *RECOMMENDATION*

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

MANAGEMENT'S RESPONSE

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

Implementation Status:

Prior to purchase order completion (e.g. when the purchase order is printed from the system), Purchasing reviews the requisition to insure that all required approvals are present.

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

Verification Date: August 26, 2003

Audit recommendations verified by:

~~Steve~~ Holdá

Assistant to the Vice President for Business & Finance

Page 5

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

| <u>Timing</u> | | <u>Budget</u> | <u>Item</u> |
|-----------------|---------------|---------------|---|
| <u>Work Pfd</u> | <u>Report</u> | <u>Hours</u> | |
| Various | Various | 100 | Planning, Risk Analysis & Administrative Planning/Scheduling Audits Board Meetings, Other Meetings, etc. Risk Assessment for following years |
| Completed | Jan-03 | 40 | Conflict of Interest Statements Board of Regents, President & Administrative Professionals 10 & above |
| Completed | Jan-03 | 200 | Cash Receipts |
| Completed | Mar-03 | 60 | Ticket Sales (including special events) Quirk Auditorium Advance Sales At Game Sales |
| Completed | Mar-03 | 80 | Regulatory/Compliance |
| Completed | Jun-03 | 100 | Purchasing - General |
| Completed | Jun-03 | 80 | Purchasing - Food Service |
| Completed | Jun-03 | 50 | Purchasing - Library |
| 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 | 100 | Contingencies |
| | | <u>1,500</u> | |

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

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

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

| |
|-----------------------------|
| SECTION: <u>3</u> |
| DATE: September 16, 2003 |

RECOMMENDATION

REPORT: GRANTS/CONTRACTS

ACTION REQUESTED

It is recommended that 107 grants and contracts totaling \$4,314,760 for the period 06/01/03 through 08/31/03 be accepted.

SUMMARY

One-hundred percent sponsor-funded grants and contracts in the amount of \$3,022,173 were awarded to the University during the period 06/01/03 through 08/31/03. Grants and contracts awarded to the University that required EMU cost-sharing and/or in-kind contributions totaled \$1,292,587.

Summary of Grants and Contracts FY2003 (pp. 2-5)
Summary of Grants and Contracts FY2004 (pp. 6-9)
Grants & Contracts Final Progress Report FY2003 (p. 10)
Grants & Contracts Progress Report FY2004 (p. 11)
June 2003 Proposal Activity (pp. 12-19)
July 2003 Proposal Activity (pp. 20-26)
August 2003 Proposal Activity (pp. 27-31)

FISCAL IMPLICATIONS

This action approves allocating University matching funds in the amount of \$128,507 as cash contributions for projects awarded during the period 06/01/03 through 08/31/03. Of the total cash contributions for the period, \$32,952 is allocated to FY03 for a fiscal year-to-date total of \$348,644 against a base budget of \$361,652. Cash contributions of \$95,555 are allocated to FY2004 for a fiscal year-to-date total of \$95,555 against a base budget of \$361,652.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

/.

Eastern Michigan University
Summary of Grants and Contracts

9/16/2003

(Reported for FY 2003)

100% Sponsored

| Title Grantor/Contractor | Director | Administrator | Amount |
|--|--------------------------------------|-------------------|-----------|
| Upward Bound: 2003 - 2008 U.S. Department of Education | Amy Prevo-Johnson | Amy Prevo-Johnson | \$386,711 |
| UAW American Axle Mfg Gear UAW-American Axle Manufacturing | Melanie Ferren | Melanie Ferren | \$172,167 |
| National Joint Committee on Health and Safety UAW-Ford National Joint Committee Health & Safety | Pamela Hill | Ronald Kerrigan | \$138,375 |
| Department of Community Justice Evaluation Work Plan Michigan Department of Community Justice | Crystal Mills | Crystal Mills | \$119,857 |
| Developing an Ecology for Preparing Tomorrow's Teachers for Technology, Year 3 Supplemental Funding Spring Arbor University | Ellen Hoffman Nancy Copeland | Ellen Hoffman | \$100,000 |
| UAW American Axle Mfg Forge UAW-American Axle Manufacturing | Melanie Ferren | Melanie Ferren | \$81,283 |
| Project YES B'Charta B'Chaim Project Tides Foundation | Kathleen Russell Marjorie Ziefert | Gregory Peoples | \$50,000 |
| Magna - State 03 Michigan Economic Development Corporation | Ferren, Melanie | Keene, Kerry | \$50,000 |
| Systrand State 03 Michigan Economic Development Corporation | Ferren, Melanie | Keene, Kerry | \$50,000 |
| DaimlerChrysler Daimler/Chrysler Corporation | Pamela Hill | Ron Kerrigan | \$38,700 |
| Juvenile Justice After-School Evaluation Wayne County Department of Juvenile Justice | Crystal Mills Joan Abbey | Crystal Mills | \$27,238 |
| MSX International MSX International Inc. | Pamela Hill | Ronald Kerrigan | \$23,000 |
| American Axle & Manufacturing American Axle & Manufacturing | Barbara Hopkins | Barbara Hopkins | \$18,680 |
| Yazaki North America Yazaki North America | Barbara Hopkins | Barbara Hopkins | \$18,150 |
| Donation of yarn testing equipment by Shell Chemical Company Shell Westhollow Technology Center | Subhas Ghosh Julie Becker | Subhas Ghosh | \$18,000 |
| Magna - Emp 03 Magna Seating Systems, Farmington Hills MI | Ferren, Melanie | Keene, Kerry | \$16,677 |
| Systrand - Emp 03 Systrand Manufacturing Corporation | Ferren Melanie | Keene, Kerry | \$16,667 |
| Yazaki North America Yazaki North America | Barbara Hopkins | Barbara Hopkins | \$15,200 |

| Title Grantor/Contractor | Director | Administrator | Amount |
|---|-----------------|-----------------|----------|
| Proposal to Map Woody Vegetation Types at the Pittsfield Township Central Area Rural Preserve (now called the Pittsfield Preserve) Pittsfield Township | Gary Hannan | Gary Hannan | \$12,147 |
| Visteon Visteon Corporation | Pamela Hill | Ron Kerrigan | \$11,500 |
| Ford Motor Company Ford Motor Co. | Pamela Hill | Ron Kerrigan | \$10,000 |
| Visteon Corporation Visteon Corporation | Barbara Hopkins | Barbara Hopkins | \$9,350 |
| American Axle & Manufacturing American Axle & Manufacturing | Barbara Hopkins | Barbara Hopkins | \$9,340 |
| Visteon Automotive Group Visteon Corporation | Barbara Hopkins | Barbara Hopkins | \$8,850 |
| Intier Ontegra Intier Automotive, Farmington Hills MI | Barbara Hopkins | Barbara Hopkins | \$7,500 |
| Amendment No. 3, Warren Conner project Warren Conner Development Coalition, Inc. | Yichun Xie | Yichun Xie | \$6,880 |
| Lear Corporation Lear Corporation | Barbara Hopkins | Barbara Hopkins | \$6,600 |
| Visteon Automotive Group Visteon Corporation | Barbara Hopkins | Barbara Hopkins | \$6,600 |
| Detroit Chassis Plant Detroit Chassis Plant | Barbara Hopkins | Barbara Hopkins | \$6,400 |
| International Truck & Engine Navistar International Transportation Corp. | Barbara Hopkins | Barbara Hopkins | \$6,100 |
| Terumo Cardiovascular Systems Terumo Corporation | Pamela Hill | Ron Kerrigan | \$6,000 |
| Supplement to Ford Detroit Jazz Festival Recording/Production Grant Music Hall Center for Performing Arts | Arthur Timko | Arthur Timko | \$6,000 |
| Village of Milford Citizen Survey Village of Milford | Joseph Ohren | Charles Monsma | \$6,000 |
| Visteon Automotive Group Visteon Corporation | Barbara Hopkins | Barbara Hopkins | \$5,370 |
| City of Farmington Hills PMP Training City of Farmington Hills | Joseph Ohren | Charles Monsma | \$5,300 |
| LinkMichigan supplement Merit Network, Inc. | Yichun Xie | Yichun Xie | \$5,228 |
| Detroit Diesel Corporation Detroit Diesel Corporation | Barbara Hopkins | Barbara Hopkins | \$5,200 |
| Yazaki North America Yazaki North America | Barbara Hopkins | Barbara Hopkins | \$5,200 |
| Michigan Space Grant Fellowships, 2003-2004 Michigan Space Grant Consortium | James Sheerin | James Sheerin | \$5,000 |
| Visteon Visteon Corporation | Pamela Hill | Ron Kerrigan | \$4,500 |

| Title Grantor/Contractor | Director | Administrator | Amount |
|--|------------------|------------------|--------------------|
| Visteon Visteon Corporation | Pamela Hill | Ron Kerrigan | \$4,100 |
| La-Z-Boy La-Z-Boy | Barbara Hopkins | Barbara Hopkins | \$2,950 |
| Carlson Marketing Group Carlson Marketing Group | Barbara Hopkins | Barbara Hopkins | \$2,900 |
| National Safety Council-S. Florida Chapter National Safety Council of South Florida | Pamela Hill | Pamela Sidney | \$2,250 |
| Visteon Visteon Corporation | Pamela Hill | Ron Kerrigan | \$2,250 |
| National Safety Council-S. Florida Chapter National Safety Council of South Florida | Pamela Hill | Pamela Sidney | \$1,500 |
| Small contract for Tachi-S Engineering USA, Inc. Tachi-S Engineering USA, Inc. | Julie Becker | Julie Becker | \$1,200 |
| 89.1 WEMU Art Fair Mainstage Minigrant Michigan Council for the Arts | Molly Motherwell | Molly Motherwell | \$1,083 |
| NSF International- -Injection Molding Equipment Usage NSF International | Erik Lokensgard | Daniel Fields | \$225 |
| 49 Grants and Contracts for a total of: | | | \$1,514,228 |

4.

Eastern Michigan University
 Summary of Grants and Contracts
 9/16/2003
 (Reported for FY 2003)
 Requiring EMU Matching Funds

| Title Funding Agency | Director | Administrator | EMU In-kind | EMU Cash | Sponsor | Total |
|--|------------------------------|------------------|----------------|-------------|-----------|-------------|
| Advance Coatings Research for Coatings Control | Ted Provder Frank Jones | Ted Provder | \$113,752 | \$9,770 | \$681,000 | \$804,522 |
| U.S. Army Research Laboratory | Jamil Baghdachi Wade Shen | | | | | |
| ACS PRF Summer School on Nanoparticle Materials | John Texter Ted Provder | Ted Provder | \$67,000 | | \$125,000 | \$192,000 |
| American Chemical Society | | | | | | |
| Youth, Emotional Energy, and Political Violence: The Cases of Saudi Arabia, Egypt, and United Arab Emirates | Mansoor Moaddel | Mansoor Moaddel | \$0 | \$20,682 | \$45,000 | \$65,682 |
| United States Institute of Peace | | | | | | |
| Washtenaw County Workforce Development Board Decision Making Process | Charles Monsma | Charles Monsma | \$3,584 | | \$30,000 | \$33,584 |
| Washtenaw County Workforce Development Board | | | | | | |
| Project YES: Youth for Equality and Safety. Year 3. | Kathleen Russell | Kathleen Russell | \$0 | \$2,500 | \$25,000 | \$27,500 |
| Community Foundation for Southeastern Michigan | | | | | | |
| 5 Grants/Contracts for a total of: | | | \$184,336 | \$32,952 | \$906,000 | \$1,123,288 |

5.

Eastern Michigan University
Summary of Grants and Contracts

9/16/2003

(Reported for FY 2004)

100% Sponsored

| Title Grantor/Contractor | Director | Administrator | Amount |
|--|---|------------------------|-----------|
| 21st Century Community Learning Center Michigan Department of Education | Charles Monsma | Charles Monsma | \$348,795 |
| She Does Math: Preservice and Inservice Mathematics Teachers, Teacher Education and Mathematics Professors, Mothers and Women in Mathematics Related Michigan Department of Education | Cristina Jose-Kampfner | Cristina Jose-Kampfner | \$186,122 |
| Title IIA: Linking Teacher Knowledge with Student Learning: A Network of Partnerships Michigan Department of Education | Elaine Richards Joanne Caniglia Ellen Hoffman | Elaine Richards | \$176,950 |
| Warren Consolidated Schools & the Comprehensive Center for Educational Assistance, Region VI, Michigan Satellite Warren Consolidated School District | Phyllis Noda | Charles M. Monsma | \$151,840 |
| UAW-Ford Pilot Plant 2003-2004 Contract Year UAW-Ford National Programs Center | Melanie Ferren | Melanie Ferren | \$128,593 |
| Visteon Corporation Visteon Corporation | Pamela Hill | Ron Kerrigan | \$75,000 |
| King-Chavez-Parks Future Faculty Fellowship Grant--Supplemental Funding Michigan Department of Career Development | Patrick Melia | Patrick Melia | \$75,000 |
| Title IIA: Teachers Learning Together in Detroit: Using Lesson Study for the Retention of Urban Elementary Mathematics Teachers Michigan Department of Education | Joanne Caniglia Ellen Hoffman | Joanne Caniglia | \$57,430 |
| Intier 2003 Henry Ford Community College | Melanie Ferren | Kerry Keene | \$56,500 |
| Aisin World Corporation Aisin World Corporation | Barbara Hopkins | Barbara Hopkins | \$48,000 |
| Nano-engineered Coatings Based on Functionalized Silsesquioxanes (SBIR subcontract) Mayaterials, Inc. | Vance Kennedy | Wade Tornquist | \$20,878 |
| Detroit Public Schools Smart Vehicle Management System, Initial Phase Detroit Public Schools | Yichun Xie | Yichun Xie | \$16,888 |
| Bedford Chord Textile Fabric for Fiber Optic Communication Ribbon (SBIR Phase I subcontract to Luna Innovations, Inc.) Luna Innovations, Inc. | Subhas Ghosh | Subhas Ghosh | \$14,000 |
| ThyssenKrupp-Waupaca ThyssenKrupp-Waupaca | Barbara Hopkins | Barbara Hopkins | \$13,200 |
| LinkMichigan Census Data Processing Supplement Merit Network, Inc. | Yichun Xie | Yichun Xie | \$11,500 |
| American Axle & Manufacturing American Axle & Manufacturing | Barbara Hopkins | Barbara Hopkins | \$10,600 |

| Title | Grantor/Contractor | Director | Administrator | Amount |
|-------|--|------------------------------------|--------------------|----------|
| | American Axle & Manufacturing American Axle & Manufacturing | Barbara Hopkins | Barbara Hopkins | \$10,600 |
| | American Axle & Manufacturing American Axle & Manufacturing | Barbara Hopkins | Barbara Hopkins | \$10,600 |
| | USDA FNS Document Technical Editing Services U.S. Department of Agriculture | Alice Jo Rainville | Alice Jo Rainville | \$10,219 |
| | Yazaki North America Yazaki North America | Barbara Hopkins | Barbara Hopkins | \$9,700 |
| | Domino's Pizza, Inc. Domino's Pizza Inc. | Pamela Hill | Pamela Sidney | \$8,754 |
| | GCMS Facility Access Agreement Esperion Therapeutics, Inc. | Heather Holmes | Heather Holmes | \$7,112 |
| | Kayaba Manufacturing North America Kayaba Manufacturing North America | Barbara Hopkins | Barbara Hopkins | \$6,600 |
| | Delta Faucet Delta Faucet | Barbara Hopkins | Barbara Hopkins | \$6,600 |
| | Aisin World Corporation Aisin World Corporation | Barbara Hopkins | Barbara Hopkins | \$5,200 |
| | Aisin World Corporation Aisin World Corporation | Barbara Hopkins | Barbara Hopkins | \$5,200 |
| | A Workshop/Seminar on Explaining the Worldviews of the Islamic Publics: Theoretical and Methodological Issues: SUPPLEMENT National Science Foundation | Mansoor Moaddel | Mansoor Moaddel | \$5,000 |
| | McNaughton-McKay Electric Company McNaughton-McKay Electric Company | Barbara Hopkins | Barbara Hopkins | \$4,975 |
| | SWAP: Source Water Assessment Program - 6th Year Subcontract Supplement Michigan State University | Charles M. Monsma Susan Nicosia | Charles M. Monsma | \$3,600 |
| | United States Steel Corporation United States Steel Corporation | Pamela Hill | Arlene Cook | \$2,500 |
| | GIS Data Sets for Open Space Evaluation in Van Buren Township, Michigan Nativescape, LLC, Manchester MI | Yichun Xie | Yichun Xie | \$2,500 |
| | Network Investigation Training U.S. Department of Homeland Security | Gerald Lawver | Gerald Lawver | \$2,275 |
| | Lansing Community College Lansing Community College | Pamela Hill | Arlene Cook | \$2,039 |
| | Michigan Space Grant Operating Support: 2003-2004 Michigan Space Grant Consortium | James Sheerin | James Sheerin | \$2,000 |
| | ArcGIS training for Sanilac County Staff Sanilac County | Yichun Xie | Yichun Xie | \$2,000 |
| | Building External Advisory Board Capacity American Humanics | Chris Foreman | Chris Foreman | \$2,000 |
| | Small Contract for Second Chance Body Armor, Inc., July 2003 Second Chance Body Armor, Inc. | Julie Becker | Julie Becker | \$1,600 |

| Title | Director | Administrator | Amount |
|--|--------------------------------|----------------|---------|
| Grantor/Contractor | | | |
| Cross-jurisdictional collaboration City of Farmington Hills | Joseph Ohren | Charles Monsma | \$1,500 |
| Population Demography, Dispersal, and Oviposition Site Characteristics of the Mitchell's Satyr Butterfly (<i>Neonympha mitchellii mitchellii</i>) John Ball Zoo Society | Cathy Bach Cara Shillington | Cathy Bach | \$1,000 |
| Small Contract for Tachi-S Engineering USA, Inc. Tachi-S Engineering USA, Inc. | Julie Becker | Julie Becker | \$1,000 |
| Small Contract for Oakland Technical Center, April 2003 Oakland Technical Center | Julie Becker | Julie Becker | \$800 |
| NSF International-Injection Molding Equipment Usage NSF International | Erik Lokensgard | Daniel Fields | \$400 |
| Aluminum Casting for Antique Gotfredson Truck Individual Inventor | Daniel Fields | Daniel Fields | \$300 |
| Texas Encore Materials--Injection Molding Equipment Usage Texas Encore Materials, Inc. | Erik Lokensgard | Daniel Fields | \$300 |
| Network Investigation Training U.S. Department of Homeland Security | Gerald Lawver | Gerald Lawver | \$275 |

45 Grants and Contracts for a total of: \$1,507,945

8.

Eastern Michigan University
 Summary of Grants and Contracts
 9/16/2003
 (Reported for FY 2004)
 Requiring EMU Matching Funds

| Title Funding Agency | Director | Administrator | EMU In-kind | EMU Cash | Sponsor | Total |
|---|---|------------------|------------------|-----------------|------------------|--------------------|
| Michigan DECA | Dave Wait | Dave Wait | \$844,777 | | \$65,500 | \$910,277 |
| Michigan Department of Career Development | | | | | | |
| Habitat Requirements of the Endangered Indiana Bat in Southern Michigan: A Comprehensive Analysis | Allen Kurta | Allen Kurta | \$33,773 | | \$140,721 | \$174,494 |
| Michigan Department of Natural Resources | | | | | | |
| RUI: Investigation of interactions between autotrophs and heterotrophs in periphyton attached to emergent plant detritus and their effect on wetland plant decay | Steven Francoeur Kevin Kuehn Robert Neely | Steven Francoeur | \$0 | \$7,800 | \$149,984 | \$157,784 |
| National Science Foundation | | | | | | |
| Small Business and Technology Development Center, Region 9 Host, 2003, Year 3 Cash Match | Richard King | Richard King | \$18,524 | \$84,185 | | \$102,709 |
| Grand Valley State University | | | | | | |
| Project Outreach: Gill Foundation | Betty Barber Carolyn Gould | Betty Barber | \$28,052 | \$670 | \$25,000 | \$53,722 |
| Arts and Theater Reach Project - EMU Meets Ozone's Drop-In Center | Jessica Alexander | Robert Perry | \$0 | \$2,500 | \$2,500 | \$5,000 |
| Michigan Campus Compact | | | | | | |
| First Swings | Steve Moyer | Steve Moyer | \$624 | | \$1,882 | \$2,506 |
| USGA Foundation | | | | | | |
| Moving Beyond Field Placement Michigan Campus Compact | Kathleen Stacey | Kathleen Stacey | \$600 | \$400 | \$1,000 | \$2,000 |
| 8 Grants/Contracts for a total of: | | | \$926,350 | \$95,555 | \$386,587 | \$1,408,492 |

**GRANTS AND CONTRACTS
FY 2003 FINAL PROGRESS REPORT
June 30, 2003**

TABLE I: PROPOSALS

| | FY2003 Activity through 06/30 | | FY2002 Activity through 06/30 | | FY2001 Activity through 06/30 | | FY2003 vs. FY2002 Actual to Date Var. | |
|---|-------------------------------|----------------------|-------------------------------|----------------------|-------------------------------|----------------------|---------------------------------------|----------------------|
| | No. to Date | Dollar Value to Date | No. to Date | Dollar Value to Date | No. to Date | Dollar Value to Date | No. to Date | Dollar Value to Date |
| Proposals Sorted by Activity | | | | | | | | |
| Research & Development | 151 | \$35,510,576 | 113 | \$16,895,896 | 86 | \$12,944,169 | 38 | \$18,614,680 |
| Service | 111 | \$10,425,667 | 119 | \$10,068,423 | 144 | \$11,896,677 | (8) | \$357,244 |
| Corporate/Community Training | 190 | \$5,667,210 | 209 | \$8,090,137 | 196 | \$9,596,457 | (19) | (\$2,422,927) |
| Instructional Support & Other | 37 | \$3,363,118 | 29 | \$1,323,694 | 32 | \$1,806,940 | 8 | \$2,039,424 |
| Total Proposals | 489 | \$54,966,571 | 470 | \$36,378,150 | 458 | \$36,244,243 | 19 | \$18,588,421 |
| Proposals Sorted by Sponsor Type | | | | | | | | |
| Federal | 125 | \$42,922,610 | 99 | \$22,730,761 | 84 | \$19,725,075 | 26 | \$20,191,849 |
| State | 37 | \$2,537,254 | 40 | \$2,426,150 | 43 | \$2,857,147 | (3) | \$111,104 |
| Foundations | 23 | \$1,301,008 | 32 | \$1,788,490 | 27 | \$1,336,518 | (9) | (\$487,482) |
| Business & Industry | 225 | \$5,161,973 | 213 | \$6,757,139 | 223 | \$10,271,839 | 12 | (\$1,595,166) |
| Local Govt. & Other Non-Profits | 79 | \$3,043,726 | 86 | \$2,675,610 | 81 | \$2,053,664 | (7) | \$368,116 |
| Total Proposals | 489 | \$54,966,571 | 470 | \$36,378,150 | 458 | \$36,244,243 | 19 | \$18,588,421 |

TABLE II: AWARDS

| | | | | | | | | |
|--------------------------------------|------------|---------------------|------------|---------------------|------------|---------------------|------------|------------------|
| Awards Sorted by Activity | | | | | | | | |
| Research & Development | 84 | \$4,728,741 | 72 | \$4,392,985 | 52 | \$4,416,948 | 12 | \$335,756 |
| Service | 86 | \$3,410,770 | 94 | \$3,662,938 | 112 | \$4,129,444 | (8) | (\$252,168) |
| Corporate/Community Training | 195 | \$5,578,259 | 203 | \$5,923,401 | 173 | \$5,840,509 | (8) | (\$345,142) |
| Instructional Support & Other | 22 | \$1,104,689 | 23 | \$524,855 | 27 | \$2,068,250 | (1) | \$579,834 |
| Total Awards | 387 | \$14,822,459 | 392 | \$14,504,179 | 364 | \$16,455,151 | (5) | \$318,280 |
| Awards Sorted by Sponsor Type | | | | | | | | |
| Federal | 60 | \$5,192,072 | 51 | \$4,105,047 | 50 | \$5,474,726 | 9 | \$1,087,025 |
| State | 30 | \$1,236,508 | 30 | \$1,875,261 | 33 | \$1,801,683 | 0 | (\$638,753) |
| Foundations | 10 | \$618,495 | 12 | \$808,832 | 17 | \$780,322 | (2) | (\$190,337) |
| Business & Industry | 227 | \$6,409,395 | 219 | \$6,114,590 | 200 | \$6,982,208 | 8 | \$294,805 |
| Local Govt. & Other Non-Profits | 60 | \$1,365,989 | 80 | \$1,600,449 | 64 | \$1,416,212 | (20) | (\$234,460) |
| Total Awards | 387 | \$14,822,459 | 392 | \$14,504,179 | 364 | \$16,455,151 | (5) | \$318,280 |

TABLE III: PENDING PROPOSALS

| | FY2003 | |
|-----------------------|--------|--------------|
| | No. | Dollar Value |
| Pending as of June 30 | 82 | \$25,526,568 |

| FY2002 | |
|--------|--------------|
| No. | Dollar Value |
| 69 | \$11,386,388 |

| FY2001 | |
|--------|--------------|
| No. | Dollar Value |
| 73 | \$11,674,550 |

| FY2003 vs. FY2002 Var. | |
|------------------------|--------------|
| No. | Dollar Value |
| 13 | \$14,140,180 |

TABLE IV: GRANT/CONTRACT EXPENDITURES

| | FY2003 |
|----------------------------|--------------|
| Expenditures as of June 30 | \$11,568,600 |

| FY2002 |
|--------------|
| \$13,497,187 |

| FY2001 |
|--------------|
| \$12,549,339 |

| FY2003 vs. FY2002 Var. |
|------------------------|
| (\$1,928,587) |

9.

**GRANTS AND CONTRACTS
FY 2004 PROGRESS REPORT
September 15, 2003**

TABLE I: PROPOSALS

| | FY2004 Activity through 08/31 | | FY2003 Activity through 08/31 | | FY2002 Activity through 08/30 | | FY2004 vs. FY2003 Actual to Date Var. | |
|---|-------------------------------|----------------------|-------------------------------|----------------------|-------------------------------|----------------------|---------------------------------------|----------------------|
| | No. to Date | Dollar Value to Date | No. to Date | Dollar Value to Date | No. to Date | Dollar Value to Date | No. to Date | Dollar Value to Date |
| Proposals Sorted by Activity | | | | | | | | |
| Research & Development | 24 | \$3,937,569 | 22 | \$1,867,921 | 26 | \$1,788,481 | 2 | \$2,069,648 |
| Service | 15 | \$1,310,730 | 22 | \$1,206,156 | 27 | \$2,208,947 | (7) | \$104,574 |
| Corporate/Community Training | 27 | \$801,583 | 20 | \$967,491 | 7 | \$365,595 | 7 | (\$165,908) |
| Instructional Support & Other | 13 | \$225,552 | 5 | \$150,813 | 4 | \$287,841 | 8 | \$74,739 |
| Total Proposals | 70 | \$6,275,434 | 69 | \$4,192,381 | 64 | \$4,650,864 | 1 | \$2,083,053 |
| Proposals Sorted by Sponsor Type | | | | | | | | |
| Federal | 20 | \$4,921,714 | 14 | \$2,051,220 | 21 | \$2,549,670 | 6 | \$2,870,494 |
| State | 9 | \$475,609 | 11 | \$550,027 | 14 | \$838,914 | (2) | (\$74,418) |
| Foundations | 2 | \$119,000 | 2 | \$510,202 | 11 | \$725,777 | 0 | (\$391,202) |
| Business & Industry | 26 | \$475,233 | 29 | \$951,641 | 11 | \$121,437 | (3) | (\$476,408) |
| Local Govt. & Other Non-Profits | 13 | \$283,878 | 13 | \$129,291 | 7 | \$415,066 | 0 | \$154,587 |
| Total Proposals | 70 | \$6,275,434 | 69 | \$4,192,381 | 64 | \$4,650,864 | 1 | \$2,083,053 |

TABLE II: AWARDS

| | | | | | | | | |
|--------------------------------------|-----------|--------------------|-----------|--------------------|-----------|--------------------|----------|--------------------|
| Awards Sorted by Activity | | | | | | | | |
| Research & Development | 13 | \$682,957 | 10 | \$478,332 | 10 | \$531,646 | 3 | \$204,625 |
| Service | 19 | \$727,364 | 12 | \$250,178 | 17 | \$809,957 | 7 | \$477,186 |
| Corporate/Community Training | 19 | \$407,211 | 23 | \$1,196,069 | 18 | \$778,480 | (4) | (\$788,858) |
| Instructional Support & Other | 2 | \$77,000 | 6 | \$423,494 | 4 | \$146,210 | (4) | (\$346,494) |
| Total Awards | 53 | \$1,894,532 | 51 | \$2,348,073 | 49 | \$2,266,293 | 2 | (\$453,541) |
| Awards Sorted by Sponsor Type | | | | | | | | |
| Federal | 16 | \$1,267,489 | 10 | \$868,447 | 6 | \$414,591 | 6 | \$399,042 |
| State | 3 | \$143,000 | 5 | \$134,909 | 2 | \$440,000 | (2) | \$8,091 |
| Foundations | 2 | \$26,882 | 0 | \$0 | 4 | \$107,732 | 2 | \$26,882 |
| Business & Industry | 23 | \$371,334 | 31 | \$1,231,354 | 28 | \$1,027,395 | (8) | (\$860,020) |
| Local Govt. & Other Non-Profits | 9 | \$85,827 | 5 | \$113,363 | 9 | \$276,575 | 4 | (\$27,536) |
| Total Awards | 53 | \$1,894,532 | 51 | \$2,348,073 | 49 | \$2,266,293 | 2 | (\$453,541) |

TABLE III: PENDING PROPOSALS

| | FY2004 | | FY2003 | | FY2002 | | FY2004 vs. FY2003 Var. | |
|-------------------------|--------|--------------|--------|--------------|--------|--------------|------------------------|--------------|
| | No. | Dollar Value | No. | Dollar Value | No. | Dollar Value | No. | Dollar Value |
| Pending as of August 31 | 66 | \$12,988,444 | 76 | \$13,962,412 | 82 | \$12,835,293 | (10) | (\$973,968) |

TABLE IV: GRANT/CONTRACT EXPENDITURES

| | FY2004 | FY2003 | FY2002 | FY2004 vs. FY2003 Var. |
|----------------------------|-----------|-----------|-----------|------------------------|
| Expenditures as of July 31 | \$584,420 | \$232,751 | \$490,681 | \$351,669 |

18.

11.

EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT
Report to the Board of Regents: 09/16/2003
Grant/Contract Activity for June 2003

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|--|--|--------------------------------|---------------------|-------------------|
| 20031214 | American Axle & Manufacturing | Center for Quality | Awarded 6/26/2003 | \$18,680 | \$18,680 |
| 20031257 | American Axle & Manufacturing | Center for Quality | Awarded 6/30/2003 | \$9,340 | \$9,340 |
| 20030920 | American Chemical Society | Coatings Research Institute | Awarded 6/30/2003 | \$125,000 | \$125,000 |
| 20031212 | Carlson Marketing Group | Center for Quality | Awarded 6/26/2003 | \$2,900 | \$2,900 |
| 20031253 | City of Farmington Hills | Political Science | Awarded 6/30/2003 | \$5,300 | \$5,300 |
| 20030837 | Community Foundation for Southeastern Michigan | Lesbian, Gay, Bisexual, Transgender Resource Center | Awarded 6/13/2003 | \$25,000 | \$25,000 |
| 20031225 | Daimler/Chrysler Corporation | Center for Organizational Risk Reduction | Awarded 6/30/2003 | \$38,700 | \$38,700 |
| 20031213 | Detroit Chassis Plant | Center for Quality | Awarded 6/26/2003 | \$6,400 | \$6,400 |
| 20031221 | Detroit Diesel Corporation | Center for Quality | Awarded 6/26/2003 | \$5,200 | \$5,200 |
| 20031246 | Ford Motor Co. | Center for Organizational Risk Reduction | Awarded 6/30/2003 | \$10,000 | \$10,000 |
| 20031254 | Intier Automotive, Farmington Hills MI | Center for Quality | Awarded 6/30/2003 | \$7,500 | \$7,500 |
| 20031255 | La-Z-Boy | Center for Quality | Awarded 6/30/2003 | \$2,950 | \$2,950 |
| 20031216 | Lear Corporation | Center for Quality | Awarded 6/26/2003 | \$6,600 | \$6,600 |
| 20031229 | Magna Seating Systems, Farmington Hills MI | Workforce Education | Awarded 6/30/2003 | \$16,677 | \$16,677 |
| 20031237 | Merit Network, Inc. | Institute for Geospatial Research & Education (IGRE) | Awarded 6/25/2003 | \$5,228 | \$5,228 |
| 20030755 | Michigan Council for the Arts | WEMU Radio | Awarded 6/30/2003 | \$1,083 | \$1,083 |
| 20021202 | Michigan Department of Community Justice | Social Work | Awarded 6/4/2003 | \$119,857 | \$119,857 |
| 20031228 | Michigan Economic Development Corporation | Workforce Education | Awarded 6/30/2003 | \$50,000 | \$50,000 |

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|---|---|--------------------------------|---------------------|-------------------|
| 20031230 | Michigan Economic Development Corporation | Workforce Education | Awarded 6/30/2003 | \$50,000 | \$50,000 |
| 20031103 | Michigan Space Grant Consortium | Physics & Astronomy | Awarded 6/11/2003 | \$5,000 | \$5,000 |
| 20031135 | MSX International Inc. | Center for Organizational Risk Reduction | Awarded 6/6/2003 | \$23,000 | \$23,000 |
| 20031236 | Music Hall Center for Performing Arts | WEMU Radio | Awarded 6/25/2003 | \$6,000 | \$6,000 |
| 20031224 | National Safety Council of South Florida | Center for Organizational Risk Reduction | Awarded 6/30/2003 | \$1,500 | \$1,500 |
| 20031247 | National Safety Council of South Florida | Center for Organizational Risk Reduction | Awarded 6/30/2003 | \$2,250 | \$2,250 |
| 20031258 | Navistar International Transportation Corp. | Center for Quality | Awarded 6/30/2003 | \$6,100 | \$6,100 |
| 20031239 | NSF International | Industrial Technology | Awarded 6/30/2003 | \$225 | \$225 |
| 20031116 | Pittsfield Township | Biology | Awarded 6/11/2003 | \$12,147 | \$12,147 |
| 20031207 | Shell Westhollow Technology Center | Textiles Research & Training Institute | Awarded 6/25/2003 | \$18,000 | \$18,000 |
| 20031233 | Spring Arbor University | Teacher Education | Awarded 6/25/2003 | \$100,000 | \$100,000 |
| 20031231 | Systrand Manufacturing Corporation | Workforce Education | Awarded 6/30/2003 | \$16,667 | \$16,667 |
| 20031205 | Tachi-S Engineering USA, Inc. | Textiles Research & Training Institute | Awarded 6/13/2003 | \$1,200 | \$1,200 |
| 20031226 | Terumo Corporation | Center for Organizational Risk Reduction | Awarded 6/30/2003 | \$6,000 | \$6,000 |
| 20030612 | Tides Foundation | Lesbian, Gay, Bisexual, Transgender Resource Center Social Work | Awarded 6/30/2003 | \$50,000 | \$50,000 |
| 20030905 | U.S. Army Research Laboratory | Coatings Research Institute | Awarded 6/30/2003 | \$681,000 | \$681,000 |
| 20030605 | U.S. Department of Education | Upward Bound | Awarded 6/11/2003 | \$386,711 | \$386,711 |
| 20030802 | UAW-American Axle Manufacturing | Workforce Education | Awarded 6/11/2003 | \$172,167 | \$172,167 |
| 20030803 | UAW-American Axle Manufacturing | Workforce Education | Awarded 6/11/2003 | \$81,283 | \$81,283 |

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR JUNE 2003

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|--|---|--------------------------------|---------------------|-------------------|
| 20030903 | UAW-Ford National Joint Committee Health & Safety | Center for Organizational Risk Reduction | Awarded 6/30/2003 | \$138,375 | \$138,375 |
| 20030333 | United States Institute of Peace | Sociology, Anthropology and Criminology | Awarded 6/30/2003 | \$45,000 | \$45,000 |
| 20031252 | Village of Milford | Political Science | Awarded 6/30/2003 | \$6,000 | \$6,000 |
| 20031215 | Visteon Corporation | Center for Quality | Awarded 6/26/2003 | \$8,850 | \$8,850 |
| 20031217 | Visteon Corporation | Center for Quality | Awarded 6/26/2003 | \$5,370 | \$5,370 |
| 20031220 | Visteon Corporation | Center for Quality | Awarded 6/26/2003 | \$9,350 | \$9,350 |
| 20031222 | Visteon Corporation | Center for Organizational Risk Reduction | Awarded 6/30/2003 | \$11,500 | \$11,500 |
| 20031223 | Visteon Corporation | Center for Organizational Risk Reduction | Awarded 6/30/2003 | \$4,500 | \$4,500 |
| 20031227 | Visteon Corporation | Center for Organizational Risk Reduction | Awarded 6/30/2003 | \$4,100 | \$4,100 |
| 20031248 | Visteon Corporation | Center for Organizational Risk Reduction | Awarded 6/30/2003 | \$2,250 | \$2,250 |
| 20031259 | Visteon Corporation | Center for Quality | Awarded 6/30/2003 | \$6,600 | \$6,600 |
| 20031241 | Warren Conner Development Coalition, Inc. | Institute for Geospatial Research & Education (IGRE) | Awarded 6/30/2003 | \$6,880 | \$6,880 |
| 20031251 | Washtenaw County Workforce Development Board | ICARD | Awarded 6/30/2003 | \$30,000 | \$30,000 |
| 20030203 | Wayne County Department of Juvenile Justice | Social Work ISFC | Awarded 6/4/2003 | \$27,238 | \$27,238 |
| 20031219 | Yazaki North America | Center for Quality | Awarded 6/26/2003 | \$18,150 | \$18,150 |
| 20031256 | Yazaki North America | Center for Quality | Awarded 6/30/2003 | \$15,200 | \$15,200 |
| 20031260 | Yazaki North America | Center for Quality | Awarded 6/30/2003 | \$5,200 | \$5,200 |
| 20030814 | BEA Foundation | Teacher Education | Denied 6/5/2003 | \$19,823 | \$0 |
| 20030335 | Canadian Embassy | Geography & Geology | Denied 6/10/2003 | \$9,245 | \$0 |
| 20030625 | Lenawee County Intermediate School District | Institute for Geospatial Research & Education (IGRE) Office of Collaborative Education | Denied 6/10/2003 | \$799,843 | \$0 |

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR JUNE 2003

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|---|--|--------------------------------|---------------------|-------------------|
| 20020404 | Michigan State University | Psychology | Denied 6/5/2003 | \$199,501 | \$0 |
| 20020303 | National Endowment for the Humanities | African American Studies | Denied 6/5/2003 | \$5,000 | \$0 |
| 20030705 | National Science Foundation | Mathematics Biology | Denied 6/5/2003 | \$2,728,761 | \$0 |
| 20030806 | National Science Foundation | Computer Science | Denied 6/13/2003 | \$397,200 | \$0 |
| 20030434 | Oncology Nursing Society | Nursing Education | Denied 6/5/2003 | \$9,826 | \$0 |
| 20030505 | Research Corporation | Chemistry | Denied 6/5/2003 | \$23,684 | \$0 |
| 20030515 | Research Corporation | Chemistry | Denied 6/5/2003 | \$34,484 | \$0 |
| 20030311 | SAP America, Pennsylvania | Management | Denied 6/6/2003 | \$25,000 | \$0 |
| 20030624 | University of Michigan | Teacher Education | Denied 6/5/2003 | \$216,273 | \$0 |
| 20030813 | Wayne State University | Biology | Denied 6/5/2003 | \$579,782 | \$0 |
| 20031102 | Administration for Children, Youth and Families | Teacher Education | Pending | \$647,361 | \$0 |
| 20030738 | American Chemical Society | Coatings Research Institute | Pending | \$50,000 | \$0 |
| 20031007 | American Foundation for Suicide Prevention | Psychology | Pending | \$20,000 | \$0 |
| 20031201 | American Society of Colleges & Universities | Undergraduate Studies American Humanics | Pending | \$5,500 | \$0 |
| 20030807 | Choice Hotels International Foundation | Campus Life | Pending | \$10,500 | \$0 |
| 20030216 | Coca Cola, USA | Coatings Research Institute | Pending | \$46,216 | \$0 |
| 20030921 | Corporation for National Service | Communication & Theatre Arts | Pending | \$387,760 | \$0 |
| 20031235 | Corporation for Public Broadcasting | WEMU Radio | Pending | \$75,000 | \$0 |
| 20030308 | DuPont Automotive Products | Industrial Technology | Pending | \$59,059 | \$0 |
| 20030727 | DuPont Automotive Products | Coatings Research Institute | Pending | \$30,000 | \$0 |

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR JUNE 2003

15,

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|---|---|--------------------------------|---------------------|-------------------|
| 20021053 | Environmental Protection Agency | CEITA | Pending | \$3,000 | \$0 |
| 20021111 | Environmental Protection Agency | Institute for Geospatial Research & Education (IGRE) | Pending | \$89,917 | \$0 |
| 20020721 | Flint Greater Eastside Community Assoc | Institute for Diversity in Business Services | Pending | \$33,916 | \$0 |
| 20030425 | Ford Motor Co. | Office of the Dean of Technology | Pending | \$11,500 | \$0 |
| 20021249 | Genesee Intermediate School District | Office of Collaborative Education Leadership & Counseling | Pending | \$339,876 | \$0 |
| 20031109 | Gill Foundation | Teacher Education | Pending | \$25,270 | \$0 |
| 20031006 | Great Lakes Fisheries Trust | Biology | Pending | \$178,370 | \$0 |
| 20011144 | Harry A. & Margaret D. Towsley Foundation | Alzheimer's Education Program | Pending | \$165,784 | \$0 |
| 20030908 | John Ball Zoo Society | Biology | Pending | \$1,000 | \$0 |
| 20031206 | Luna Innovations, Inc. | Textiles Research & Training Institute | Pending | \$14,000 | \$0 |
| 20030708 | Marine Safety Foundation | Center for Organizational Risk Reduction | Pending | \$83,762 | \$0 |
| 20030914 | Michigan Campus Compact | Communication & Theatre Arts | Pending | \$2,500 | \$0 |
| 20031118 | Michigan Campus Compact | Communication & Theatre Arts | Pending | \$1,000 | \$0 |
| 20031005 | Michigan Department of Career Development | Business & Technology Education | Pending | \$70,000 | \$0 |
| 20030420 | Michigan Department of Community Health | Psychology | Pending | \$17,469 | \$0 |
| 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 |
| 20031121 | Michigan Department of Consumer and Industry Services | Center for Organizational Risk Reduction | Pending | \$48,600 | \$0 |
| 20031122 | Michigan Department of Consumer and Industry Services | Center for Organizational Risk Reduction | Pending | \$57,600 | \$0 |

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|---|--|--------------------------------|---------------------|-------------------|
| 20031124 | Michigan Department of Consumer and Industry Services | Center for Organizational Risk Reduction | Pending | \$54,950 | \$0 |
| 20031013 | Michigan Department of Education | Children's Institute | Pending | \$79,200 | \$0 |
| 20031112 | Michigan Department of Education | ICARD | Pending | \$687,080 | \$0 |
| 20031127 | Michigan Department of Education | ICARD | Pending | \$348,794 | \$0 |
| 20031128 | Michigan Department of Education | Mathematics Teacher Education | Pending | \$57,430 | \$0 |
| 20031129 | Michigan Department of Education | Teacher Education | Pending | \$199,982 | \$0 |
| 20031130 | Michigan Department of Education | Teacher Education | Pending | \$199,998 | \$0 |
| 20031132 | Michigan Department of Education | Mathematics | Pending | \$190,810 | \$0 |
| 20031133 | Michigan Department of Education | History & Philosophy Teacher Education | Pending | \$199,341 | \$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 |
| 20031008 | Michigan Technological University | Business & Technology Education | Pending | \$1,238,535 | \$0 |
| 20030521 | National Aeronautics and Space Administration | Institute for Geospatial Research & Education (IGRE) | Pending | \$1,603,141 | \$0 |
| 20031120 | National Alliance for Autism Research | ICARD | Pending | \$60,000 | \$0 |
| 20030822 | National Endowment for the Humanities | English Language & Literature | Pending | \$148,704 | \$0 |
| 20030732 | National Inst. of Child Health & Human Dev. | ISCFC Teacher Education | Pending | \$143,000 | \$0 |
| 20031137 | National Institutes of Health | Psychology | Pending | \$143,000 | \$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 |

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|---------------------|-----------------------------------|---|--------------------------------|---------------------|-------------------|
| 20030426 | National Science Foundation | Coatings Research Institute | Pending | \$99,613 | \$0 |
| 20030526 | National Science Foundation | Physics & Astronomy | Pending | \$144,045 | \$0 |
| 20030626 | National Science Foundation | Biology | Pending | \$274,959 | \$0 |
| 20030721 | National Science Foundation | Biology | Pending | \$413,255 | \$0 |
| 20030724 | National Science Foundation | Teacher Education | Pending | \$893,742 | \$0 |
| 20030726 | National Science Foundation | Interdisciplinary Technology Chemistry | Pending | \$1,848,741 | \$0 |
| 20030821 | National Science Foundation | Textiles Research & Training Institute Coatings Research Institute | Pending | \$271,106 | \$0 |
| 20030824 | National Science Foundation | Coatings Research Institute | Pending | \$98,092 | \$0 |
| 20030838 | National Science Foundation | Computer Science | Pending | \$182,514 | \$0 |
| 20030841 | National Science Foundation | Mathematics | Pending | \$10,000 | \$0 |
| 20031014 | National Science Foundation | English Language & Literature | Pending | \$96,525 | \$0 |
| 20031031 | National Science Foundation | Teacher Education | Pending | \$499,067 | \$0 |
| 20031032 | National Science Foundation | Teacher Education Mathematics | Pending | \$8,543,863 | \$0 |
| 20031104 | National Science Foundation | Teacher Education | Pending | \$567,249 | \$0 |
| 20031114 | National Science Foundation | Teacher Education Mathematics | Pending | \$499,860 | \$0 |
| 20031202 | National Science Foundation | Sociology, Anthropology and Criminology | Pending | \$20,000 | \$0 |
| 20031203 | National Science Foundation | Sociology, Anthropology and Criminology | Pending | \$5,000 | \$0 |
| 20030825 | Office of Research Integrity | Office of Research Development Physics & Astronomy | Pending | \$25,000 | \$0 |
| 20031108 | Oncology Nursing Society | Nursing Education | Pending | \$9,946 | \$0 |
| 20030602 | RESIST | Office of the Dean of Students | Pending | \$5,000 | \$0 |
| 20031035 | Sam Houston University | Interdisciplinary Technology | Pending | \$69,442 | \$0 |

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|---------------------------------|--|--------------------------------|---------------------|-------------------|
| 20030403 | Sigma Nine | Coatings Research Institute | Pending | \$60,506 | \$0 |
| 20031034 | U.S. Army TACOM | Coatings Research Institute | Pending | \$824,634 | \$0 |
| 20031026 | U.S. Department of Commerce | Geography & Geology Institute for Geospatial Research & Education (IGRE) | Pending | \$605,218 | \$0 |
| 20030112 | U.S. Department of Education | ICARD | Pending | \$229,368 | \$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 |
| 20031210 | United Soybean Board | Coatings Research Institute | Pending | \$109,332 | \$0 |
| 20031113 | University of Michigan | Counseling Services | Pending | \$179,880 | \$0 |
| 20031204 | University of Michigan | Teacher Education Mathematics | Pending | \$281,794 | \$0 |
| 20030402 | University of South Florida | ISCFC | Pending | \$90,749 | \$0 |
| 20030735 | USGA Foundation | HPERD | Pending | \$1,882 | \$0 |
| 20020501 | Washtenaw United Way | ICARD Teacher Education | Pending | \$15,733 | \$0 |

Quantity of Awards: 54
Sum of Awards: \$2,420,228

Quantity of Pending: 82
Quantity of Denied: 13

EASTERN MICHIGAN UNIVERSITY
 OFFICE OF RESEARCH DEVELOPMENT
 Report to the Board of Regents: 09/16/2003
 Grant/Contract Activity for July 2003

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|--|---|--------------------------------|---------------------|-------------------|
| 20040142 | American Humanics | American Humanics | Awarded 7/31/2003 | \$2,000 | \$2,000 |
| 20040126 | City of Farmington Hills | Political Science | Awarded 7/31/2003 | \$1,500 | \$1,500 |
| 20040132 | Delta Faucet | Center for Quality | Awarded 7/30/2003 | \$6,600 | \$6,600 |
| 20031238 | Detroit Public Schools | Institute for Geospatial Research & Education (IGRE) | Awarded 7/21/2003 | \$16,888 | \$16,888 |
| 20040128 | Domino's Pizza Inc. | Center for Organizational Risk Reduction | Awarded 7/31/2003 | \$8,754 | \$8,754 |
| 20031109 | Gill Foundation | Teacher Education | Awarded 7/31/2003 | \$25,000 | \$25,000 |
| 20040103 | Grand Valley State University | Office of the Dean of Business | Awarded 7/21/2003 | | |
| 20040110 | Individual Inventor | Industrial Technology | Awarded 7/21/2003 | \$300 | \$300 |
| 20030908 | John Ball Zoo Society | Biology | Awarded 7/29/2003 | \$1,000 | \$1,000 |
| 20040131 | Kayaba Manufacturing North America | Center for Quality | Awarded 7/30/2003 | \$6,600 | \$6,600 |
| 20040129 | Lansing Community College | Center for Organizational Risk Reduction | Awarded 7/31/2003 | \$2,039 | \$2,039 |
| 20031206 | Luna Innovations, Inc. | Textiles Research & Training Institute | Awarded 7/31/2003 | \$14,000 | \$14,000 |
| 20040134 | Mayaterials, Inc. | Chemistry | Awarded 7/31/2003 | \$20,878 | \$20,878 |
| 20040133 | McNaughton-McKay Electric Company | Center for Quality | Awarded 7/30/2003 | \$4,975 | \$4,975 |
| 20040138 | Merit Network, Inc. | Institute for Geospatial Research & Education (IGRE) | Awarded 7/31/2003 | \$11,500 | \$11,500 |
| 20030914 | Michigan Campus Compact | Communication & Theatre Arts | Awarded 7/24/2003 | \$2,500 | \$2,500 |
| 20031118 | Michigan Campus Compact | Communication & Theatre Arts | Awarded 7/31/2003 | \$1,000 | \$1,000 |
| 20031005 | Michigan Department of Career Development | Business & Technology Education | Awarded 7/31/2003 | \$65,500 | \$65,500 |

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|--|---|--------------------------------|---------------------|-------------------|
| 20031105 | Michigan Space Grant Consortium | Physics & Astronomy | Awarded 7/29/2003 | \$2,000 | \$2,000 |
| 20030626 | National Science Foundation | Biology | Awarded 7/24/2003 | \$149,984 | \$149,984 |
| 20031203 | National Science Foundation | Sociology, Anthropology and Criminology | Awarded 7/21/2003 | \$5,000 | \$5,000 |
| 20040101 | Oakland Technical Center | Textiles Research & Training Institute | Awarded 7/21/2003 | \$800 | \$800 |
| 20040102 | Second Chance Body Armor, Inc. | Textiles Research & Training Institute | Awarded 7/21/2003 | \$1,600 | \$1,600 |
| 20040130 | ThyssenKrupp-Waupaca | Center for Quality | Awarded 7/30/2003 | \$13,200 | \$13,200 |
| 20040120 | U.S. Department of Agriculture | HECR | Awarded 7/31/2003 | \$10,219 | \$10,219 |
| 20040143 | U.S. Department of Homeland Security | Interdisciplinary Technology | Awarded 7/31/2003 | \$2,275 | \$2,275 |
| 20030735 | USGA Foundation | HPERD | Awarded 7/29/2003 | \$1,882 | \$1,882 |
| 20040146 | Visteon Corporation | Center for Organizational Risk Reduction | Awarded 7/31/2003 | \$75,000 | \$75,000 |
| 20031007 | American Foundation for Suicide Prevention | Psychology | Denied 7/31/2003 | \$20,000 | \$0 |
| 20030216 | Coca Cola, USA | Coatings Research Institute | Denied 7/31/2003 | \$46,216 | \$0 |
| 20030921 | Corporation for National Service | Communication & Theatre Arts | Denied 7/31/2003 | \$387,760 | \$0 |
| 20030410 | Detroit Public Schools | Foreign Languages & Bilingual Studies | Denied 7/31/2003 | | \$0 |
| 20030308 | DuPont Automotive Products | Industrial Technology | Denied 7/31/2003 | \$59,059 | \$0 |
| 20030727 | DuPont Automotive Products | Coatings Research Institute | Denied 7/31/2003 | \$30,000 | \$0 |
| 20020721 | Flint Greater Eastside Community Assoc | Institute for Diversity in Business Services | Denied 7/31/2003 | \$33,916 | \$0 |
| 20021249 | Genesee Intermediate School District | Office of Collaborative Education Leadership & Counseling | Denied 7/31/2003 | \$339,876 | \$0 |
| 20030708 | Marine Safety Foundation | Center for Organizational Risk Reduction | Denied 7/31/2003 | \$83,762 | \$0 |

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|---|---|--------------------------------|---------------------|-------------------|
| 20021231 | Michigan Department of Consumer and Industry Services | Center for Organizational Risk Reduction | Denied 7/31/2003 | \$50,900 | \$0 |
| 20030113 | Michigan Department of State Police | Interdisciplinary Technology | Denied 7/31/2003 | \$29,004 | \$0 |
| 20030521 | National Aeronautics and Space Administration | Institute for Geospatial Research & Education (IGRE) | Denied 7/28/2003 | \$1,603,141 | \$0 |
| 20031120 | National Alliance for Autism Research | ICARD | Denied 7/31/2003 | \$60,000 | \$0 |
| 20030822 | National Endowment for the Humanities | English Language & Literature | Denied 7/31/2003 | \$148,704 | \$0 |
| 20030732 | National Inst. of Child Health & Human Dev. | ISCFC Teacher Education | Denied 7/16/2003 | \$143,000 | \$0 |
| 20030418 | National Science Foundation | Coatings Research Institute | Denied 7/31/2003 | \$97,016 | \$0 |
| 20030419 | National Science Foundation | Interdisciplinary Technology Coatings Research Institute | Denied 7/31/2003 | \$97,046 | \$0 |
| 20030426 | National Science Foundation | Coatings Research Institute | Denied 7/31/2003 | \$99,613 | \$0 |
| 20030724 | National Science Foundation | Teacher Education | Denied 7/16/2003 | \$890,742 | \$0 |
| 20030726 | National Science Foundation | Interdisciplinary Technology Chemistry | Denied 7/31/2003 | \$1,848,741 | \$0 |
| 20030824 | National Science Foundation | Coatings Research Institute | Denied 7/31/2003 | \$98,092 | \$0 |
| 20030602 | RESIST | Office of the Dean of Students | Denied 7/31/2003 | \$3,000 | \$0 |
| 20030403 | Sigma Nine | Coatings Research Institute | Denied 7/31/2003 | \$60,506 | \$0 |
| 20030112 | U.S. Department of Education | ICARD | Denied 7/31/2003 | \$229,368 | \$0 |
| 20030810 | United Soybean Board | Coatings Research Institute | Denied 7/31/2003 | \$99,895 | \$0 |
| 20030402 | University of South Florida | ISCFC | Denied 7/31/2003 | \$90,749 | \$0 |
| 20020501 | Washtenaw United Way | ICARD Teacher Education | Denied 7/31/2003 | \$15,733 | \$0 |
| 20031102 | Administration for Children, Youth and Families | Teacher Education | Pending | \$647,361 | \$0 |

22.

| 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 |
| 20031201 | American Society of Colleges & Universities | Undergraduate Studies American Humanics | Pending | \$5,500 | \$0 |
| 20030807 | Choice Hotels International Foundation | Campus Life | Pending | \$10,500 | \$0 |
| 20040112 | Construction Industry Institute | Industrial Technology | Pending | \$50,000 | \$0 |
| 20031235 | Corporation for Public Broadcasting | WEMU Radio | Pending | \$75,000 | \$0 |
| 20021053 | Environmental Protection Agency | CEITA | Pending | \$3,000 | \$0 |
| 20021111 | Environmental Protection Agency | Institute for Geospatial Research & Education (IGRE) | Pending | \$89,917 | \$0 |
| 20030425 | Ford Motor Co. | Office of the Dean of Technology | Pending | \$11,500 | \$0 |
| 20031006 | Great Lakes Fisheries Trust | Biology | Pending | \$178,370 | \$0 |
| 20011144 | Harry A. & Margaret D. Towsley Foundation | Alzheimer's Education Program | Pending | \$165,784 | \$0 |
| 20040117 | Innovative Technical Systems Corp., Northville, MI | Biology | Pending | \$32,998 | \$0 |
| 20031208 | Michigan Department of Career Development | Holman Learning Center | Pending | \$449,952 | \$0 |
| 20030420 | Michigan Department of Community Health | Psychology | Pending | \$17,469 | \$0 |
| 20021232 | Michigan Department of Consumer and Industry Services | Center for Organizational Risk Reduction | Pending 7/31/2003 | \$46,000 | \$0 |
| 20031121 | Michigan Department of Consumer and Industry Services | Center for Organizational Risk Reduction | Pending | \$48,600 | \$0 |
| 20031122 | Michigan Department of Consumer and Industry Services | Center for Organizational Risk Reduction | Pending | \$57,600 | \$0 |
| 20031124 | Michigan Department of Consumer and Industry Services | Center for Organizational Risk Reduction | Pending | \$54,950 | \$0 |
| 20031013 | Michigan Department of Education | Children's Institute | Pending | \$79,200 | \$0 |
| 20031112 | Michigan Department of Education | ICARD | Pending | \$687,080 | \$0 |
| 20031127 | Michigan Department of Education | ICARD | Pending | \$348,794 | \$0 |

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR JULY 2003

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|--|--|--------------------------------|---------------------|-------------------|
| 20031128 | Michigan Department of Education | Mathematics Teacher Education | Pending | \$57,430 | \$0 |
| 20031129 | Michigan Department of Education | Teacher Education | Pending | \$199,982 | \$0 |
| 20031130 | Michigan Department of Education | Teacher Education | Pending | \$199,998 | \$0 |
| 20031132 | Michigan Department of Education | Mathematics | Pending | \$190,810 | \$0 |
| 20031133 | Michigan Department of Education | History & Philosophy Teacher Education | Pending | \$199,341 | \$0 |
| 20040105 | Michigan Department of State Police | Interdisciplinary Technology | Pending | \$98,319 | \$0 |
| 20040106 | Michigan Department of State Police | Interdisciplinary Technology | Pending | \$98,556 | \$0 |
| 20040107 | Michigan Department of State Police | Interdisciplinary Technology | Pending | \$45,940 | \$0 |
| 20040108 | Michigan Department of State Police | Interdisciplinary Technology | Pending | \$36,698 | \$0 |
| 20040114 | Michigan Department of State Police | Interdisciplinary Technology | Pending | \$28,114 | \$0 |
| 20040116 | Michigan Department of State Police | Interdisciplinary Technology | Pending | \$29,879 | \$0 |
| 20030709 | Michigan Dept of Environmental Quality | Institute for Geospatial Research & Education (IGRE) Chemistry | Pending | \$151,018 | \$0 |
| 20031245 | Michigan Family Independence Agency (MDSS) | Social Work | Pending | \$16,538 | \$0 |
| 20031008 | Michigan Technological University | Business & Technology Education | Pending | \$1,238,535 | \$0 |
| 20040115 | National Endowment for the Humanities | Learning Resources & Technologies | Pending | \$152,562 | \$0 |
| 20031137 | National Institutes of Health | Psychology | Pending | \$143,000 | \$0 |
| 20031249 | National Institutes of Health | Biology | Pending | \$17,709 | \$0 |
| 20030526 | National Science Foundation | Physics & Astronomy | Pending | \$164,045 | \$0 |
| 20030721 | National Science Foundation | Biology | Pending | \$410,255 | \$0 |

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|------------------------------|--|--------------------------------|---------------------|-------------------|
| 20030821 | National Science Foundation | Textiles Research & Training Institute Coatings Research Institute | Pending | \$271,106 | \$0 |
| 20030838 | National Science Foundation | Computer Science | Pending | \$182,514 | \$0 |
| 20030841 | National Science Foundation | Mathematics | Pending | \$10,000 | \$0 |
| 20031014 | National Science Foundation | English Language & Literature | Pending | \$96,525 | \$0 |
| 20031031 | National Science Foundation | Teacher Education | Pending | \$499,067 | \$0 |
| 20031032 | National Science Foundation | Teacher Education Mathematics | Pending | \$8,543,863 | \$0 |
| 20031104 | National Science Foundation | Teacher Education | Pending | \$567,249 | \$0 |
| 20031114 | National Science Foundation | Teacher Education Mathematics | Pending | \$499,860 | \$0 |
| 20031202 | National Science Foundation | Sociology, Anthropology and Criminology | Pending | \$20,000 | \$0 |
| 20040104 | National Science Foundation | Biology | Pending | \$299,995 | \$0 |
| 20040109 | National Science Foundation | Biology | Pending | \$441,182 | \$0 |
| 20040111 | National Science Foundation | Biology | Pending | \$254,532 | \$0 |
| 20040118 | National Science Foundation | Geography & Geology | Pending | \$48,125 | \$0 |
| 20030825 | Office of Research Integrity | Office of Research Development Physics & Astronomy | Pending | \$25,000 | \$0 |
| 20031108 | Oncology Nursing Society | Nursing Education | Pending | \$9,946 | \$0 |
| 20031242 | Pfizer, Inc. | Communication & Theatre Arts | Pending | \$10,456 | \$0 |
| 20031035 | Sam Houston University | Interdisciplinary Technology | Pending | \$69,442 | \$0 |
| 20031034 | U.S. Army TACOM | Coatings Research Institute | Pending | \$824,634 | \$0 |
| 20031026 | U.S. Department of Commerce | Geography & Geology Institute for Geospatial Research & Education (IGRE) | Pending | \$605,218 | \$0 |
| 20021134 | U.S. Geological Survey | Institute for Geospatial Research & Education (IGRE) | Pending | \$8,928 | \$0 |
| 20031210 | United Soybean Board | Coatings Research Institute | Pending | \$109,332 | \$0 |
| 20031113 | University of Michigan | Counseling Services | Pending | \$179,880 | \$0 |

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR JULY 2003

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|------------------------|----------------------------------|--------------------------------|---------------------|-------------------|
| 20031204 | University of Michigan | Teacher Education Mathematics | Pending | \$281,794 | \$0 |

Quantity of Awards: 28
Sum of Awards: \$452,994

Quantity of Pending: 63
Quantity of Denied: 27

EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 09/16/2003

Grant/Contract Activity for August 2003

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|--|---|--------------------------------|---------------------|-------------------|
| 20040206 | Aisin World Corporation | Center for Quality | Awarded 8/27/2003 | \$48,000 | \$48,000 |
| 20040207 | Aisin World Corporation | Center for Quality | Awarded 8/27/2003 | \$5,200 | \$5,200 |
| 20040208 | Aisin World Corporation | Center for Quality | Awarded 8/27/2003 | \$5,200 | \$5,200 |
| 20040210 | American Axle & Manufacturing | Center for Quality | Awarded 8/27/2003 | \$10,600 | \$10,600 |
| 20040211 | American Axle & Manufacturing | Center for Quality | Awarded 8/27/2003 | \$10,600 | \$10,600 |
| 20040212 | American Axle & Manufacturing | Center for Quality | Awarded 8/27/2003 | \$10,600 | \$10,600 |
| 20040201 | Esperion Therapeutics, Inc. | Chemistry | Awarded 8/27/2003 | \$7,112 | \$7,112 |
| 20040204 | Henry Ford Community College | Workforce Education | Awarded 8/27/2003 | \$56,500 | \$56,500 |
| 20040216 | Michigan Department of Career Development | Graduate School | Awarded 8/27/2003 | \$75,000 | \$75,000 |
| 20031127 | Michigan Department of Education | ICARD | Awarded 8/27/2003 | \$348,795 | \$348,795 |
| 20031128 | Michigan Department of Education | Mathematics Teacher Education | Awarded 8/27/2003 | \$57,430 | \$57,430 |
| 20031129 | Michigan Department of Education | Teacher Education | Awarded 8/27/2003 | \$186,122 | \$186,122 |
| 20031132 | Michigan Department of Education | Mathematics | Awarded 8/27/2003 | \$176,950 | \$176,950 |
| 20030736 | Michigan Department of Natural Resources | Biology | Awarded 8/27/2003 | \$140,721 | \$140,721 |
| 20040213 | Michigan State University | ICARD | Awarded 8/27/2003 | \$3,600 | \$3,600 |
| 20040205 | Nativescape, LLC, Manchester MI | Institute for Geospatial Research & Education (IGRE) | Awarded 8/27/2003 | \$2,500 | \$2,500 |
| 20040214 | NSF International | Industrial Technology | Awarded 8/27/2003 | \$400 | \$400 |
| 20040137 | Sanilac County | Institute for Geospatial Research & Education (IGRE) | Awarded 8/27/2003 | \$2,000 | \$2,000 |

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|---|--|--------------------------------|---------------------|-------------------|
| 20040221 | Tachi-S Engineering USA, Inc. | Textiles Research & Training Institute | Awarded 8/27/2003 | \$1,000 | \$1,000 |
| 20040215 | Texas Encore Materials, Inc. | Industrial Technology | Awarded 8/27/2003 | 5300 | \$300 |
| 20040217 | U.S. Department of Homeland Security | Interdisciplinary Technology | Awarded 8/27/2003 | \$275 | \$275 |
| 20040125 | UAW-Ford National Programs Center | Workforce Education | Awarded 8/27/2003 | \$128,593 | \$128,593 |
| 20040203 | United States Steel Corporation | Center for Organizational Risk Reduction | Awarded 8/27/2003 | \$2,500 | \$2,500 |
| 20030523 | Warren Consolidated School District | BBTEP | Awarded 8/27/2003 | \$151,840 | \$151,840 |
| 20040209 | Yazaki North America | Center for Quality | Awarded 8/27/2003 | \$9,700 | \$9,700 |
| 20031102 | Administration for Children, Youth and Families | Teacher Education | Denied 8/14/2003 | \$647,361 | \$0 |
| 20031006 | Great Lakes Fisheries Trust | Biology | Denied 8/14/2003 | \$178,370 | \$0 |
| 20031112 | Michigan Department of Education | ICARD | Denied 8/14/2003 | \$687,080 | \$0 |
| 20031032 | National Science Foundation | Teacher Education Mathematics | Denied 8/14/2003 | \$8,543,863 | \$0 |
| 20030738 | American Chemical Society | Coatings Research Institute | Pending | \$50,000 | \$0 |
| 20031201 | American Society of Colleges & Universities | Undergraduate Studies American Humanics | Pending | \$5,500 | \$0 |
| 20031209 | Ann Arbor Area Community Foundation | Communication & Theatre Arts Campus Life | Pending | \$5,000 | \$0 |
| 20030807 | Choice Hotels International Foundation | Campus Life | Pending | \$10,500 | \$0 |
| 20040112 | Construction Industry Institute | Industrial Technology | Pending | \$50,000 | \$0 |
| 20031235 | Corporation for Public Broadcasting | WEMU Radio | Pending | \$75,000 | \$0 |
| 20021053 | Environmental Protection Agency | CEITA | Pending | \$3,000 | \$0 |
| 20021111 | Environmental Protection Agency | Institute for Geospatial Research & Education (IGRE) | Pending | \$89,917 | \$0 |
| 20030425 | Ford Motor Co. | Office of the Dean of Technology | Pending | \$11,500 | \$0 |
| 20031250 | Hamilton College, NY | Physics & Astronomy | Pending | \$8,580 | \$0 |

GRANTS AND CONTRACTS
ACTIVITY REPORT FOR AUGUST 2003

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|---|--|--------------------------------|---------------------|-------------------|
| 20011144 | Harry A. & Margaret D. Towsley Foundation | Alzheimer's Education Program | Pending | \$165,784 | \$0 |
| 20040117 | Innovative Technical Systems Corp., Northville, MI | Biology | Pending | \$32,998 | \$0 |
| 20031208 | Michigan Department of Career Development | Holman Learning Center | Pending | \$449,952 | \$0 |
| 20030420 | Michigan Department of Community Health | Psychology | Pending | \$17,469 | \$0 |
| 20021232 | Michigan Department of Consumer and Industry Services | Center for Organizational Risk Reduction | Pending 7/31/2003 | \$46,000 | \$0 |
| 20031121 | Michigan Department of Consumer and Industry Services | Center for Organizational Risk Reduction | Pending | \$48,600 | \$0 |
| 20031122 | Michigan Department of Consumer and Industry Services | Center for Organizational Risk Reduction | Pending | \$57,600 | \$0 |
| 20031124 | Michigan Department of Consumer and Industry Services | Center for Organizational Risk Reduction | Pending | \$54,950 | \$0 |
| 20031013 | Michigan Department of Education | Children's Institute | Pending | \$79,200 | \$0 |
| 20031130 | Michigan Department of Education | Teacher Education | Pending | \$199,998 | \$0 |
| 20031133 | Michigan Department of Education | History & Philosophy Teacher Education | Pending | \$199,341 | \$0 |
| 20040105 | Michigan Department of State Police | Interdisciplinary Technology | Pending | \$98,319 | \$0 |
| 20040106 | Michigan Department of State Police | Interdisciplinary Technology | Pending | \$98,556 | \$0 |
| 20040107 | Michigan Department of State Police | Interdisciplinary Technology | Pending | \$45,940 | \$0 |
| 20040108 | Michigan Department of State Police | Interdisciplinary Technology | Pending | \$36,698 | \$0 |
| 20040114 | Michigan Department of State Police | Interdisciplinary Technology | Pending | \$28,114 | \$0 |
| 20040116 | Michigan Department of State Police | Interdisciplinary Technology | Pending | \$29,879 | \$0 |
| 20030709 | Michigan Dept of Environmental Quality | Institute for Geospatial Research & Education (IGRE) Chemistry | Pending | \$151,018 | \$0 |
| 20031245 | Michigan Family Independence Agency (MDSS) | Social Work | Pending | \$16,538 | \$0 |

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|---------------------------------------|---|--------------------------------|---------------------|-------------------|
| 20031008 | Michigan Technological University | Business & Technology Education | Pending | \$1,238,535 | \$0 |
| 20040115 | National Endowment for the Humanities | Learning Resources & Technologies | Pending | \$152,562 | \$0 |
| 20031137 | National Institutes of Health | Psychology | Pending | \$143,000 | \$0 |
| 20031249 | National Institutes of Health | Biology | Pending | \$17,709 | \$0 |
| 20030526 | National Science Foundation | Physics & Astronomy | Pending | \$164,045 | \$0 |
| 20030721 | National Science Foundation | Biology | Pending | \$410,255 | \$0 |
| 20030821 | National Science Foundation | Textiles Research & Training Institute Coatings Research Institute | Pending | \$271,106 | \$0 |
| 20030838 | National Science Foundation | Computer Science | Pending | \$182,514 | \$0 |
| 20030841 | National Science Foundation | Mathematics | Pending | \$10,000 | \$0 |
| 20031014 | National Science Foundation | English Language & Literature | Pending | \$96,525 | \$0 |
| 20031031 | National Science Foundation | Teacher Education | Pending | \$499,067 | \$0 |
| 20031114 | National Science Foundation | Teacher Education Mathematics | Pending | \$499,860 | \$0 |
| 20031202 | National Science Foundation | Sociology, Anthropology and Criminology | Pending | \$20,000 | \$0 |
| 20040104 | National Science Foundation | Biology | Pending | \$299,995 | \$0 |
| 20040109 | National Science Foundation | Biology | Pending | \$441,182 | \$0 |
| 20040111 | National Science Foundation | Biology | Pending | \$254,532 | \$0 |
| 20040118 | National Science Foundation | Geography & Geology | Pending | \$48,125 | \$0 |
| 20040119 | National Science Foundation | Psychology | Pending | \$107,507 | \$0 |
| 20040124 | National Science Foundation | HPERD | Pending | \$890,820 | \$0 |
| 20030825 | Office of Research Integrity | Office of Research Development Physics & Astronomy | Pending | \$25,000 | \$0 |
| 20031108 | Oncology Nursing Society | Nursing Education | Pending | \$9,946 | \$0 |

| Proposal # | Funding Agency | EMU Unit | Award Status Date of Action | Amount Requested | Amount Awarded |
|------------|--|--|--------------------------------|---------------------|-------------------|
| 20031242 | Pfizer, Inc. | Communication & Theatre Arts | Pending | \$10,456 | \$0 |
| 20040144 | Proctor and Gamble | Coatings Research Institute Biology | Pending | \$50,000 | \$0 |
| 20040202 | Public Health Informatics Institute | Associate Vice President for Academic Affairs ISCFC | Pending | \$24,290 | \$0 |
| 20031035 | Sam Houston University | Interdisciplinary Technology | Pending | \$69,442 | \$0 |
| 20031104 | Syracuse University | Teacher Education | Pending | \$567,249 | \$0 |
| 20031034 | U.S. Army TACOM | Coatings Research Institute | Pending | \$824,634 | \$0 |
| 20031026 | U.S. Department of Commerce | Geography & Geology Institute for Geospatial Research & Education (IGRE) | Pending | \$605,218 | \$0 |
| 20040127 | U. S. Department of Health and Human Services | Social Work | Pending | \$573,031 | \$0 |
| 20040113 | U.S. Department of Justice | Social Work | Pending | \$993,500 | \$0 |
| 20021134 | U.S. Geological Survey | Institute for Geospatial Research & Education (IGRE) | Pending | \$8,928 | \$0 |
| 20031210 | United Soybean Board | Coatings Research Institute | Pending | \$109,332 | \$0 |
| 20031113 | University of Michigan | Counseling Services | Pending | \$179,880 | \$0 |
| 20031204 | University of Michigan | Teacher Education Mathematics | Pending | \$281,794 | \$0 |
| 20040122 | University of Michigan | Psychology | Pending | \$533,603 | \$0 |
| 20040139 | Washtenaw County Government | Business & Technology Education EMU Foundation | Pending | \$59,266 | \$0 |
| 20040135 | West Virginia University | Biology | Pending | \$149,585 | \$0 |

Quantity of Awards: 25
Sum of Awards: \$1,441,538

Quantity of Pending: 66
Quantity of Denied: 4

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

| |
|---------------------------------|
| SECTION: 4 |
| DATE: September 16, 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 August 29, 2003.

STAFF SUMMARY

The new student union building project (Student Center), which includes the demolition of Pine Grove, is progressing. The cost of the entire project is limited to an amount not to exceed \$1,000,000 for services, material and labor associated with the project. Once all information and required forms have been submitted and approved by the Joint Capital Outlay Subcommittee, and all contracts have been signed and placed on file with the Facilities Department, the University will enter into the full contract amounts for the projects listed. The team of Turner Construction and Burt Hill Kosar Rittlemann have been identified and selected as the Design-Build Team for this project. The Environmental Phase I assessment and building soil borings have been completed. A detailed review and scope validation process has been completed of the initial program submission with the completion of the schematic design phase. The design, development, and construction document phase is in progress. Groundbreaking is scheduled for early October 2003 with the anticipated completion in July 2005.

The Design-Build team of Granger/Quinn Evans has been selected for the McKenny Union re-assignment project, which is currently in the schematic design phase with anticipated start-up of specialized construction activities in the spring of 2004. Completion is expected in September 2006.

The Campus Master Plan discussion with the campus and community is continuing. Submission of the final master plan is due January 2004.

The South Pease parking lot project design has been completed with the review of submitted bids in progress.

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

/c

EASTERN MICHIGAN UNIVERSITY
CONSTRUCTION PROJECTS PROGRESS REPORT
AUGUST 29, 2003

| <u>PROJECTS IN PROGRESS</u> | <u>BUDGET</u> |
|--|---------------|
| <p>BEST FIRE ALARM REPLACEMENT Account No.: U24600 Source of Funds: Housing & Dining Services Reserves Design Consultant: DiClemente Siegel Design Project Manager: Ray Sowers Status: Design completed, and bids are due May 29, 2003 Project Manager: Ray Sowers Project is complete.</p> | \$197,700 |
| <p>BROWN-MUNSON APARTMENTS RENOVATION Account No: A03300 Source of Funds: Housing & Dining Operating & Reserves Design Consultant: N/A Project Manager: Joe Hickey Status: Ongoing upgrade and modernization of apartments. Implementation upon vacancies throughout the year. Scheduled Completion: Project is ongoing</p> | \$872,841 |
| <p>BUELL MODERNIZATION Account No: U22900 Source of Funds: Housing and Dining Reserves Design Consultant: Integrated Design Solutions (IDS) Project Manager: Joe Hickey Status: Window replacement has been completed with the renovation of all of the student rooms in progress. Scheduled Completion: September 2005</p> | \$682,923 |
| <p>BUELL SUBSTATION/SWITCH PANELS Account No. U22800 Source of Funds: Housing & Dining Reserves Design Consultant: Neil Adams Project Manager: Ray Sowers Project is complete</p> | \$50,000 |
| <p>CAMPUS CLASSROOM UPGRADE 2003 Account No: U25600 Source of Funds: Design Consultant: TBD Project Manager: Scott Storrar Status: Verification and prioritization of project list is in progress. Scheduled Completion: ongoing</p> | \$800,000 |
| <p>CAMPUS MASTER PLANNING Account No: TBD Source of Funds: Facility Plan Design Consultant: Pollack Design Assoc. Project Manager: Patrick Doyle Status: Charrettes & group discussions in progress. The campus community has been providing input to Pollack Design Associates. Scheduled Completion: January 2004</p> | \$87,000 |
| <p>CORNELL COURTS APARTMENT RENOVATION Account No: A03450 Source of Funds: Housing and Dining Operating and Reserves Design Consultant: N/A Project Manager: Joe Hickey Status: Upgrade and modernization of apartments. Implementation upon vacancies through the year. Scheduled Completion: Project is ongoing</p> | \$236,063 |

2.

EASTERN MICHIGAN UNIVERSITY
CONSTRUCTION PROJECTS PROGRESS REPORT
AUGUST 29, 2003

| <u>PROJECTS IN PROGRESS</u> | <u>BUDGET</u> |
|--|---------------|
| <p>DINING COMMONS II ELEVATOR MODERNIZATION Account No: U24350 Source of Funds: Housing and Dining Reserves Design Consultant: Integrated Design Solutions (IDS) Project Manager: Joe Hickey Status: The repairs are in progress with the State inspection to be completed in August. Scheduled Completion: September 2003</p> | \$125,000 |
| <p>DINING COMMONS III FIRE ALARM REPLACEMENT Account No.: U24650 Source of Funds: Housing & Dining Reserves Design Consultant: DiClemente Siegel Design Project Manager: Ray Sowers Scheduled Completion: Project is complete.</p> | \$100,000 |
| <p>JONES/GODDARD ELECTRICAL UPGRADES Account No: U14600 Source of Funds: Housing & Dining Reserves Design Consultant: Neil Adams Project Manager: Ray Sowers Status: Engineering design has been started Scheduled Completion: January 2004</p> | \$160,000 |
| <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: Project is ongoing</p> | \$60,000 |
| <p>NEW STUDENT UNION - MCKENNY REASSIGNMENT Account No: U26800/U26750 Source of Funds: Bonds Design -Build Team: Turner/Burt Hill Kosar Rittlemann & Granger/Quinn Evans Project Manager: Aaron Preston New Student Union Status: The Environmental Phase I assessment and building soil borings have been completed. Schematic design phase has been completed with the development of the design development and construction phase beginning. Scheduled Completion: July 2005</p> <p>McKenny Reassignment Status: Initial meetings have been set up for review and implementation of the schematic design phase and verification of the GMP. Scheduled Completion: September 2006</p> | \$45,000,000 |
| <p>PARKING AND PAVING 2003 Account No: U19050 Source of Funds: Bond Proceeds Design Consultant: Becket & Raeder Project Manager: Aaron Preston Status: The softball field project along with all parking lots started last year have been completed. The South Pease parking lot project has been bid with reviews being completed in September. The additional \$1,200,000 academic classroom up-grade project is in progress with the prioritization of lists being evaluated and bid.. Scheduled Completion: September 2004</p> | 6,644,000 |

EASTERN MICHIGAN UNIVERSITY
CONSTRUCTION PROJECTS PROGRESS REPORT
AUGUST 29, 2003

| <u>PROJECTS IN PROGRESS</u> | <u>BUDGET</u> |
|---|---------------|
| QUIRK FIRE ALARM SYSTEM REPLACEMENT Account No: U22500 Source of Funds: Asset Preservation Design Consultant: DiClemente Siegel Project Manager: Ray Sowers Status: Engineering Design complete. Buds due May 23,2003 Scheduled Completion: September 2003 | \$99,000 |
| 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. System is operational. Scheduled Completion: September 2003 | 50,000 |
| SILL RENOVATION RMS. 107 & 111 Account No: U26300 Source of Funds: Department Funded Design Consultant: Interior Design Corporation Project Manager: Scott Storrar Status: The construction phase has been completed with the installation of furniture and the installation of telecommunications and data remaining. Scheduled Completion: October 2003 | \$60,000 |
| UNIVERSITY HOUSE Account No: U07250 Source of Funds: royalties, gifts, debt refinancing, equity from Forest Ave. house. Design Consultant: API, ME Engineering Consultants Project Manager: Aaron Preston Project is complete. | 3,500,000 |
| UTILITY DUCT BANK INSTALLATION/DTE Account No: U04900 Source of Funds: Utilities Design Consultants: IDS Project Manager: Ray Sowers Project is complete | \$539,000 |
| WESTVIEW APARTMENTS RENOVATION Account No: A03400 Source of Funds: Housing and Dining Operating and Reserves Design Consultant: N/A Project Manager: Joe Hickey Status: Ongoing upgrade and modernization of apartments. Implementation upon vacancies throughout the year. Scheduled Completion: Project is ongoing | \$119,000 |
| 13.2 POWER LINES EXPANSION Account No: U04900 Source of Funds: Utilities Design Consultants: Commonwealth Assoc. Project Manager: Ray Sowers Project is complete | \$160,000 |

EASTERN MICHIGAN UNIVERSITY
CONSTRUCTION PROJECTS PROGRESS REPORT
AUGUST 29, 2003

4.

PROJECTS IN PROGRESS

BUDGET

TOTAL PROJECTS IN PROGRESS

\$59,542,527

DEVELOPING PROJECTS

Mark Jefferson Renewal
Pray-Harrod Modernization/Renovation
New Student Housing Phase II

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 5
DATE:

Sept. 16, 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 August 31, 2003, be received and placed on file.

STAFF SUMMARY

The Student Accounts Receivable Ratio Analysis reflects that the August 31, 2003 net receivable balance is \$28,278,000 or 41.75 percent of revenue as compared to \$29,549,000 or 48.61 percent of revenue as of August 31, 2002, which is a 6.86 percent decrease. The report shows a decrease of 7.07 percent as compared to the five year average of 48.82 percent.

The variance is due to the difference in student invoice due dates and timing of financial aid disbursements and student refunds for Fall term 2003 versus 2002. The relationship between current month balances, prior year balances and the five year average is expected to return to normal levels within the next couple months as processing on the new system returns to normal.

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

Student Accounts Receivable Ratio Analysis
2002-03, 2003-04
(thousands of dollars)

| | 2002-03 | | | | 2003-04 | | | |
|-----------|-----------|----------------|---------|------------------------|-----------|----------------|---------|------------------------|
| | Revenue | Net Receivable | Percent | 5 Year Average Percent | Revenue | Net Receivable | Percent | 5 Year Average Percent |
| July | \$ 53,949 | \$ 49,708 | 92.14% | 70.61% | \$ 59,893 | \$ 65,627 | 109.57% | 68.70% |
| August | 60,783 | 29,549 | 48.61% | 48.90% | 67,734 | 28,278 | 41.75% | 48.82% |
| September | 63,937 | 19,313 | 30.21% | 33.44% | | | | |
| October | 64,898 | 12,540 | 19.32% | 20.40% | | | | |
| November | 97,391 | 45,709 | 46.93% | 23.29% | | | | |
| December | 116,363 | 13,239 | 11.38% | 15.47% | | | | |
| January | 123,673 | 15,498 | 12.53% | 13.98% | | | | |
| February | 124,215 | 10,943 | 8.81% | 9.50% | | | | |
| March | 124,676 | 8,654 | 6.94% | 6.96% | | | | |
| April | 135,518 | 14,664 | 10.82% | 11.10% | | | | |
| May | 136,195 | 10,875 | 7.98% | 6.90% | | | | |
| June | 136,428 | 8,193 | 6.01% | 4.85% | | | | |

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

Aging Report

| | Current | 60-120 Days | 121-180 Days | 181-360 Days | Total |
|------------------|--------------|-------------|--------------|--------------|--------------|
| Gross Receivable | \$25,949,313 | \$1,156,954 | \$904,904 | \$1,701,104 | \$29,712,275 |
| Allowance | 143,378 | 215,067 | 358,445 | 716,891 | 1,433,782 |
| Net Receivable | \$25,805,934 | \$941,887 | \$546,459 | \$984,213 | \$28,278,494 |
| 8/31/02 Balance | \$26,384,808 | \$1,133,771 | \$833,789 | \$1,196,210 | \$29,548,578 |

Revenue Summary

| | Fiscal Year To Date | Prior Year To Date | Variance |
|--|------------------------|-----------------------|----------|
| <u>General and Designated Fund Revenue</u> | | | |
| Tuition & Required Fees | \$56,017,524 | \$49,011,144 | 14.30% |
| Other Student Fees | 430,232 | 451,902 | -4.80% |
| Total | 56,447,756 | 49,463,046 | 14.12% |
| <u>Other Funds Revenue</u> | | | |
| Room & Board | 10,605,262 | 10,909,366 | -2.79% |
| Miscellaneous | 680,641 | 410,890 | 65.65% |
| Total | 11,285,903 | 11,320,256 | -0.30% |
| Total Revenue | \$67,733,659 | \$60,783,302 | 11.43% |

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

| Agency | Cumulative Inventory @ August 2003 | Cumulative Inventory @ August 2002 |
|-----------------------------|--|--|
| AssetCare | - | \$31,869 |
| Credit Bureau of Ypsilanti | 1,416,464 | 1,910,601 |
| Enterprise Recovery | 3,326,779 | 3,013,781 |
| General Revenue Corporation | 2,405,752 | 1,874,799 |
| H. W. Ketchum Collection | (828) | 958,427 |
| Immediate Credit Recovery | - | (26,827) |
| National Enterprise Systems | 2,190,766 | 1,117,698 |
| World Credit, Inc. | 684 | 145,163 |
| TOTALS | <u>\$9,339,618</u> | <u>\$9,025,512</u> |
| Five Year Revenue | \$579,915,289 | \$528,936,135 |
| Five Year % of Revenue | 1.61% | 1.71% |

Eastern Michigan University
Collection Agency Comparison

Net Assignments

| Agency | Y-T-D August 2003 | Y-T-D August 2002 |
|-----------------------------|----------------------|----------------------|
| AssetCare | - | - |
| Credit Bureau of Ypsilanti | 5,885 | 3,726 |
| Enterprise Recovery | (31,559) | 370,457 |
| General Revenue Corporation | (38,934) | 562,365 |
| H. W. Ketchum Collection | - | (20,311) |
| Immediate Credit Recovery | - | (15,955) |
| National Enterprise Systems | (126,118) | 730,877 |
| World Credit, Inc. | - | 722 |
| TOTALS | (\$190,726) | \$1,631,880 |

Recoveries

| Agency | Y-T-D August 2003 | Y-T-D August 2002 |
|-----------------------------|----------------------|----------------------|
| AssetCare | \$ - | \$ - |
| Credit Bureau of Ypsilanti | 19,337 | 39,121 |
| Enterprise Recovery | 46,089 | 79,548 |
| General Revenue Corporation | 57,804 | 62,214 |
| H. W. Ketchum Collection | 828 | 9,496 |
| Immediate Credit Recovery | - | 902 |
| National Enterprise Systems | 60,622 | 36,142 |
| World Credit, Inc. | - | 38 |
| TOTALS | \$184,679 | \$227,460 |

Eastern Michigan University
Collection Agency Comparison

Collection Expense

| Agency | Y-T-D August 2003 | Y-T-D August 2002 |
|-----------------------------|----------------------|----------------------|
| AssetCare | \$ - | \$ - |
| Credit Bureau of Ypsilanti | 9,061 | 11,950 |
| Enterprise Recovery | 15,594 | 13,489 |
| General Revenue Corporation | 16,202 | 16,286 |
| H. W. Ketchum Collection | 414 | 2,330 |
| Immediate Credit Recovery | - | 242 |
| National Enterprise Systems | 21,071 | 9,863 |
| World Credit, Inc. | - | 19 |
| TOTALS | <u>\$62,342</u> | <u>\$54,179</u> |

Eastern Michigan University
Collection Agency Inventory Rollforward
2003-04

| Agency | Beginning Inventory July 2003 | +August 2003 Assignments | -August 2003 Recoveries | =Ending Inventory August 2003 |
|-----------------------------|----------------------------------|-----------------------------|----------------------------|----------------------------------|
| AssetCare | \$ - | \$ - | \$ - | \$ - |
| Credit Bureau of Ypsilanti | 1,423,174 | 2,454 | 9,164 | 1,416,464 |
| Enterprise Recovery | 3,353,721 | (9,726) | 17,216 | 3,326,779 |
| General Revenue Corporation | 2,466,761 | (23,578) | 37,430 | 2,405,753 |
| H. W. Ketchum Collection | (828) | - | - | (828) |
| Immediate Credit Recovery | - | - | - | - |
| National Enterprise Systems | 2,232,868 | (18,408) | 23,693 | 2,190,766 |
| World Credit, Inc. | 684 | - | - | 684 |
| TOTALS | \$9,476,381 | (\$49,259) | \$87,504 | \$9,339,618 |

2002-03 (Prior Year)

| Agency | Beginning Inventory July 2002 | +August 2002 Assignments | -August 2002 Recoveries | =Ending Inventory August 2002 |
|-----------------------------|----------------------------------|-----------------------------|----------------------------|----------------------------------|
| AssetCare | \$31,869 | \$ - | \$ - | \$31,869 |
| Credit Bureau of Ypsilanti | 1,921,485 | 1,186 | 12,069 | 1,910,601 |
| Enterprise Recovery | 2,926,016 | 112,754 | 24,986 | 3,013,785 |
| General Revenue Corporation | 1,885,489 | 15,962 | 26,652 | 1,874,799 |
| H. W. Ketchum Collection | 990,936 | (28,181) | 4,330 | 958,424 |
| Immediate Credit Recovery | (21,005) | (5,202) | 619 | (26,827) |
| National Enterprise System | 1,058,254 | 74,813 | 15,370 | 1,117,697 |
| World Credit, Inc. | 145,163 | - | - | 145,163 |
| TOTALS | \$8,938,207 | \$171,332 | \$84,026 | \$9,025,512 |

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

| |
|-----------------------------|
| SECTION: <i>b</i> |
| DATE: September 16, 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.

In partnership with HigherOne Incorporated, the University has issued new identification cards (Eagle OneCard) to all students registered for Fall 2003. The cards are multifunctional (e.g. meal plan, library usage, debit card, ATM card, etc.), all on a single card. Phase two of the implementation will take place over the next couple of months with all faculty and staff receiving new ID cards. A brief powerpoint overview will be presented.

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

June 1, 2003 through August 30, 2003

ENTERPRISE NETWORKING INFRASTRUCTURE

- Pray-Harrold network electronics and cabling upgrades completed.
- Network electronics on-site and being configured for Halle Library. Halle project includes building-wide authenticated wireless network pilot implementation.
- Category 3-Category 6 data cabling project completed.
- Equipment on order to expand enterprise network security for enhanced firewall protection.

FACULTY, STAFF AND STUDENT LAB PC REFRESHMENT

- New cycle started. Systems selected and departments notified.

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

▪ Student

- First Assessment and bill run completed
- Teacher Cert data converted to Production
- Winter 2003 data converted to Production
- Non-award and Award linked events converted to Production
- Degrees moved to Production

▪ Financial Aid

- Packaged Continuing Students
- Extracted correction files from Banner and sent to the Department of Education
- Converted SAP status from SAM to Banner
- Student Employment tables moved to Production
- Athletic Award Letters produced and sent
- Began processing PLUS applications
- Transmitted Loans
- Tested FA03 disbursement
- Decided the frequency of disbursement and the staff who are able to run immediate disbursement.
- SBS training occurred
- OFA sent 13,261 letters notifying students of the EagleOne card and new refund process.
- The Banner Perkins process was set up and tested.

- **Finance**
 - All IDC calculations, including manual adjustments through 05/03 have been posted and redistributed to appropriate funds.
 - First Year End Close was accomplished successfully. Accrual period will be closed as soon as Post Close entries are finalized.

- **Advancement**
 - **Advancement Division's request to delay Banner implementation from October 2003 until February 2004 was approved by UTAC.**

- **Human Resources**
 - Fiscal Year-End Rollover Training Completed
 - July 1st Stay-Live Date
 - Completed fiscal year end rollover process
 - PAF form completed
 - 6.0 Testing completed for the HR/Payroll module.

SCT Training & Consulting Events

- **Financial Aid**
 - Training on Student Employment and loans

- **Advancement**
 - Advancement team has completed training sessions related to Population Selection, Letter Generation, Acknowledgements, Event Management, Membership, Web for Alumni, Prospect Management and Web for Development Officers.

- **Finance**
 - Training to prepare for Fiscal Year End and support during year end processing

- **Human Resources / Payroll**
 - Training to prepare for Fiscal Year End and support during year end processing

End User Training (Conducted by EMU Trainers)

- Developed and delivered 'Viewing Academic History'.

- Developed and delivered Custom Records &
- Registration Training for Admissions
- Began delivering weekly Banner reporting sessions
- Updated e-Print courseware to include new
- General Fund report
- Template for needs assessment completed and
- ready for use
- Needs assessment for academic department heads
- completed and ready for distribution
- Planning the reorganization of Student Module
- curriculum complete
- Development complete on “Using my.emich
- Faculty Services”

Hardware/Software Events

- Installed and tested Oracle 9i
- Tax update 65 applied to production.
- Financial Aid 5.9 upgrade to production.
- AH Conversion WI03
- Banner security monitoring
- Upgrade to Oracle 9i completed successfully.
- Policy on database clones completed.
- Banner 6.0 upgrade applied to QUAL.

WebCT / Campus Pipeline / Banner Integration

- Spring and Summer grades reported via portal.

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

- eFellows program funded four proposals for Fall, 2003.

EASTERN MICHIGAN UNIVERSITY

ICT INITIATIVE
SEPTEMBER 2003 STATUS

| | Actual | | FY 2004 | | | FY 2005 - FY 2006 Projected | | Total | Total | Total |
|--|--------------------|--------------------|--------------------|--------------------|----------------------|-----------------------------|--------------------|---------------------|------------------------|-----------------------|
| | FY 2002 | FY 2003 | Revised Plan | Forecast | Forecast O/(U) Plan | FY 2005 | FY 2006 | 2002 - 2006 Plan | 2002 - 2006 Projection | Projection O/(U) Plan |
| Sources Of Funding | | | | | | | | | | |
| FY 2000 Supplemental/Other Carryover | \$2,547,092 | \$0 | \$0 | \$0 | \$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 | 1,633,535 | 1,741,374 | 350,985 | (1,390,389) | (765,399) | (1,219,121) | 0 | 0 | 0 |
| Technology Fee (\$10 Per Credit Hour) | 5,290,413 | 5,449,104 | 5,093,970 | 5,448,662 | 354,692 | 5,448,662 | 5,448,662 | 25,215,151 | 27,085,503 | 1,870,352 |
| Total Sources Of Funding | \$8,496,537 | \$7,082,639 | \$6,835,344 | \$5,799,647 | \$(1,035,697) | \$4,683,263 | \$4,229,541 | \$28,455,151 | \$30,291,627 | \$1,836,476 |
| Uses Of Funding | | | | | | | | | | |
| Infrastructure | \$1,233,320 | \$1,797,141 | \$1,964,539 | \$1,919,074 | \$(45,465) | \$1,665,000 | \$0 | \$6,660,000 | \$6,614,535 | \$(45,465) |
| Computer Refreshment | 770,975 | 954,722 | 1,274,303 | 1,274,303 | 0 | 1,000,000 | 1,000,000 | 5,000,000 | 5,000,000 | 0 |
| Portal/Applications | 3,876,877 | 3,228,370 | 1,715,831 | 1,245,290 | (470,541) | 619,696 | 13,075 | 8,678,540 | 8,983,308 | 304,768 |
| Tech/Support Staff | 0 | 129,687 | 0 | 166,400 | 166,400 | 173,056 | 179,978 | 0 | 649,121 | 649,121 |
| Professional Development/Training | 0 | 155,850 | 483,150 | 213,000 | (270,150) | 213,000 | 213,000 | 1,065,000 | 794,850 | (270,150) |
| Extended Student Lab Hours | 31,811 | 50,948 | 153,241 | 81,775 | (71,466) | 85,100 | 88,500 | 409,600 | 338,134 | (71,466) |
| Sub-Total Non-LRT Uses | \$5,912,983 | \$6,316,718 | \$5,591,064 | \$4,899,842 | \$(691,222) | \$3,755,852 | \$1,494,553 | \$21,813,140 | \$22,379,948 | \$566,808 |
| Learning Resource Tech. Operations | 801,203 | 727,835 | 935,298 | 845,534 | (89,764) | 879,356 | 864,530 | 4,258,222 | 4,118,458 | (139,764) |
| Learning Resource Technologies Debt | 734,215 | 1,073,970 | 0 | 0 | 0 | 0 | 0 | 1,788,330 | 1,808,185 | 19,855 |
| Interest | 0 | 12,252 | 308,982 | 54,271 | (254,711) | 48,055 | 18,287 | 595,459 | 132,865 | (462,594) |
| Total Uses Of Funding | \$7,448,401 | \$8,130,775 | \$6,835,344 | \$5,799,647 | \$(1,035,697) | \$4,683,263 | \$2,377,370 | \$28,455,151 | \$28,439,456 | \$(15,695) |
| Net Sources/Uses | | | | | | | | | | |
| Net Sources/(Uses) In Fiscal Year | \$1,048,136 | \$(1,048,136) | \$0 | \$0 | \$0 | \$0 | \$1,852,171 | | | |
| ICT Initiative Carryforward Reserve | 0 | 1,048,136 | 0 | 0 | 0 | 0 | 0 | | | |
| Reserve Adj. For Net Sources/(Uses) | \$1,048,136 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,852,171 | | | |
| Technology Loan | | | | | | | | | | |
| Approved Technology Loan | \$2,350,000 | \$2,475,000 | \$(750,000) | n/a | | \$(930,000) | \$(3,145,000) | \$0 | | |
| Actual/Forecast Technology Loan | 0 | 1,633,535 | n/a | 350,985 | | (765,399) | (1,219,121) | | \$0 | |

7

| |
|-----------------------------|
| SECTION: 7 |
| DATE: September 16, 2003 |

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

STAFF APPOINTMENTS

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

ACTION REQUESTED

It is recommended that the Board of Regents approve one (1) new Administrative/Professional appointment and one (1) transfer Administrative/Professional appointment at the ranks, salaries, and effective dates shown on the attached listings.

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

ADMINISTRATIVE PROFESSIONAL HIRING REPORT

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

NEW ADMINISTRATIVE PROFESSIONAL HIRES

| <u>Name</u> | <u>Race</u> | <u>Gender</u> |
|-----------------------|-------------|---------------|
| <u>Monique Gibson</u> | B | F |

Associate Director in the Department of Academic Human Resources effective August 1, 2003 at an annual base salary of \$62288.

Education

M.B.A. Western Michigan University, 2001
J.D. Chicago Kent School of Law, 1999
B.A. Western Michigan University, 1996

Experience

2002-2003 Eastern Michigan University
2000-2001 Western Michigan University
1998-1999 1st Municipal District Court of Cook County
1997-1998 Owens and Associates
1994-1995 Moore's Auto Sales and Service
1992-1993 Delex Systems
1989-1992 U.S.Army

ADMINISTRATIVE PROFESSIONAL TRANSFERS

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

ADMINISTRATIVE PROFESSIONAL TRANSFER

| <u>Name</u> | <u>Race</u> | <u>Gender</u> |
|------------------------|-------------|---------------|
| <u>Behrooz Lahidji</u> | W | M |

Department Head in the Department of Industrial Technology effective July 1, 2003 at an annual base salary of \$94000.

Education

| | |
|-------|-----------------------------------|
| Ph.D. | University of Missouri, 1981 |
| M.S. | Pittsburgh State University, 1976 |
| B.S. | Pittsburgh State University, 1973 |

Experience

| | |
|-----------|--------------------------------|
| 1994-2003 | Eastern Michigan University |
| 1987-1992 | California State University |
| 1985-1987 | Bowling Green State University |
| 1981-1985 | Columbia College |

| |
|-----------------------------|
| SECTION: 8 |
| DATE: September 16, 2003 |

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

FACULTY APPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve two (2) new tenure-track faculty appointments for the 2003-2004 academic year at the ranks, salaries, and effective dates shown on the attached listing.

STAFF SUMMARY

Of the two (2) new tenure-track faculty appointments, two (2) are female (100%). Two (2) of these individuals are minorities (100%).

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

FACULTY HIRING REPORT

| <u>College</u> | <u>Last Name</u> | <u>First Name</u> | <u>Race/Gender</u> | <u>Rank</u> | <u>Salary</u> | <u>Department</u> | <u>Specialization</u> |
|----------------|------------------|-------------------|--------------------|---------------------|---------------|-------------------|-----------------------|
| CHHS | Lu | Jiang | A/F | Assistant Professor | 50000 | HECR | Interior Design |
| Library | Ho | Birong | A/F | Assistant Professor | 59850 | Library | Cataloging |

CURRENT HIRING STATISTICS:

Total: 2

Male: 0 (0%)
Female: 2 (0%)
White: 0 (0%)
Hispanic: 0 (0%)
Asian: 2 (100%)
Total Minorities Race) 2 (100%)

NEW FACULTY APPOINTMENTS

| <u>Name</u> | <u>Race</u> | <u>Gender</u> |
|------------------|-------------|---------------|
| <u>Birong Ho</u> | A | F |

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

Education

| | |
|----------|---------------------------------------|
| M.S. | Wayne State University, 2000 |
| M.L.I.S. | University of Wisconsin-Madison, 1986 |
| M.A. | University of Wisconsin-Madison, 1985 |

Experience

| | |
|-----------|-------------------------|
| 1986-2003 | Wayne State University |
| 2000-2000 | TAC Automotive Group |
| 1999-1999 | Silicon People, Inc. |
| 1986-1986 | Encyclopedia Britannica |

| <u>Name</u> | <u>Race</u> | <u>Gender</u> |
|-----------------|-------------|---------------|
| <u>Jiang Lu</u> | A | F |

Assistant Professor in the Department of Human, Environmental and Consumer Resources effective August 27, 2003 at an academic year base salary of \$50000.

Education

| | |
|--------|---------------------------|
| M.A. | Indiana University, 1999 |
| M.S. | Tsinghua University, 1986 |
| B.E.A. | Tsinghua University, 1983 |

Experience

| | |
|-----------|------------------------------------|
| 2001-2003 | Purdue University |
| 1995-2001 | Indiana University |
| 1994-1995 | I.V.Y. Technology State University |
| 1994-1994 | OMS, Inc. |
| 1992-1992 | Eastern Michigan University |
| 1988-1993 | University of Michigan |
| 1986-1988 | Tsinghua University |

| |
|--------------------|
| SECTION: 9 |
| DATE: |
| September 16, 2003 |

BOARD OF REGENTS
EASTERN MICHIGAN UNVIERSITY

RECOMMENDATION

ADDITIONAL FACULTY REAPPOINTMENTS

ACTION REQUIRED

It is recommended that the Board of Regents accept the report from the Division of Academic Affairs pertaining to the reappointment of 3 additional previously omitted probationary faculty members for the 2003-2004 academic year.

STAFF SUMMARY

The 3 additional probationary faculty members listed in Attachment A have been reappointed for the 2003-2004 academic year.

Newly-hired tenure-track faculty are "on probation" for a period of time that varies according to rank. Instructors are eligible for reappointment for five (5) or six (6) years. Assistant Professors for four (4) or five (5) years, Associate Professors for three (3) or four (4) years, and Professors for two (2) or three (3) years, depending upon whether they were hired prior to or after January 1, 1997. During this time, probationary faculty must be evaluated annually, undergoing either interim (partial) evaluations or full evaluations in accordance with the Eastern Michigan University/Eastern Michigan University-American Association of University Professors' contract. An interim evaluation reviews the applicant's instructional effectiveness and service. A full evaluation also reviews those two performance areas and the applicant's scholarly and/or creative activity. A favorable pre-tenure evaluation leads to a recommendation for reappointment.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

Additional 2003-04 Faculty Reappointment

College of Arts & Sciences

ATTACHMENT A

| | Name | Rank | Department |
|---|----------------|---------------------|---------------------------------------|
| 1 | Bilge, Barbara | Assistant Professor | Sociology, Anthropology & Criminology |
| 2 | Kuehn, Kevin | Assistant Professor | Biology |

College of Health and Human Services

| | Name | Rank | Department |
|---|---------------|-------------|---|
| 3 | Ghosh, Subhas | Professor | Human, Environmental & Consumer Resources |

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 10

DATE:

September 16, 2003

RECOMMENDATION

STAFF APPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve 26 staff appointments for the reporting period May 27, 2003 through September 2, 2003.

STAFF SUMMARY

Of the 26 staff appointments there are 17 females (65 percent) and nine males (35 percent). Demographics of the total group indicate 18 Caucasians (69 percent), six African-Americans (23 percent), one Hispanic (4 percent) and one American Indian (4 percent).

FISCAL IMPLICATIONS

The salaries are part of the University's 2002-2003 and 2003-2004 budgets as approved by the Board of Regents.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

DATE: September 16, 2003
 BOARD REPORT FOR: 09/16/03
 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> |
|-------------------|--|-------------------|---|-----------------------|--------------------|---------------|-------------|------------|---------------|
| Moher, Wendy | Human Resources | AP-09 | Human Resources Consultant - Employee Relations | 09/02/03 | \$48,000 | 100 | W | F | New Hire |
| Scott, Tracy | Intercollegiate Athletics - Administration | AP-09 | Assistant Athletic Director - Compliance | 06/16/03 | \$42,000 | 100 | B | F | New Hire |
| King, Scott | Intercollegiate Athletics | AC-14 | Head Coach - Women's Golf | 08/06/03 | \$36,000 | 100 | W | M | New Hire |
| Green, Mahogany | Intercollegiate Athletics | AC-12 | Assistant Coach - Womens Basketball | 07/09/03 | \$42,000 | 100 | B | F | New Hire |
| Holton, Larry | Intercollegiate Athletics | AC-12 | Assistant Coach - Football | 08/13/03 | \$50,000 | 100 | B | M | New Hire |
| Gentile, Melissa | Intercollegiate Athletics | AC-11 | Assistant Coach - Womens Basketball | 07/01/03 | \$28,870 | 100 | W | F | New Hire |
| Szerszen, Michael | Intercollegiate Athletics | AC-11 | Assistant Coach - Strength and Conditioning | 07/07/03 | \$28,833 | 100 | W | M | New Hire |
| Dailey, Daniel | Continuing Education Workforce | PT-08 | Workforce Education Specialist | 06/02/03 | \$39,000 | 100 | W | M | New Hire |
| Ellendula, Suchma | ICT | PT-08 | Web Analyst/Programmer I | 08/04/03 | \$44,771 | 100 | AI | F | New Hire |
| Jackson, Justin | ICT | PT-08 | Enterprise Support Tech | 07/01/03 | \$37,293 | 100 | B | M | New Hire |

DATE: September 16, 2003
 BOARD REPORT FOR: 09/16/03
 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> |
|-------------------------|---|-------------------|----------------------------------|-----------------------|--------------------|---------------|-------------|------------|---------------|
| Powers, Catherine | Continuing Education Workforce | PT-08 | Workforce Education Specialist | 06/02/03 | \$41,900 | 100 | W | F | New Hire |
| Brokan, Caleb | CE Administration | PT-07 | Coordinator Marketing and Events | 07/01/03 | \$35,000 | 100 | W | M | New Hire |
| Davis-Green, Jacqueline | CE - Regional Center - Jackson | PT-07 | CE Regional Manager | 07/14/03 | \$18,318 | 50 | W | F | New Hire |
| Pohorence, Melissa | Intercollegiate Athletics - Training Room | PT-07 | Assistant Athletic Trainer | 08/04/03 | \$31,151 | 100 | W | F | New Hire |
| Casanova, Shalonda | Housing | PT-06 | Area Complex Director | 07/21/03 | \$29,089 | 100 | B | F | New Hire |
| Eccles, Robert | WEMU-FM | PT-06 | Radio Reporter/Announcer | 05/27/03 | \$31,638 | 100 | W | M | New Hire |
| Flores, Angelica | Parking & Paving | PT-06 | Supervisor Parking Operations | 06/30/03 | \$29,870 | 100 | H | F | New Hire |
| Pearcy, Stephanie | Housing | PT-06 | Area Complex Director | 07/21/03 | \$29,089 | 100 | W | F | New Hire |
| Schray, Heather | Housing | PT-06 | Area Complex Director | 07/21/03 | \$29,089 | 100 | W | F | New Hire |
| Tabaczynski, Alaina | Biology | PT-06 | Research Assistant II | 07/28/03 | \$14,500 | 50 | W | F | New Hire |

2

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

EASTERN MICHIGAN 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> |
|-------------------|---|-------------------|-------------------|-----------------------|--------------------|---------------|-------------|------------|---------------|
| Thompson, Gary | Children's Institute | PT-06 | Teacher I | 08/25/03 | \$27,089 | 100 | W | M | New Hire |
| Grissom, Michael | Public Safety | CS-05 | Police Dispatcher | 05/27/03 | \$26,118 | 100 | W | M | New Hire |
| Springgay, Deedra | Sociology, Anthropology, and Criminology | CS-05 | Senior Secretary | 08/04/03 | \$26,118 | 100 | W | F | New Hire |
| Berger, Julie | History and Philosophy | CS-04 | Secretary II | 08/04/03 | \$23,113 | 100 | W | F | New Hire |
| Kerby, Sherrill | MI-SBT DC | CS-04 | Secretary II | 08/11/03 | \$23,113 | 100 | W | F | New Hire |
| Lee, Tiffani | Workforce Education - Non-Credit Programs | CS-04 | Secretary II | 08/05/03 | \$5,778 | 25 | B | F | New Hire |

3

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: //

DATE:

September 16, 2003

RECOMMENDATION

SEPARATIONS/RETIREMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve 44 separations and retirements for the reporting period May 8, 2003 through September 5, 2003.

STAFF SUMMARY

Of the 44 separations and retirements there are 21 (48 percent) females and 23 (52 percent) males. Demographics of the total group indicate 31 Caucasians (71 percent), nine African American (20 percent), one Hispanic (5 percent), one Asian (2 percent) and one American Indian (2 percent).

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

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

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

PAGE 1
 RETIREMENTS/
 SEPARATIONS

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

1

DATE: September 16, 2003
 BOARD REPORT FOR: 09/16/03
 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> |
|-------------------------|---|-------------------|--|------------------|------------------------|--------------------|---------------|-------------|------------|------------------|
| Ristau, Lori | Academic Affairs | AP-09 | Administrative Assistant to the Provost | 10/01/81 | 07/01/03 | \$50,957 | 100 | W | F | At-Will |
| Sullivan, Charles | Intercollegiate Athletics Womens Crew | AC-15 | Head Coach (Swim/Gym/Wres/Soccer) | 08/10/00 | 06/30/03 | \$38,483 | 100 | W | M | Assignment Ended |
| Mauntler, James | Intercollegiate Athletics Womens Golf | AC-14 | Head Coach | 12/17/99 | 07/01/03 | \$34,819 | 100 | W | M | Resigned |
| Alamar, Peter Alexander | Intercollegiate Athletics Mens Football | AC-13 | Assist Head Coach (Ftb/Mn-Wm Basketbl) | 12/20/99 | 06/07/03 | \$74,500 | 100 | H | M | Resigned |
| Vinson, Steven | Intercollegiate Athletics Womens Basketball | AC-12 | Assistant Coach (Ftbl/Mn-Wm Basketbl) | 09/19/02 | 06/20/03 | \$40,945 | 100 | B | M | Resigned |
| Fenton, Megan E. | Intercollegiate Athletics Womens Gymnastics | AC-11 | Assistant Coach (Sftb, Cc/Trk, Vol, Bsb) | 07/23/01 | 07/31/03 | \$24,933 | 100 | W | F | Resigned |
| Joseph, Michael | Intercollegiate Athletics Strength & Conditioning | AC-11 | Assistant Coach Strength & Conditioning | 09/03/01 | 06/20/03 | \$32,000 | 100 | W | M | Resigned |
| Lucas, Matthew C. | Intercollegiate Athletics Promoting | AC-11 | Assistant Director Athletic External Affairs | 09/27/99 | 06/13/03 | \$64,976 | 100 | W | M | Resigned |
| Alexander, Karla K. | ICT - ATCS | PT-09 | Instructional Technologist II | 06/03/02 | 08/01/03 | \$55,897 | 100 | W | F | Resigned |
| Harnick, Pamela G. | Counseling | PT-09 | Senior Mental Health Counselor | 09/11/00 | 08/15/03 | \$36,149 | 80 | W | F | Resigned |
| Cline, Karen | CE Regional Programs | PT-08 | Project Coordinator | 09/01/83 | 06/30/03 | \$42,893 | 100 | W | F | Retirement |

2

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

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

PAGE 3
 RETIREMENTS/
 SEPARATIONS

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

33

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

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

PAGE 4
 RETIREMENTS/
 SEPARATIONS

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

4.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

EMERITUS FACULTY STATUS

ACTION REQUESTED

It is recommended that the Board of Regents grant Emeritus Faculty Status to seven (7) former faculty members listed in the attached report.

STAFF SUMMARY

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

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

**EASTERN MICHIGAN UNIVERSITY
EMERITUS FACULTY STATUS RECOMMENDATION
September 16, 2003**

Albert Belskus

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

Doctoral University of Michigan
Masters Indiana State University
Baccalaureate Indiana State University

Clayton Eshleman

Professor, Department of English Language and Literature from 1986-2003
(17 years)

Masters Indiana University
Baccalaureate Indiana University

Frederick Hunter

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

Masters University of Wisconsin
Baccalaureate University of Wisconsin, River Falls

Twyla Mueller Racz

Professor/Collection Development Librarian, University Library from 1968 -2003
(35 years)

Masters Case Western Reserve University 1955
 Eastern Michigan University 1979
Baccalaureate University of Toledo

Marie Richmond-Abbott

Professor, Department of Sociology, Anthropology & Criminology from 1974 - 2004

(30 years)

Doctoral Florida State University
Masters University of Miami
Baccalaureate Duke University

Jon Wooley

Professor, Department of Physics and Astronomy from 1967 - 2003

(36 years)

Doctoral University of Michigan
Masters Swarthmore College 1962
University of Michigan 1965
Baccalaureate University of Michigan

Jay Yager

Professor, Department of Art from 1968 - 2002

(34 years)

Masters University of Wisconsin
Baccalaureate State University of New York, Buffalo



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION

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

Name of Faculty Member: Dr. Albert Belskus

Current Status/Rank at EMU: Associate Professor

Date of Hire at EMU: June 23, 1969 Retirement Date: September 5, 2003

Number of Years at EMU: 34 and 2 months (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:

Name of Spouse:

Degree(s)/Institutions/Year: Baccalaureate: B.S. Indian State University 1964

Masters: M.S. Indiana State University 1967

Doctoral: Ph.D. University of Michigan 1975

Please Attach a Brief Statement of Support and a current Academic Vita to this Form

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

Recommended by (please print) Date

Department Head Date

Dean Date

Provost Date

Date Submitted to Board of Regents

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

TO: Dr. Elizabeth Edwards, Head
Department of Marketing

FROM: Sam Fullerton
Professor of Marketing

SUBJECT: Emeritus status for Dr. Albert Belskus

DATE: July 30, 2003

This memo is to serve as a letter of support for granting Dr. Al Belskus *emeritus* status.

First and foremost, we need to consider Al's outstanding commitment to the department and to the university. His tenure here involved some 34 years during which time his first priority was always on the students. And as his peer and student evaluations will attest, he has achieved a great deal of success in the classroom. This is especially true in the personal selling class where he took a very pragmatic approach in teaching a discipline that features practice rather than theory. His involvement in the selling program is highlighted by his ongoing willingness to participate in the Northwestern Mutual selling contest as a judge and as a liaison between the sponsor (Northwestern) and the Department of Marketing. Additionally, he had a key role in teaching the principles of marketing class- including the large lectures. His amiable demeanor was instrumental in creating an interest in marketing on the part of students. In general, his contributions in the classroom have been a valuable asset to the Department of Marketing.

Al has made considerable contributions to the department in the way of service. He has worked on key committees over the years and has helped shape the department. He has been active in the department's retreats and has been very outspoken in addressing questions regarding curriculum and staffing.

In the area of research, he has been able to attain a level consistent with AACSB standards. I have worked with him on projects and he has always made positive contributions in shaping the scope of the study and the way in which it is reported.

From yet another perspective, Al has made a financial commitment to the department as well. He has contributed many thousands of dollars to the department. His office bears a plaque acknowledging his and his wife's contribution to the College of Business; this recognition requires a donation of \$10,000 over a period of years. It is yet another way in which he has contributed to the EMU in a meaningful way.

Overall, Al Belskus deserves to be recognized with *emeritus* status. It is one way in which the university can continue to thank him for his numerous important contributions over the past 34 years. I strongly support this well-deserved recognition.

A L B E R T W. B E L S K U S

PH.D. -- The University of Michigan

PERSONAL:

Date & Place of Birth
Health & Physical Condition
Marital Status
Address & Telephone

EDUCATION:

PH.D. University of Michigan (1975)
M.S. & B.S. Indiana State University (1967 & 64)
National Science Foundation Award Oklahoma State U. (Grad.Prog.—Economics)
National Defense Graduate Award Oklahoma State U. (Economics)
Graduate Seminars & Workshops U. of California & Ohio State (Research)

EMPLOYMENT:

COLLEGE ADMINISTRATOR

CHAIRMAN, Business & Economics Div., Missouri Western State College
Academic unit with 900 majors in 12 bachelor & associate degree programs

Assignments in the College of Business, Eastern Michigan University—Ypsilanti
(50% released time from teaching & research)

- A. Chairman, College of Business Faculty—During AACSB Accreditation (3.yrs)
- B. Executive Director, Minority Business Management Programs (3.yrs)
- C. Director, College of Business Internship Program (4.yrs)

COLLEGE PROFESSOR

Eastern Mich. U. (Administrative Science & Marketing) 1969—
Taught 32 courses in five depts. (Marketing is area of greatest expertise)

Illinois Wesleyan University (Economics) 1968-69

Monroe Community College (Management & Accounting)

BUSINESS CONSULTANT

President, Marketing & Management Research Services—Clients include:

- *CADILLAC MTR. DIV. *GENERAL MTRS. CORP. *HOLIDAY INN *C.B.S., INC. & KERON PROD.
- *SALES & MARKETING EXECUTIVE ASSOC. *HALLMARK *XEROX *WARNER-LAMBERT *FARMLAND
- *AMERICAN ELECTRIC *MICHIGAN DEPT. OF EDUCATION *MICHIGAN COMMERCE DEPT.
- *SMALL BUSINESS ADMIN.

SALES & HOSPITALITY MANAGEMENT

Managerial training & experience with a diversified organization—Terre Haute
Realty Corp. (Hulman & Co.). Strategic Business Units included two hotels,
Furniture & Food Wholesaling, & Indianapolis Mtr. Speedway. Part & Full-time
experiences (1959-67)

TEACHER & COACH

Public schools of Terre Haute, Indiana & Anaheim, California (1964-67)
Economics, Math & Business Subjects (Basketball & Tennis)



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

RECEIVED
AUG 12 2003
COLLEGE OF ARTS & SCIENCES
OFFICE OF THE DEAN

EMERITUS FACULTY STATUS RECOMMENDATION

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

Name of Faculty Member: Clayton Eshleman

Current Status/Rank at EMU: Professor

Date of Hire at EMU: September 1986 Retirement Date: August 2003

Number of Years at EMU: 17 (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:

Name of Spouse:

Degree(s)/Institutions/Year: Baccalaureate: Indiana University 1958

Masters: Indiana University 1961

Doctoral: —

Please Attach a Brief Statement of Support to this Form

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

Recommended by (please print) _____ Date _____

Department Head _____ Date _____ Dean _____

Provost _____ Date _____ Date Submitted to Board of Regents _____

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

RECEIVED
AUG 14 2003
025268
OFFICE OF THE PROVOST
ACADEMIC AFFAIRS



EASTERN MICHIGAN UNIVERSITY

From: Russell R. Larson, Department Head
English Language and Literature

Date: August 12, 2003

Re: Nomination of Clayton Eshleman for Emeritus Status

Professor Clayton Eshleman has had a distinguished career at Eastern Michigan University; in particular, his scholarly productivity has been exceptional. Twelve books of his poetry are already in print; Black Sparrow Press will publish the thirteenth in spring 2002; and he has done substantial work on the fourteenth collection. His poetry and translations have appeared in thirty-five anthologies, and over 450 magazines have published his writing.

The quality of Professor Eshleman's work is well documented. He has received several fellowships from Eastern Michigan, a Guggenheim Fellowship, two National Endowment for the Arts Fellowships, two National Endowment for the Humanities Fellowships, and The National Book Award in 1979 for his co-translation of Cesar Vallejo's *Complete Posthumous Poetry*. In addition to his books of original poetry and his translations, Professor Eshleman has received recognition as an essayist and editor. The publication of *Sulfur* magazine under his editorship has brought significant recognition to Eastern Michigan University.

In 2002, Professor Eshleman published two books: a book of original essays titled *Companion Spider* and a translation with Annette Smith of *Notebook of a Return to the Native Land* by Aime Cesaire. *Companion Spider* represents the thoughtful reflections of a major poet and translator on art and his own dedication to artistic creativity. In the foreword, Adrienne Rich, herself a distinguished poet, observed that "there is very little around today, certainly in the literary essay genre, that possesses the depth and substance of this book." The translation of *Notebook of a Return to the Native Land*, a major work from a major black writer, made available in English for the first time Cesaire's poem, which Andre Breton has called "the greatest lyrical monument of our times." Both of these books brought distinction both to Professor Eshleman and Eastern Michigan University.

Professor Clayton Eshleman has more than earned emeritus status.

RECEIVED
AUG 21 2003

EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS

RECEIVED
AUG 20 2003

OFFICE OF THE PROVOST
ACADEMIC AFFAIRS

EMERITUS FACULTY STATUS RECOMMENDATION

ARTS & SCIENCES
OFFICE OF THE DEAN

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

Name of Faculty Member: Fredrick Hunter

Current Status/Rank at EMU: Professor of Art (retired)

Date of Hire: 1967 Retirement Date: 9-2-2002

Number of Years at EMU: 35

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

Home Address:

Home Telephone: (_____) _____

Degree(s)/Institution(s): MFA, University of Wisconsin

Name of spouse:

PLEASE ATTACH A BRIEF STATEMENT OF SUPPORT.

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

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

Recommended by (please print) Date _____

Department Head Date _____

Dean Date _____

Provost Date _____

Date Submitted to Board of Regents

Frederick "Skip" Hunter
35 years
University of Wisconsin, Madison

On behalf of the Art Faculty, it is my pleasure to recommend Frederick "Skip" Hunter for the rank of Professor of Art, Emeritus.

Professor Hunter is an outstanding metalsmith who served the department with distinction for 35 years. The metalsmithing program and studio facility he developed attracted numerous students and contributed to the reputation of the department. Instrumental in the founding of the Eastern Silversmiths Guild, he was advisor to the group for 30 years, until his retirement. Professor Hunter is recognized by his students and colleagues as an exceptional instructor who is very generous with his expertise. In addition, his service to the department and university has been exemplary, with numerous terms on the Advisory Committee, the University Safety Committee and as AAUP Steward. He made significant contributions to the development of both the Department Evaluation Document as well as the Capstone Course and dedicated facility for departmental assessment. In addition, he coordinated the reconstruction of Sherzer Hall following its destruction in a 1989 fire.



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION

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

Name of Faculty Member: Twyla Mueller Racz

Current Status/Rank at EMU: Professor/Collection Development Librarian

Date of Hire at EMU: September 1, 1968 Retirement Date: August 31, 2003

Number of Years at EMU: 35 (Minimum of 15 years of service required)

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

Home Address:

Home Telephone: E-Mail Address:

Name of Spouse:

Degree(s)/Institutions/Year: Baccalaureate: B.A. History, University of Toledo, 1954

Masters: Case Western Reserve University, M.S.L.S. Library Science, 1955
Eastern Michigan University, M.A. Social Science, 1979

Please Attach a Brief Statement of Support to this Form - See attached statement of support

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.

Rachel J. Cheng, University Librarian, 6-26-03
Recommended by (please print) Date

Department Head / University Librarian Date

Dean / Associate Provost Date

Provost Date

Date Submitted to Board of Regents

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



EASTERN MICHIGAN UNIVERSITY

Memorandum

TO: Michael Harris
Associate Provost

FROM: Rachel J. Cheng
University Librarian

DATE: June 26, 2003

SUBJECT: Emeritus Recommendation for Twyla Mueller Racz
Statement of Support

The past thirty-five years Professor Twyla Mueller Racz has served with highest distinction the students, faculty, staff and patrons of the Eastern Michigan University Library. From her date of employment (9-1-68) to 1982 she served as Acquisitions Librarian, and from 1982 to her retirement date of August 31, 2003, she has worked as the Library's Collection Development Librarian except for the period of August 31, 1989 to June 30, 1990 when she served as the Library's Interim Assistant Dean.

Twyla has provided outstanding leadership and guidance for the Library and campus community during her many years of service. Her professional responsibilities include:

1. Oversee library's Collection Development to support the curriculum.
2. Allocate and, with Technical Services Librarian, monitor funds for purchasing and preservation of library materials.
3. Coordinate the writing of library collection policies and procedures and collection assessments.
4. As Chair of the Collection Development Committee, coordinate the selection and purchase of library materials with library faculty and academic departments.
5. Serves as a member of the Library's Information Services and Technical Services Teams as well as various library faculty and AAUP committees.
6. Works with academic departments to supply statistics and other information for accreditation studies, and always available to provide assistance to faculty, students, staff and patrons.

Twyla served as Interim Assistant Dean from August 31, 1989 to June 30, 1990, and is a member of SEMLOL, COLD (Cooperative Collection Discussion Group), COLD E-Journal Core Group, Delta Kappa Gamma (professional educational society), and president of the Beta Chapter. From April 1, 2000-April 2002, she was a member of the Miniature Book Society, Michigan Academy of Science, Arts, and Letters, and Ohio Valley Group of Technical Service Librarians. Twyla has also had many professional publications, presentations, performances and exhibitions.

During the past thirty-five years, Twyla's commitment, dedication and loyalty has been proven and recognized by not only those she has served, but also by her colleagues at the library and the university. I hope you will join me in recognizing the many outstanding contributions of Twyla M. Racz and recommend Emeritus Status for her.

Thank you very much for your consideration of this request.

cc: Rhonda Fowler, Interim Director, Services and Operations
Margaret Best, Chair, Personnel Evaluation Committee
Twyla M. Racz, Collection Development Librarian



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

RECEIVED
AUG 25 2003

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

The Department of Sociology, Anthropology & Crim. recommends the awarding of **Emeritus Faculty Status** for the following retiring/retired faculty member:

Name of Faculty Member: Marie Richmond-Abbott

Current Status/Rank at EMU: Professor

Date of Hire at EMU: 3 Sept. 1974 Retirement Date: 1 January 2004

Number of Years at EMU: _____ (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: _____

Name of Spouse: _____

Degree(s)/Institutions/Year: Baccalaureate: Duke University, 1958

Masters: University of Miami, 1964

Doctoral: Florida State University, 1973

Please Attach a Brief Statement of Support to this Form

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

Patrick Easto 22 August 2003
Recommended by (please print) Date

Department Head Date Dean

Provost Date _____
Date Submitted to Board of Regents

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



August 5, 2003

EASTERN MICHIGAN UNIVERSITY

Dr. Patrick Easto
Acting Department Head
SAC Department
Eastern Michigan Univ.
Ypsilanti, MI 48197

Dear Patrick:

This is to notify the Department and the University that I am planning to take the early retirement incentive plan and retire at the end of December 2003 (the actual date is January 1, 2004, I believe). I am enclosing my Vita and would appreciate it greatly if you and/or Joe would write a letter recommending me for *Emmeritus* status.

I think Joe left you the paperwork. It's just a matter of filling in the little paragraph on the bottom of why I deserve the status. Thanks a million.

Sincerely,

Marie Richmond-Abbott,
Professor, Sociology



EASTERN MICHIGAN UNIVERSITY

August 21, 2003

To Whom It May Concern:

With pleasure I write to recommend Dr. Marie Richmond-Abbott for status as Professor Emeritus. I have known Dr. Richmond-Abbott as colleague and friend since 1973, the year she joined our department. As a result I have enjoyed a ring-side seat to observe her career as it developed.

Dr. Richmond-Abbott has published 4 books, 9 articles in professional journals (and these during the last five years), and countless presentations before meetings of various associations of sociologists. And with regard to such associations, she currently serves as Delegate at Large for the North Central Sociological Association.

Her service to the department has been remarkable. She has served on curriculum committees, The Personnel Committee (which she currently chairs) and contributed her time and expertise to the development of our Departmental Evaluation Document. She recently chaired the group that completed our Program Review in Sociology.

As the University level Marie's service has been equally outstanding. She serves as member of the Executive Board of the Women's Studies Program and has been involved in this program since its beginnings in 1972. She has served on most of the tough committees like CCRSL which make exceedingly high demands on one's time. I often wonder where she finds time to contribute so heavily to committee work, since her commitment to students is also one of her finest achievements. It is interesting to note that Marie serves in a mentoring program for female students at nearby Washtenaw County Community College.

A thirty year career can not be easily summarized in a short space, especially if one wishes to describe Marie's contributions to her colleagues. She is and has been a role model for junior faculty, a trusted source for advice about career advancement for all of us and her students over the years remain in touch as they begin their own careers. In short, Eastern Michigan University will honor Marie and itself with the award of Emeritus Status.

Sincerely yours,

Patrick C. Easto, Interim Head
Department of Sociology, Anthropology and Criminology

RICHMOND-ABBOTT, MARIE L. , Ph.D.

Full Professor in Department of Sociology, Anthropology and Criminology
Appointed 1983

I. Education:

| | | | |
|---------------------|-------|-----------|-----------|
| Duke University | B.A. | History | 1954-1958 |
| Miami University | M.A. | History | 1962-1964 |
| Florida State Univ. | Ph.D. | Sociology | 1971-1973 |

II. A. Teaching Experience:

| | | |
|-----------------------------|-----------------|------------|
| Eastern Michigan University | Professor | 1983-pres. |
| Eastern Michigan University | Asso. Professor | 1979-1983 |
| Eastern Michigan University | Asst. Professor | 1973-1979 |
| Florida State University | Graduate Asst. | 1972-1973 |
| Miami-Dade Junior College | Professor | 1964-1971 |

B. Administrative Experience:

Director of Women's Studies Program, Eastern Michigan Univ. , 1988-1990.

III. Publications:

Books:

Masculine and Feminine: Gender Roles Over the Life Cycle, McGraw Hill, New York, 1991.

Masculine and Feminine: Sex Roles Over the Life Cycle, Addison-Wesley, Reading, Ma., 1983.

Immigrant Adaptation and Family Structure Among Cubans in Miami, Florida, Arno Press, New York, 1981.

The American Woman, Holt, Rinehart & Winston, Chicago, 1979.

Articles: (last five years)

"Gender and the Internet: Intensity and Diversity of Use" with Ira Wasserman, in progress

"Gender Class: Is the Internet a Force for Change or one that keeps the Status Quo" with Ira Wasserman, being submitted to *Sociological Review*

"Retirement Satisfaction of Women who were Professionals or Non-Professionals", submitted to *Journal of Aging*"

"Responses to Unemployment: a Comparison of Male and Female Heads of Households", being revised for resubmission to *Work and Occupations*

"Women Wage Earners," pp162-79 in Janet A. Kourany, James P. Sterba & Rosemarie Tong (eds)
Feminist Philosophies, Englewood Cliffs, N.J. Prentice-Hall, 1999

"Attitudes of White Males Toward Women and African-Americans During Periods of High and Low Unemployment" invited for resubmission to *The Sociological Quarterly*.2002

"Attribution Theory in Cultural Context: Attitudes of Unemployed and Employed White Males toward Women and Minorities," submitted to *Sociological Focus*.

"The Recent Pinch of the Middle-Class: Differences in the Social-Psychological Effects of Unemployment in Two Different Economic Periods," submitted to *The Journal of Social Issues*.

"The Female Trooper as a Sole Officer after Dark," State Troopers Asso. Journal, Winter 1997.

Current Professional and Academic Association Memberships

American Sociological Association, National Council on Family Relations, North Central Soc.Asso.

Research in Progress

Gender and the Internet: Intensity and Diversity of Use (with Ira Wasserman)

Consulting and Editing

Reviewer, Canadian Journal of Sociology, 2002

Reviewer, Michigan Journal of Sociology, 2002

Consulting Editor, Readings in Social Problems, Duskin Press, 1987-present.

Consultant, Federal Prison System, Milan, Michigan, workshop on Problems of Women in the Workplace, 1997

Papers and Participation at Conferences and in Organizations (last five years):

"Power, Status and Gender: Implications for Internet Use," (with Ira Wasserman)

North Central Sociological Asso., Windsor, April, 2002

Executive Council, North Central Sociological Asso., delegate at large 2002-2003

Organizer and Chair of session on Gender Roles and Work, North Central Sociological Asso., Pittsburgh, PA, April, 2001

"A Comparison of the Retirement Satisfaction of Professional and Nonprofessional Women, (with Satoko Motohara), North Central Sociological Asso., Pittsburgh, PA, April, 2001

"Attribution Theory in Situational Context: a Comparison of the Attitudes of Unemployed and Employed White Males: North Central Sociological Asso., Cincinnati, April, 1999

Organizer and Chair of session on Gender and Work, North Central Sociological Asso. Cincinnati, 1999

Participant in FCIE panel on How to Publish Textbooks

Participant in panel in workshop on using collaborative teaching methods in the classroom, Nov. 2000

"Attitudes of Unemployed White Males toward Women and Minorities in Two Different Economic Periods," North Central Sociological Asso., Columbus, OH, April, 1999.

Service to the Department, College and University and to the Profession

Department

2003: Personnel Committee, Chair

2002: Personnel Committee, Undergraduate Sociology Committee, Library
In charge of Program Review for Sociology program

2001: Personnel Committee, Undergraduate Sociology committee –
-developing Applied Sociology Program, Library Liaison

2000: Undergraduate Sociology Committee, Library Liaison, Continued
Work on Department Evaluation Document

1999: Undergraduate Sociology Committee, primary and secondary reader
on student theses. Worked on development of new Department
Evaluation Document Liaison to FCIE and development of
Workshops to aid in the teaching of the Sociology 105
Course; Organized teaching retreat for dept. and did midterm

evaluation of introductory courses

1998: Chair, Personnel Committee, Undergraduate Sociology Committee,
Primary and secondary reader on papers for two graduate students
doing alternative to thesis option, outside member on thesis committee
in Political Science

To the College and University:

2002 Alternate to CCRSL; did all sabbatical leaves as
regular member was applying for a leave, Women's Studies Executive
Board

2001: Alternate, College Research and Sabbatical Leave Committee
—evaluated 22 proposals; Women's Studies Executive Board

2000: Alternate, University level Research and Sabbatical Leave
Committee—evaluated all sabbatical leaves, Women's Studies Executive
Board

1999: Alternate, University level Research and Sabbatical Leave
Committee, Women's Studies Executive Board

1998: Alternate, University level Research and Sabbatical Leave
Committee, Women's Studies Executive Board

To the Profession:

2002: Delegate-at-large for North Central Sociological Asso. Executive
Council ; Mentor in a mentoring program for female students at
Washtenaw Community College

2001: Delegate-at-Large for North Central Sociological Asso. Executive
Council; Mentor in a mentoring program for female students at
Washtenaw Community College

2000 Organized panel on Gender and Work , North Central Soc. Asso.
Chair, Nominating Committee, North Central Sociological Asso.

1999: Chair, Nominating Committee, North Central Sociological Asso.

All years above: reviewer for Michigan Sociological Journal; Canadian
Journal of Sociology; Sociological Focus, plus manuscripts for Addison
-Wesley and McGraw Hill



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS FACULTY STATUS RECOMMENDATION

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

Name of Faculty Member: Dr. Jon Wooley

Current Status/Rank at EMU: Professor

Date of Hire at EMU: Sept. 1, 1967 Retirement Date: Sept. 1, 2003

Number of Years at EMU: 36 (Minimum of 15 years of service required)

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

Home Address:

Home Telephone: E-Mail Address:

Name of Spouse:

Degree(s)/Institutions/Year: Baccalaureate: University of Michigan/1960

Masters: MA/Swarthmore College/1962
MS/University of Michigan/1965

Doctoral: Ph.D./University of Michigan/1976

Please Attach a Brief Statement of Support to this Form

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

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

July 10, 2003

To Whom It May Concern:

Letter of Support for Emeritus Faculty Status for Dr. Jon Wooley

Attached is a letter from Dr. Jon Wooley announcing his intention to retire at the end of the working day September 1, 2003. It is with deep regret that I accept his decision.

Dr. Wooley was hired as an assistant professor on September 1, 1967. His 36 years of service to the department and the university community has been exceptional. Jon was the moving force behind the university's astronomy program. He has the distinction of having developed the Voyages Through Space and Time lab manual and software package, which is an interactive desktop planetarium for Macintosh, used for our ASTR 204 Astronomical Investigations laboratory. (This software has also been used at numerous universities.) This combination of lab manual and software, published by Wadsworth, uses the power of the desktop computer to create an innovative, motivating learning experience for astronomy students.

Over the years, Dr. Wooley has served this department and the university well. At the university level he has served as a member of the Faculty Involvement Program, Faculty Council, Graduate Appeals Board, Graduate Program Review Committee, Faculty Affairs Committee, Science and Math Planning Committee, among others. At the college level Dr. Wooley has served on the Personnel and Finance Committee, Council on Instruction, and the Science Subcommittee. His service to the department included the Department Graduate Committee chair, Instruction Committee chair, Personnel and Finance Committee chair, Graduate Committee chair, Faculty Search Committee chair and Advisor for our General Science Master's program.

Dr. Wooley has been one of our most popular professors. His dedication to his profession and concern for his students has always been uppermost in Dr. Wooley's academic career.

Dr. Wooley's retirement comes after 36 years of outstanding service to the University community. Therefore, it is my recommendation, supported unanimously by the department, that Dr. Jon Wooley be awarded Emeritus Faculty status upon his retirement.

We wish Dr. Wooley a long, active and happy retirement.

Sincerely,

Dan Trochet, Ph.D.
Department Head

RECEIVED
AUG 21 2003
025289
OFFICE OF THE PROVOST
ACADEMIC AFFAIRS

EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS

RECEIVED
AUG 20 2003
HUMANITIES & SCIENCES
OFFICE OF THE DEAN

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

Name of Faculty Member: Jay Yager

Current Status/Rank at EMU: Professor of Art (retired)

Date of Hire: 1968 Retirement Date: 9-2-2002

Number of Years at EMU: 34

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

Home Address:

Home Telephone:

Degree(s)/Institution(s): MFA, University of Wisconsin

Name of spouse: _____

PLEASE ATTACH A BRIEF STATEMENT OF SUPPORT.

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

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

Recommended by (please print) ✓

Date _____

Department Head

Date _____

Dean ✓

Date _____

Provost

Date _____

Date Submitted to Board of Regents

Jay Yager
34 years
University of Wisconsin, Madison

Professor Yager retired from the faculty on September 2, 2002, following a distinguished career at Eastern that encompassed thirty-four years of his professional life as an artist and educator.

Originally hired to teach sculpture, Professor Yager filled many roles during his tenure in the department, including service as Gallery Director, Consultant to the Office of Academic Programs Abroad, teaching in the Asian and European Cultural History tours, developing and teaching computer imaging courses and serving on myriad departmental committees that over the years were integral to the development and maintenance of quality programs in the Art Department.

Professor Yager gradually moved from the approach to sculpture in which he was involved when he was originally hired to his most recent endeavors, which include the utilization of digital tools to develop works of art. Over the years the results of Yager's creative activity have been exhibited and recognized locally, regionally, nationally, and internationally. Professor Yager remains active as an artist.

Perhaps one of the greatest contributions Professor Yager made while a member of our faculty involved his advocacy of students, which touched on almost every aspect of their educational life. Yager was never too busy to assist a student; irrespective of whether that student was enrolled in his class or that of another instructor, and those students who sought and received his guidance left knowing that someone who truly cared for their well-being had assisted them.

Based on his record at EMU, Professor Yager epitomizes the individual for whom Emeritus status must surely have been designed. Our faculty respectfully requests, therefore, that you support our recommendation to grant Professor Yager Emeritus status to the Dean, the Provost, and the University.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 13

DATE:

Sept. 16, 2003

RECOMMENDATION

MONTHLY REPORT
STUDENT AFFAIRS COMMITTEE

ACTION REQUESTED

It is recommended that the Student Affairs Committee Agenda for September 16, 2003 and the Minutes of June 17, 2003 be received and placed on file.

STAFF SUMMARY

At its June 17, 2003 meeting the Students Affairs Committee voted unanimously to endorse: the new Student Involuntary Administrative Withdrawal Policy, the 2003-04 Tuition and Fees Proposal, the 2003-04 Room and Board Rates Proposal and the FY 2005 Scholarships, Awards and Grant-in-Aid Proposal. In addition, the 2003-04 Student Leader Group Priorities were presented.

The September 16, 2003 agenda will include the Annual Fall Start-Up Report, an update on the new University Center and preliminary reports on the following Student Leader Group Priorities: Enhanced Student Involvement, Cost & Availability of Space/Catering for Student Groups and Enhanced Faculty Relationships.

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer _____

Date

/.

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Student Affairs Committee

Tuesday, September 16, 2003
8:00 a.m.

Room 201
Welch Hall

- | | |
|--|--|
| 1. Approval of June 17, 2003 Meeting Minutes | Regent Griffin |
| 2. Introduction of New Members | Jim Vick |
| 3. Annual Fall Start-Up Report | Jesús Hernández, Marcus Jackson |
| 4. Student Leader Group Priorities Report | |
| • Enhanced Student Involvement | Alena Frey, Mary Ann Kopecky, Greg Peoples |
| • Cost & Availability of Space/Catering for Student Groups | Emily Rank, Frank Zanger, Jim Vick |
| • Enhanced Faculty Relationships | Shanna Kaminski, Ajay Koneru, Glenna Frank Miller |
| 5. New University Center Update | Glenna Frank Miller |
| 6. Announcements | |
| 7. Other | |

EASTERN MICHIGAN UNIVERSITY
Board of Regents
STUDENT AFFAIRS COMMITTEE
Minutes of June 17, 2003

MEMBERS PRESENT

Regents: Rosalind Griffin, Sharon Rothwell

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

Students: Sarah Armstrong, Alena Frey, Sean Gray, Shanna Kaminski, Mary Anne Kopecky, Ajay Koneru, Emily Rank, Frank Zanger

GUESTS

Administration: Rita Abent, Vickie Bagherzadeh, Nick Blanchard, Elizabeth Broughton, Matt Calfin, Andre Clanton, Tamara Craig, Derrick Davis, Deb deLaski-Smith, Rhonda DeLong, Kevin Devine, Paula Dykstra, Cynthia Ellis, Becky Figura, April Flanagan, Larry Gates, Justin Gerboc, Ellen Gold, Cindy Hall, Whitney Harris, Marcus Jackson, Max Kanagy, Jeff Koras, Russ Larson, Bernice Lindke, Thom Madden, Mary Sue Marz, Kevin Merrill, Margareta O'Connell, Gerry Panelo, Paul Dean Webb, Lewis Savage, Jennifer Schrage, Jeremiah Shinn, Martha Tack, Robert VanDerValde, Shauna Wilson, Dave Woike, Jason Wycoff, Pamela Young

Students: Heather Livingston, Musonda Mwila, Renae Reese, Carlos Stewart

Due to unforeseen circumstances Regent Griffin was unable to attend the beginning of the meeting. Vice President Vick convened the meeting at 8:08 a.m. The minutes of the March 18, 2003 meeting were approved as presented.

Introduction of New Members

The Student Affairs Committee welcomed new members of the Student Leader Group including Sean Gray, Student Body President; Shanna Kaminski, Student Body Vice President; Alena Frey, Campus Life Council representative; Mary Anne Kopecky, Residence Hall Association President; Frank Zanger, Inter-Fraternity Council President; and Ajay Koneru, International Student Association President.

Student Involuntary Administrative Withdrawal Policy

Associate Vice President for Student Affairs Karen Simpkins reviewed the Student Involuntary Administrative Withdrawal Policy which was first introduced at the January Student Affairs Committee. This policy reflects a concerted effort by many groups including Faculty Council, the former Student Leader Group, the new Student Leader Group, Access Services, University Health Services, Housing, and Student Judicial Services. A motion was made by Frank Zanger and seconded by Alena Frey that the Student Affairs Committee endorse the new Student Involuntary Administrative Withdrawal Policy. The motion carried unanimously.

2003-04 Tuition and Fees Proposal

Vice President Doyle presented the 2003-04 Tuition and Fees Proposal which calls for an average tuition increase of 9.9%, and a \$1 increase in the General Fee, earmarked for student services and programs. The proposal requests that the Registration Fee remain the same. The Program Adjustment Fee and the Presidential Scholarship Exam Fee will be removed. The on-line Application Fee for undergraduate and graduate students will be reduced by \$5 and the paper Application Fee will be raised by \$5. Dean Peoples moved to endorse the recommendation and Emily Rank seconded. The motion carried unanimously.

2003-04 Room and Board Rates Proposal

Vice President Vick presented the 2003-04 Room and Board Rates Package, which calls for a 4.5% increase except in the Village where increases will be 5.0% and in Pine Grove Apartments where the rent will remain the same. The average cost increase for the academic year will amount to \$253. Mary Anne Kopecky moved to endorse the recommendation and Frank Zanger seconded. The motion carried unanimously.

Scholarships, Awards, and Grants-in-Aid – FY 2005

Bernice Lindke, Director of Financial Aid and Interim Director of Records and Registration, presented the 2004-2005 General Fund Scholarships, Awards and Grants proposal which calls for an increase of \$12,437,901. A motion was made by Shanna Kaminski and seconded by Emily Rank that the Student Affairs Committee endorse this recommendation. The motion carried unanimously.

SLG 2003-04 Priorities

Student Body President, Sean Gray, presented the 2003-04 Student Leader Group priorities. The six top priorities are: enhanced student involvement; cost and use of space (Convocation Center, Pease, etc.) and catering services for student groups; Campus Master Plan; establish a closer relationship with Faculty Council; enhance campus safety; and work with faculty who serve as advisors to student organizations.

Announcements

Glenna Frank Miller, director of McKenny Union and Campus Life, provided an update on the new student union and the McKenny Union renovation projects. The four plans can be reviewed through the end of today at the Physical Plant. A decision will be made soon as to the awarding of the contract.

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

Respectfully submitted,

Cathie McClure

| |
|-----------------------------|
| SECTION: 14 |
| DATE: September 16, 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 September 16, 2003, and the Minutes of the March 18, 2003, meeting be received and placed on file.

SUMMARY

The primary item for the September 16, 2003, Faculty Affairs Committee meeting is a presentation on "Program Review-Revisited" by Michael Harris, Associate Provost

FISCAL IMPLICATIONS

There is no fiscal impact.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Faculty Affairs Committee

September 16, 2003
8:00 – 9:00 a.m.
205 Welch Hall

AGENDA

Regular Agenda

Section 14 Monthly Report and Minutes (*Regent Brandon*)

Status Report

REPORT: “Program Review-Revisited” by

Michael Harris, *Associate Provost*

EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

FACULTY AFFAIRS COMMITTEE MINUTES

March 18, 2003
8 a.m., 205 Welch Hall

Attendees (seated at tables): Regent Brandon (Chair), Regent Rothwell, Provost Schollaert, I. Amertano, D. Clifford, N. Contis, M. Crouch, S. Erenberg, M. Harris, R. Holkeboer, S. McCracken, S. Moeller, H. Zot

Guests (as signed in): R. Abent, P. Buchanan, B. Edwards, L. Findley, B. Fish, C. Gerdes, H. Hoft, M. Kanagy, P. Kuwik, G. Liepa, M.S. Marz, B. Morgan, E. Potter, G. Reichbach, W. Shen, A. Starko, S. Tanner, B. Warren

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 March 18, 2003 and the Minutes of January 21, 2003 be accepted and placed on file.

The recommendation was accepted.

Status Report: "EMU Helps Department of Defense Meet its Specialized Coatings Needs"

Dr. Paul T. Schollaert, Provost and Vice President for Academic Affairs, stated that the Community Outreach Partnership Centers Program (COPC) presented at the last meeting received \$1,000,000 in funding. He then described the earmark process for the Coating Research Institute (CRI). He stated that (CRI) has had a long history at EMU and that two federal agencies support it. He then introduced *Dr. John Dugger, dean, College of Technology*, who presented the Synergy Between Scholarship and Teaching: The Coatings Research Institute (CRI) Model at EMU.

Dr. Dugger started with the outline for the presentation A.) EMU's mission, b.) The challenge for academic leaders, c.) CRI linkages with undergraduate and graduate programs, and d.) People who made the CRI earmark possible.

The Mission of Eastern Michigan University is committed to excellence in teaching, the extension of knowledge through basic and applied research, and creative and artistic expression. Work related to the mission: a.) addressed primarily by the faculty, b.) is most efficiently and effectively addressed if it is linked, and c.) one of the more difficult challenges of academic leaders is to help promote synergy between the elements of the mission. He also stated that some challenges for academic leaders are very daunting.

Dr. Holkeboer, associate vice president for Academic Administrative Service, interjected that the Army lab is thrilled to work with EMU's Research and that the Army was looking for our expertise. For ten years we have not had an earmark. He also wanted to salute President Kirkpatrick, Vice President Reid, and Provost Schollaert for interdivisional cooperation in securing funding.

Dr. Dugger continued with CRI being linked closely to COT academic programs and to specific elements of other programs across campus. The undergraduate programs in Polymers and Coatings Technology are enhanced by the knowledge and scholarship produced by the CRI. Courses are updated by the faculty who generate this new knowledge. Undergraduate and graduate students are hired to support CRI activities. The level of energy and commitment is much greater in faculty who interact with the knowledge generating activity.

Dr. Dugger stated that multiple funding sources help assure sustainability of efforts by a.) Contracts with industries and private organizations, b.) State contracts and grants, c.) Federal contracts and grants, and d.) Federal earmarks. The key people who made this earmark possible today are President Kirkpatrick, Vice President Reid, Provost Schollaert, Associate Provost Harris, Bob Holkeboer, Brian Anderson, Paul Kuwik and many others.

Dr. Dugger introduced *Dr. Ted Provder, director, Coatings Research Institute, College of Technology* by stating that he guided the development and will lead the activities. He has had many years in the coatings industry, is very active in the ACS and key associations and we are delighted that he decided to come to EMU.

Dr. Provder began his presentation by stating the names of the CRI personnel. Faculty are: Dr. Frank Jones, Dr. Jamil Baghdachi, Dr. John Texter, Dr. Vijay Mannari, Dr. Wade Shen, Dr. Subhas Ghosh; Adjunct Staff are: Dr. Sai Kumar, Dr. Nitis Sarkar, Mr. Paul Ziemer, Mr. Lou Floyd; and Admin. Associate, Mrs. Sandy Tanner.

Dr. Provder gave the CRI Mission Statement as follows: Be a leading academic research organization that develops relevant knowledge for understanding and expanding the science and technology of coatings and nanobased materials. Outcomes of the Mission Statement are to provide an increased pool of well-trained professionals to the coatings and allied industries, governmental agencies and academe and to provide continuing education opportunities to personnel in coatings and allied industry and governmental agencies.

EMU College of Technology instructional programs are a.) Polymers and Coatings Technology (undergraduate), b.) Polymer Technology (graduate). The Coatings Research Institute includes, a.) Contract research initiatives, b.) NSF IUCRC Center, c.) Polymer Physics Center, d.) Surface Science Center, and e.) Short Courses.

The National Science Foundation Industry Cooperative Research Center (NSF /UCRC) in Coatings is in partnership with the University of Southern Mississippi, supports research in coatings, with a \$30,000 annual membership fee. Current members include: Masco Corp., Exatec, Visteon, TACOM, Sun Chemical Inc., EPA, Alcan Int'l, J.M. Huber Co., Bayer Corp., Eastman Chemical Corp., and Daikin Ind.

Some recent short course titles: Coatings and Paint Technology, Additives in Coatings, Mixing for Uniform Batches, Waterborne Coatings, Improving Durability and Performance of Coatings, Polymers for Coatings Technology, and Dispersion of Pigments and Resins in Fluid Media.

Some examples of recent grant and contract research with CRI are a.) DuPont Performance Coatings – color tolerance of automotive coatings, b.) Coca Cola – high barrier coatings on plastic bottles, c.) NSF Grant – durable artists latex paints, d.) United Soybean Board Grant – non-yellowing soybean oil waterborne coatings and, e.) DuPont Chemical Enterprises Division – novel resins from p-HCA.

Earmark research funds are a.) \$1.1 million for Army Tank Command (TACOM) from the Senate and b.) \$1.0 million for Army Research Lab (ARL) from the House.

Advanced Coatings Research: Corrosion Control and Biodecontamination Statement of Need includes a.) cost in U.S. \$267 billion/year, 3.15% of GCP, b.) DOD spends about \$20 billion/year on maintenance and repair of vehicles/equipment – year 5, \$850/truck, year 11-\$17,500/truck, c.) Goal is 50 year overall service life (22 year average service life, significantly reduced repair and maintenance costs and significantly improved readiness rates.

The Research Program includes a.) development of techniques for detecting and measuring corrosion (screening tools, assessment of long term performance, and generating knowledge about root causes of corrosion), b.) development of corrosion resistant polymers and coatings, c.) development and evaluation of new materials, and novel coatings, technology (protect against corrosion and protect against biological and chemical agents.

Research Program status and plans are, a.) ARL (white paper submitted to ARL, met with ARL personnel to outline five year program and full proposal sent to ARL), b.) TACOM (white paper submitted, official invitation to submit proposal, week of March 17, full proposal to be submitted by April 10, and award expected in June, c.) When dollars are in the bank, begin implementation of Research Program.

Regent Brandon said we are very proud of the program. This would be a great story to tell State government and University. Thanks for making this happen.

Susan Moeller, president EMU-AAUP, presented her view regarding budget cuts and the building of the new Student Union. She also requested that the Regents reinstate the faculty lost to the budget cuts. *Regent Brandon* said that we are all in this together and must share in the sacrifices to come. We will do the best we can.

Regent Brandon thanked the presenters for their reports.

Regent Brandon adjourned the meeting at 8:50am.

Respectfully submitted,

Nicki Banush, Executive Secretary
Academic Affairs

Program Review Revisited 2003 Annual Update

Dr. Michael Harris

Associate Provost

Slide 1: Program Review:

- Background.
- Purpose.
- Process.
- Schedule.
- Status.
- Lessons.

Slide 2: What is Program Review?

- A tool for assessing program quality, effectiveness, efficiency & benefit.
- Closely connected to Eastern Michigan University's mission and strategic planning process.
- A process to assure that our programs meet student and regional needs.
- A means for allowing students to maximize their potential for success.
- Provides faculty and administration a formal means to:
 - Structure, plan & pursue continuous quality improvement.
 - Strengthen quality academic programs closely aligned with the EMU mission.
 - Identify & support programs capable of maintaining or increasing student enrollments.
 - Identify & assist programs that have capacity for significant improvement.
 - Discontinue programs no longer making essential contributions.
 - Maximize limited resources.

Slide 3: Why Program Review?

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

Slide 4: Re-Introduction of Program Review at EMU.

Slide 5: Faculty Council Perspective.

Dr. Sally McCracken
Faculty Council President

Slide 6: What Does Program Review Do?

Slide 7: Criteria.

Slide 8: Philosophy & Guidance:

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

Slide 9: Program Ratings.

Slide 10: Timeline & Process.

Slide 11: Ten-Year Rotation

Slide 12: Schedule.

Slide 13: Current Status:

- Three groups currently at different stages.
 - 2001-02 & 2002-03.
 - 2003-04.
- Perspective:
 - Associate Dean.
 - Department Head.
 - Faculty member.
- Findings.

Slide 14: Program Review.

2001-02 (Follow-up) & 2002-03 (Latest Findings)

Slide 15: Program Review.

2003-04 (Report Compilation)

Slide 16: Department Head's Perspective.

Dr. Rhonda Kinney

Department Head, Political Science

Slide 17: Faculty Member's Perspective.

Dr. Thomas Soyster

Associate Professor, Industrial Technology

Slide 18: What We've Learned About...
University Issues
and
Program Review

Slide 19: What We Learned About University Issues:

- Marketing & Recruiting.
- Career Services.
- Alumni Insights.
- Advising.
- Data Support & Institutional Research.
- Diversity.
- AQIP.

Slide 20: What We Learned About Program Review.

Slide 21: Contacts:

Michael Harris, Associate Provost
michael.harris@emich.edu, or 487-2246.

Brian Hoxie, Director, Academic Programming
brian.hoxie@emich.edu, or 487-0195.

Donelle Goerlitz, Academic Programs Analyst
dgoerlitz@emich.edu, or 487-0168.

Eastern Michigan University
Abbreviated Resume of Dr. Sally R. McCracken
Department of Communication and Theatre Arts

Education:

| | | | |
|--------------------------------|------|-------|--------------------|
| Wayne State University | 1968 | Ph.D. | Communication |
| Bowling Green State University | 1965 | M.A. | Theater Arts |
| Muskingum College | 1964 | B.A. | Speech and Theatre |

Current Courses Taught at EMU :

CTAC 573 Studies in Listening Behavior
CTAC 379 Conflict Resolution
CTAC 352 Communication and Negotiation
CTAC 225 Listening Behavior
CTAC 507 Negotiation Skills for Professionals
CTAC 510 Listening Skills for Professionals
CTAC 372 Assertive Communication
CTAC 227 Interpersonal Communication
CTAC 505 Assertiveness Skills for Professionals
CTAS124 Fundamentals of Public Speaking

Service to Eastern Michigan University (Selected Examples):

AAUP Regional Council Member , 1996-2002
EMU Faculty Council Member, Vice President, 1996-1999
EMU Faculty Council President, 1999-2003
EMU-AAUP, President, Chief Negotiator, 1968-1994
EMU Calendar Committee, 1995-2003
Reader of Names for Commencement, 1974-2003
Area Head for Communication, 1992-1995
Board of Regents, Academic Affairs Committee
EMU Foundation, Ex-Officio member, 1999-2003

Memberships in Professional Associations:

Member, National Communication Association, 1968-2003
Member, Association of Conflict Resolution, 1985-2003
Member, Michigan Association for Speech Communication, 1990-2003
Member, American Association of University Professors, 1974-2003

Professional Publications, Performances, Exhibitions (Selected Seven Recent Presentations/Papers):

McCracken, Sally R. "Improving Communication Skills." Consultation/Workshop for Livingston County Intermediate School District, 1997.

McCracken, Sally R. "Learning Modalities: Teaching To The Differences." Consultation/Workshop for the Dearborn Department of Public Safety, 1998.

McCracken, Sally R. "A Funny Thing Happened on the Way to McKenny Union: Humor in the Classroom." Presentation for the Faculty Center for Instructional Excellence, EMU, 1998.

May 8, 2000—Kenote Presentation, Huron High School National Honors Society Induction Ceremony, “A Little of This a Little of That,” Ann Arbor, Michigan.

March 2, 2001, Workshop, “Listening Skills and Client Satisfaction,” Halle Library, Eastern Michigan University.

May 3, 2001-2002, Two Workshops, Leadership EMU, “Effective Communication” and “Conflict Resolution,” Eastern Michigan University.

McCracken, Sally R. "Organizational/Interpersonal/Negotiation Skills/ Labor Relations Skills." Workshops for the Police Staff and Command Officer Training, Department of Interdisciplinary Technology, EMU, 1985-2003.

Awards--Internal and External:

ADAHI Award for Excellence in Teaching, 1969

Sabbatical Leaves from EMU, 1978 and 1985

Research in Teaching and Learning Fellow, 1996

National AAUP CBC Sternberg Award, 1998

Distinguished Faculty Award for Service, EMU, 1998

Michigan Association of Governing Boards Distinguished Faculty Award- 1999

RHONDA S. KINNEY

Department of Political Science
Eastern Michigan University
Ypsilanti, MI 48197
(734)487-3113

e-mail: Rhonda.Kinney@emich.edu

EDUCATION

Ph.D., University of Iowa, May 1996

Dissertation: *The Changing Legislative Process: A Time Series Model of Presidential Success in the U.S. House of Representatives*

Inter-University Consortium for Political and Social Research Summer Institute, 1997

B.A., in political science and history, business minor (1988), University of Iowa.

PROFESSIONAL EXPERIENCE

Department Head, Political Science, Eastern Michigan University, 1/2002-present.

Interim Department Head, Political Science, Eastern Michigan University, 5/2000-12/2001.

Associate Professor, Department of Political Science, Eastern Michigan University, 1998-present.

Visiting Associate Professor, University of Iowa, 1/2000-5/2000.

Director, Women's Studies Program, Eastern Michigan University, 1998-1999.

Assistant Professor, Eastern Michigan University. 1994-1998.

Teaching Assistant, University of Iowa. 1991-1994.

Research Assistant, University of Iowa. 1990-1991.

PUBLICATIONS

Michael Harris and Rhonda S. Kinney, eds.. *Innovation and Entrepreneurship in State and Local Government*.
Forthcoming, Fall 2003, Lexington Press.

Rhonda S. Kinney. Forthcoming 2003-2004, under contract. "Gerald R. Ford" Solicited essay to be included in the Encyclopedia of the Midwest. Print copy to be published by Indiana University Press; Web edition to be published The Ohio State University.

Bernard J. O'Connor, Rhonda S. Kinney and Michael Harris. 2001. "Building A Sense of Community Through Conflict Mediation: Perpetuating Values through Process." *Academy of Managerial Communications Journal*, 5: 45-53.

Rhonda S. Kinney and Michael Harris. 2001. "Food Gatherers: The Role of Entrepreneurship and Political Context in Sustainable Community Programs." In *Developing Sustainable Community Programs*, ed. Mark R. Daniels, Praeger Press.

Michael Harris and Rhonda Kinney. 1998. "Economic Constraints and Political Entrepreneurship: Medicaid and Managed Care in Michigan." In *Medicaid Reform and the American States: The Politics of Managed Care*, Mark R. Daniels, ed., Greenwood Press.

Cary R. Covington, J. Mark Wrighton and Rhonda Kinney. 1995. "A Presidency-Augmented Model of Presidential Success on House Roll-Call Votes," *American Journal of Political Science*, 39: 1001-1024.

PUBLISHED BOOK REVIEWS

On Joel D. Aberback and Bert A. Rockman. *In the Web of Politics: Three Decades of the U.S. Federal Executive*. In *Perspectives on Political Science*, forthcoming.

On Robert P. Watson. *The President's Wives: Reassessing the Office of First Lady*. In *Perspectives on Political Science*, Summer 2000.

On Bruce Buchanan. *Renewing Presidential Politics: Campaigns, Media and the Public Interest*. In *Perspectives on Political Science*, Summer 1997.

On Richard J. Ellis. *Presidential Lightning Rods: The Politics of Blame Avoidance*. In *The Annals of the American Academy of Political and Social Science*, 544(March 1996): 219-220.

CONFERENCE PAPERS

- Rhonda S. Kinney, TeResa Green and Jason Mitchell. "Voting Technology and Voting Rights in Michigan." Presented at the 2001 annual meetings of the Southern Political Science Association Meetings, Atlanta, GA (November).
- Rhonda S. Kinney and Michael Harris. 2001. "Economic Prosperity and Policy Innovation in State Government." Presented at the 2001 annual meetings of the Midwest Political Science Association, Chicago, IL (April).
- Rhonda S. Kinney. 2000. "Presidential Character and Presidential Characters: Considering Presidents on Film." Presented at the 2000 annual meetings of the Midwest Political Science Association, Chicago, IL (April).
- Rhonda S. Kinney. 1999. "Bicameralism and Presidential-Congressional Relations." Presented at the 1999 annual meetings of the American Political Science Association, Atlanta, GA (September).
- Cary R. Covington and Rhonda S. Kinney. 1999. "President's Progress: Accounting for the Fate of Presidential Proposals Through the Legislative Process." Presented at the annual meetings of the Midwest Political Science Association meetings, Chicago, IL (April).
- Rhonda Kinney and Linda Beail. 1999. "Gendered Assumptions Regarding Legislative and Executive Power." Presented at the 1999 annual meetings of the Midwest Political Science Association Meetings, Chicago, IL (April).
- Rhonda S. Kinney. 1998. "Presidential Character and Presidential Characters: Presidents on Film Over Time." Presented at the Political Theory Foundations Workshop, Annual meetings of the American Political Science Association, Boston, MA (September).
- Michael Harris and Rhonda S. Kinney. 1998. "Managed Care and Medicaid: Analyzing Determinants of Policy Making Outcomes." Presented at the annual meetings of the Michigan Conference of Political Scientists, Grand Rapids, MI (October).
- Rhonda S. Kinney. 1997. "Distance Learning at Eastern Michigan University." Presented at the annual meetings of the Michigan Conference of Political Scientists, Ypsilanti, MI (October).
- Rhonda S. Kinney and Linda Beail Coleman. 1996. "Gender and the Study of the Presidency." Presented at the annual meetings of the American Political Science Association (San Francisco, CA).
- Michael Harris, Rhonda Kinney, and Stephanie Gatchell. 1996. "The Evolution of Medicaid Reform in Michigan." Presented at annual meetings of the Michigan Academy of Science, Arts and Letters (Alma, MI).
- Michael Harris and Rhonda Kinney. 1995. "Growth in Presidential Staff: An Institutional Analysis." Presented at the annual meetings of the Midwest Political Science (Chicago, IL).
- Rhonda S. Kinney and Michael Harris. 1995. "A Study in Institutional Change: Explaining Growth in White House Staff." Presented at the annual meetings of the Michigan Association of Political Scientists, October 1995 (Kalamazoo, MI).
- Rhonda S. Kinney. 1995. "Presidential Success and the Post Reform Congress." Presented at the annual meeting of the Midwest Political Science Association (Chicago).
- Cary R. Covington, J. Mark Wrighton and Rhonda Kinney. 1994. "Explaining Presidential Success: The Role of Agenda Status, Presidential Position and Party Leaders." Presented at the annual meeting of the Midwest Political Science Association (Chicago).
- Cary R. Covington, Rhonda Kinney, and J. Mark Wrighton. 1993. "Death of a Dependent Variable: Presidential

Success/Support Rates as Artifact." Presented at annual meeting of Midwest Political Science Association (Chicago).

Cary R. Covington and Rhonda Kinney. 1992. "Accounting for Variations in Presidential Success in Congress: The Effects of Agenda Control and Presidential Attitudes Toward Risk." Presented at the annual meeting of the American Political Science Association (Chicago).

Cary R. Covington and Rhonda Kinney. 1991. "Presidential Agenda Setting Power, Attitudes Toward Risk, and Congressional Contexts: Accounting for Differences in Rates of Presidential Success in Congress." Presented at the annual meeting of the American Political Science Association (Washington D.C.).

WORK IN PROGRESS/UNDER REVIEW

TeResa Green, Rhonda S. Kinney and Jason Mitchell. "Voting Technology and voting Access in 21st Century America" Chapter solicited for *Election Administration and the 2000 Elections*, Robert P. Watson, editor. Under contract with Lynne Reiner Publishers.

Cary R. Covington and Rhonda S. Kinney. "The Determinants and Impact of Presidential Success as Agenda Setters in the House of Representatives. Under revision.

Rhonda S. Kinney and Michael Harris. "Explaining Presidential Staff Size Variation Over Time." Under revision.

RELATED PROFESSIONAL ACTIVITIES

- Editorial Review Board Member, *Academy of Educational Leadership Journal* (5/2002- present)
- Editorial Review Board Member, *Academy of Strategic Management Journal* (5/2002- present)
- Co-Chair, Political Science section, Michigan Academy of Arts, Sciences and Letters, (2002-2003)
- Invited Participant, Preparing Future Faculty Task Force Project Roundtables, annual meetings of American Political Science Association, 2002
- Roundtable Discussion Presenter. Annual Meetings of Michigan Academy of Arts, Sciences and Letters (2001,2002).
- Invited Commentator for *Ann Arbor News* (1996, 2000); WJRI-TV, Channel 12 Saginaw, MI (2000); Family Channel News (1996).
- Invited Speaker Brookhaven Retirement Center (2000).
- Panel Chair and Panel Discussant, Annual meetings of the Midwest Political Science Association (1998, 2003).
- Textbook Reviewer, Brown and Benchmark Publishers (1994-5); Houghton Mifflin Company (1996, 1998); Wadsworth Publishing (1998).
- Manuscript Reviewer, *American Journal of Political Science* (1993); *Political Research Quarterly* (1996), *Legislative Studies Quarterly* (1997).
- Reviewer, Women's Caucus American Government Textbook Award (1994).
- Professional Memberships: American Political Science Association; Midwest Political Science Association; Presidency Research Group of the APSA; APSA Women's Caucus for Political Science; Midwest Women's Caucus for Political Science.

AWARDS

- Inducted, *The Honor Society of Phi Kappa Phi*, 2002
- Ralph Cowen National Security Fellowship, 2002.
- Included in *Who's Who Among America's Teachers*, Educational Communications, Inc. 2002.
- Included in *Two Thousand Notable American Women*, ABI Press. 2002.
- Alumni Association Teaching Excellence Award, Eastern Michigan University. 2000.
- Included in *Lexington's Who's Who—2000-2001 Millenium Edition*.
- Selected for Provost's New Leadership Seminar, fall 2000.
- Recognized as "Woman of Exceptional Excellence", Eastern Michigan University 2000-2001.
- Recognized as "Woman of Excellence", Eastern Michigan University 1999-2000, 2001-2002
- Sabbatical Leave Award. Granted for 2000-2001, currently deferred. Eastern Michigan University.
- Faculty Research Fellowship. Winter semester 1999-2000. Eastern Michigan University.

- Honorary Faculty Award, Golden Key National Honor Society, Eastern Michigan University Chapter, March 29, 1998.
- Josephine Nevins Keal Faculty Development Fellowship, Eastern Michigan University, 1995-6 and 1996-7.
- Graduate School Research Award, with Laura George, Craig Dionne, and Rebecca Martusewicz, 1998.
- Faculty Center for Instructional Excellence Introductory Course Development Grant, with Raymond Rosenfeld, Michael Harris and Jeffrey Bernstein, 1998-99.

SUPPLEMENTAL TRAINING

- Leadership EMU, Seminar #2, March-May 2002
- *Presidents: Power and Politics* film series training (in conjunction with grant funded American Library Association project at EMU)
- "Chairing the Academic Department"—Three day development workshop, presented by the American Council on Education (ACE), February 2001
- Selected for EMU Academic Affairs Leadership Development Seminar, 2000-2001
- Attended the Michigan ACE/Women's Network Annual Leadership Development Conference, May 2001, 2002
- EMU Office of Research and Development Grant Writing Workshops (Fall 1994, Winter 1995, Fall 1995).
- Attended "Writing Across the Curriculum," Barbara Woolford, FCIE seminar (Fall 1994).

COMMUNITY SERVICE

- Volunteer Judge for "We the People: The Citizen and the Constitution? Simulated Hearings Competition. Sponsored by the Center for Civic Education. January 1996, 2002.
- Volunteer for HOSTS (Helping One Student to Succeed) Language Arts Program, Slauson Middle School, Ann Arbor, MI. 1996-7.
- Chaired Department Fundraising Drive for United Way.
- American Cancer Society Relay for Life, 2002

UNIVERSITY RELATED SERVICE ACTIVITIES

University Level Activities

- Continuing Education Advisory Board (2002-present)
- ROTC/Military Science Advisory Board (2002- present)
- College of Technology Staff and Command School Advisory Board (2002-present)
- Institutional Research Advisory Board (2002-2003)
- Academic Affairs Tenure Track Faculty Budget Task Force (2003)
- Chaired Search Committee for Undergraduate Studies Director (2002)
- Search Committee, Executive Director for Institutional Research and Information Services (2002)
- EMU and AAUP Joint Salary Task Force (2001-present)
- Course and Program Development Task Force (2000-2001)
- University Strategic Planning Environmental Scan Committee (2000-2001, 2002-2003)
- Academic Affairs Committee on Curriculum Diversity (1998-1999)
- Faculty Council, Women's Studies Program Representative (1997-1998). Co-chair Procedures and Elections Committee
- Graduate Council, Women's Studies Program Representative (9/98-12/99), CAS Department Head Representative (9/2002-present)
- Fellow, Academic Service Learning Program (Winter 1998)
- Learning Technologies Advisory Committee (Fall 1996-2000)
- University Basic Studies Committee (1996-7)
- Freshman Orientation Session Leader (1999; 2000)
- Faculty Fellow, Housing and Dining Services (1999-2000)

College Level Activities

- Department Head representative, Psychology Department Head Search Committee (2002-present)
- CAS Strategic Planning Committee (2000-2001)

- CAS Computer Committee (Winter 1995-Fall 2002).
- CAS Committee on Research and Sabbatical Leaves, Women's Studies Program Representative (1996-7; alternate 1997-1998).

Departmental/Program Level Activities

- Faculty-Staff Campaign Coordinator, Political Science (2000-01); Women's Studies (1999-2000).
- Women's Studies Advisory Committee, (2000-2001).
- United Way Coordinator, Women's Studies Program (1998; 1999)
- Political Science Department Head Search Committee (1999-2000).
- Assessment Coordinator, Department of Political Science (Fall 1995-1999).
- Chair, Department of Political Science Ad Hoc Scheduling Committee (1996-7).
- Instructional Committee, Department of Political Science (1995-1998; Chair 1998-99).
- Equipment Committee, Department of Political Science (1995-1998; 1998-99).
- Personnel and Finance Committee, Department of Political Science (1999-2000).
- American Politics Search Committee (1996-7).
- Department of Political Science Search File Coordinator (1996-7).
- Member Women's Studies Program Committee (1994-present).
- Awarded Development Grant for WMST Assessment Course (1998).
- Instructional and Curriculum Committee, Women's Studies Program (1997-1998).
- Member Drummond/Rossiter Awards Committee, Women's Studies Program (1997).
- Organized, with Michael Harris, departmental research discussion series, 1995-6.
- Member, Office of Research and Development Peer Review Group (1995-6).
- Served on MPA Thesis Committees: Shelley Woods, Fall 1995; Greg Markle, Fall 1996; Suzanne Keenan, Fall 1996; Stanislas Zeze, Winter 1997-present; Nandini Nanda, Winter 1997.
- Served Thesis Committee Chair for Sarah Biehl, Spring 2001; Maria Zagorski, Winter 1997-Summer 2002; Lynn Tilton, Winter 1999-present; Mary Runser 2000-present.
- Faculty Advisor to College Democrats, 1994-1995.

Program Presentations

- Presenter, "Clinton's New Covenant v. the Contract with America", Fireside Chat given at request of Programming Office, McKenny Student Union, (March 20, 1995).
- Moderator, Panel discussion on Affirmative Action, Hoyt Residence Hall, February 1996.
- Moderator, Phelps-Sellers Hall student sponsored candidate debate, October 28, 1996.
- Presented Department of Political Science Graduate Assistant Workshop, "Lotus 1-2-3," 9/1996.
- Moderated "Women and Politics" panel discussion, 10/15/2000
- Presented on "contextual factors that affect women's success in leadership" in Women, Culture, and Religion in the Middle East course, EMU, 10/2000
- "Can a Woman Be President" with Elaine Martin for Pi Sigma Alpha, 9/1999
- "President Bush's Inaugural Address—What He Said, How He Said It, What He Meant", 1/22/2001
- Invited Speaker, "The Success of Women in American Elections," University of Iowa Research Series, winter 1999.
- Panelist, "Teaching at EMU" for University of Michigan Center for Research on Learning and Teaching, May 2001
- Panel presenter, Hugh O'Brien Youth Leadership Conference, May 2001
- Panel member, Town Hall Meeting with Rodney Slater, February 2002
- Elderwise Speaker (Summer 2002, Fall 2002)

| |
|-----------------------------|
| SECTION: 15 |
| DATE: September 16, 2003 |

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

MONTHLY REPORT
EDUCATIONAL POLICIES COMMITTEE

ACTION REQUESTED

It is requested that the Educational Policies Committee Agenda for September 16, 2003, and the Minutes of the June 17, 2003, meeting be received and placed on file.

SUMMARY

The primary items for the September 16, 2003, Educational Policies Committee meeting include: (1) Academic Affairs Administrative/Professional Appointments/Transfers, (2) Faculty Appointments, (3) Faculty Reappointments, (4) Staff Appointments, (5) Separations/Retirements, (6) Emeritus Faculty Status, and (7) New Policies

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Educational Policies Committee

September 16,, 2003
9:00 – 10:00 a.m.
205 Welch Hall

AGENDA

Consent Agenda

- Section 7 Academic Affairs Administrative/Professional Appointments/Transfers
(Robert Van Der Velde/Paul Schollaert)
- Section 8 Faculty Appointments *(Robert Van Der Velde/Paul Schollaert)*
- Section 9 Faculty Reappointments *(Robert Van Der Velde/Paul Schollaert)*
- Section 10 Staff Appointments *(Susan Patalan)*
- Section 11 Separations/Retirements *(Susan Patalan)*
- Section 12 Emeritus Faculty Status *(Robert Van Der Velde /Paul Schollaert)*

Regular Agenda

- Section 15 Monthly Report and Minutes *(Regent Valvo)*
- Section 16 New Policies *(Cabinet Members)*

EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

EDUCATIONAL POLICIES COMMITTEE MINUTES

June 17, 2003
205 Welch Hall

Attendees: (seated at tables) Regent Morris (Acting Chair), Regent Valvo, Regent Rothwell, Regent Griffin, Provost Schollaert, Robert VanDerVelde, and Susan Patalan

Guests: (per sign in roster) R. Abent, L. Barkoff, L. Broughton, P. Buchanan, D. Clifford, E. Tratras Contis, D. deLaski-Smith, L. Findley, A. Flanagan, E. Gold, G. Sean, R. Hanna, H. Hoft, M. Kanagy, R. Larson, G. Liepa, M.S. Marz, S. McCracken, K. McKanders, P. Moniodis, B. Morgan, M. O'Connell, G. Peoples, J. Reid, M. Reifel, K. Simpkins, M. Tack, J. Tatum, B. Warren, P. Williams, D. Woike

Regent Michael Morris (filling in for Regent Brandon) convened the meeting at 9:05 a.m. in 205 Welch Hall.

Provost Paul T. Schollaert introduced *Susan Patalan, Interim Director of Human Relations, and Robert Van Der Velde, Assistant Vice President for Academic Affairs*, responsible for Academic Human Resources.

Staff Appointments, Division of Academic Affairs Administrative/Professional Appointments/Transfers (Section 8)

Robert Van Der Velde, recommended that the Board of Regents approve two (2) Administrative/Professional appointments and one (1) transfer Administrative/Professional appointment. The salaries will be absorbed in the 2003-2004 personnel budget.

Staff Appointments (Section 9)

Susan Patalan recommended that the Board of Regents approve 10 staff appointments for the reporting period March 17, 2003 through May 12, 2003. Of the 10 staff appointments there are five females (50 percent) and five males (50 percent). Demographics of the total group indicate four Caucasians (40 percent), three African-Americans (30 percent), two Asians (20 percent) and one American Indian (10 percent). The salaries are part of the University's 2002-2003 budget as approved by the Board of Regents.

Separations/Retirements (Section 10)

Susan Patalan recommended that the Board of Regents approve 42 separations and retirements for the reporting period February 21, 2002 through June 30, 2003. Of the 42 separations and retirements there are 21 females (50 percent) and 21 males (50 percent). Demographics of the total group indicate 34 Caucasians (81 percent), six African Americans (15 percent) one American Indian (2 percent) and one multiracial (2 percent).

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

Emeritus Faculty Status (Section 11)

Robert Van Der Velde recommended that the Board of Regents grant Emeritus Faculty Status to three (3) former faculty members (one posthumously).

- **Allen S. Ehrlich** (Sociology, Anthropology and Criminology, 1968-2003) (35 years)
- **George E. Haynam** (Computer Science 1986-2001) (14.5 years)
- **Marcello Truzzi** (Posthumously) (Sociology, Anthropology and Criminology 1974-February 2, 2003) (29 years)

Provost Schollaert stated that these were three very significant losses to the University. He then gave a brief description of their achievements.

Faculty Appointments (Section 12)

Robert Van Der Velde recommended that the Board of Regents approve eighteen (18) new tenure-track faculty appointments for the 2003-2004 academic year. Of the eighteen (18) new tenure-track faculty appointments, nine (9) are female (50%) and nine (9) are male (50%). Of the eighteen, (11%) or two (2) of these individuals are minorities. The salaries will be absorbed in the 2003-2004 faculty salary budget.

Faculty Reappointments (Section 13)

Robert Van Der Velde recommended that the Board of Regents accept the report from the Division of Academic Affairs pertaining to the reappointment of 135 probationary faculty members for the 2003-2004 academic year.

Faculty Tenure (Section 14)

Robert Van Der Velde recommended that the Board of Regents approve the granting of tenure, effective beginning with the 2003 fall semester, for twenty-five (25) faculty members. Each faculty member meets the general contractual requirements for tenure, as well as, the specific performance standards, which have been defined in his/her respective department evaluation document.

Faculty Promotion (Section 15)

Robert Van Der Velde recommended that the Board of Regents accept and place on file the report entitled Promotion of Faculty Members for 2003-2004. The forty-two (42) faculty members meet the general contractual requirements for promotion, as well as, the specific performance standards, which have been defined in his/her respective department evaluation document. The salary increases will be absorbed in the 2003-2004 faculty salary budget.

Emeritus Staff Status (Section 16)

Melody Reifel, Senior Associate Athletics Director, recommended that the Board of Regents grant Emeritus Staff Status to Carole Huston, retired Senior Associate Athletics Director.

Monthly Report Educational Policies Committee (Section 18)

Regent Morris requested a motion to approve the Minutes of the March 18, 2003 Educational Policies Committee meeting and recommended approval of the Agenda for June 17, 2003. Regent Morris had a question on page three of the minutes where Regent Valvo asked a question about the involvement of our student teachers working in the Charter Schools. Regent Morris asked if EMU is in fact using student teachers. Joseph Pollack answered that four of the eight Charter Schools have student teachers from EMU and the goal is to have eight of eight.

Report: 2003-2004 Sabbatical Leave Awards (Section 19)

Provost Schollaert recommended that the Board of Regents accept and place on file the Report on 2003-2004 Sabbatical Leaves. In 2003-2004, nine (9) one-semester and nine (9) two-semester leaves will be awarded. The cost of sabbatical leaves will be absorbed in the 2003-2004 faculty salary budget. *Provost*

Schollaert noted that as a result of the significant reduction in our state appropriation in the past year, we had seen a short term decrease and one term decline in the number of sabbaticals we were able to offer our faculty. This is only about half of the number we typically offer. As we adjust to a new budget reality we will be able to bring these back to a level where this important faculty development will move forward.

Report: 2003-2004 Faculty Research and Creative Activity Fellowships (Section 20)

Provost Schollaert recommended that the Board of Regents accept and place on file the Report on 2003-2004 Faculty Research and Creative Activity Fellowships. The cost of the fellowships will be absorbed in the 2003-2004 faculty salary budget.

Report: 2003 Spring-Summer Awards for Research and Creative Activity (Section 21)

Provost Schollaert recommended that the Board of Regents accept and place on file the Report on 2003-2004 Spring-Summer Awards for Research and Creative Activity. The cost of the awards will be absorbed in the 2003-2004 faculty salary budget.

Appointment of Charter Schools Board Members (Section 22)

Joe Pollack, Director Charter Schools, recommended that the Board of Regents appoint Judith Brooks, Susan Hubbard and Mary E. W. Packard to three-year terms on the Board of Directors of the Ann Arbor Learning Community; Tony Kinsey to a three-year term on the Board of Directors of Edison Oakland Academy; and Nancy Beckett and Cheryl Garant to three-year terms on the Board of Directors of Gaudior Academy.

Board Policies Recommended for Approval (Section 23)

Ken McKanders, General Counsel, recommended that the Board of Regents approve the deletion of one policy and the revision of 11 others. He discussed briefly regarding seven of those policies, 3.1.2 Equal Employment Opportunity/Affirmative Action, 3.1.3 Civil Rights, 3.1.6 Conflict of Interest, 3.1.6.1 Reporting Relationships, 3.1.6.2 Supplemental Employment-Non-Bargained for Employees, 3.1.6.3 Use of Facilities by Private Research and Consulting, 3.1.7 Conflict of Interest: University Employees. *Patrick Doyle, Vice President for Business and Finance* recommended changes to Policy number 3.7.4 Extreme Weather Policy and *James Vick, Vice President for Student Affairs* recommended changes to Policy numbers 3.7.5 Health Services and 8.0 Mandatory Health Insurance for International Students. *Courtney McAnuff, Vice President for Enrollment Services* recommended changes to Policy numbers 7.1.4 Admissions: Admission of Students with Prior Convictions and Disciplinary Records and 7.2.4 Financial Aid: State Programs and

Policy: Student Involuntary Administrative Withdrawal Policy (Section 24)

Karen Simpkins, Assistant Vice President for Student Affairs, recommended that the Board of Regents approve the adoption of the Student Involuntary Administrative Withdrawal Policy. She stated that an increasing number of students are coming to college with mental health issues, and a small number of these students exhibit inappropriate behavior, usually taking the form of disrupting others or putting self or others at risk of harm. Most campuses have developed two tracks for dealing with behavioral difficulties: a disciplinary track and a mandatory withdrawal track. The preferred method of handling misbehavior is still to use the University's Student Conduct code since it is crafted to properly address behavior and provide for appropriate responses. However, it is important to separate the behavior from the underlying mental health condition to determine appropriate interventions. Eastern Michigan University did not have an alternative to the Student Conduct Code for use in making decisions when the student issue involved both a conduct code issue and an underlying mental health condition. Therefore, based on the above rationale, the University has created a Student Involuntary Administrative Withdrawal Policy to be used as an alternative to the normal disciplinary process when the latter process is not appropriate in a particular case.

Regent Morris accepted the report, welcomed Bob Van Der Velde to the University, welcomed Susan Patalan to her new assignment and thanked everyone for their presentations.

The meeting was adjourned at 9:57am.

Respectfully submitted,

Nicki Banush, Executive Secretary
Academic Affairs

(E:/Ristau/BoardReg/Minutes/EPC_0603update)

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

| |
|-----------------------------|
| SECTION: 16 |
| DATE: September 16, 2003 |

RECOMMENDATION

BOARD POLICIES RECOMMENDED FOR APPROVAL

ACTION REQUESTED

It is recommended that the Board of Regents approve the creation of eleven new policies, the deletion of two policies, and the revision of two others. (See attached information.)

STAFF SUMMARY

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

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

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

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

| Effective Date | Date of Revision |
|----------------|------------------|
| 8-19-70 | 2-20-80 |



Policies, Rules And Regulations

| Chapter Name | Chapter No. | Page |
|---|-------------|-------------|
| UNIVERSITY MARKETING, ADVERTISING, AND LICENSING | 4.1 | Page 1 of 1 |

| Issue |
|------------------------|
| UNIVERSITY ADVERTISING |

UNIVERSITY POLICY STATEMENT:

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

UNIVERSITY PRACTICE:


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

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

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

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

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

| | | | | | |
|----------------------------------|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | Policies, Rules And Regulations |
| 8-19-70 | | | | | |
| Chapter Name | | | Chapter No. | | Page |
| AUXILIARY OPERATIONS | | | 14.4 | | Page 1 of 1 |
| Issue | | | | | |
| OFFICIAL UNIVERSITY PUBLICATIONS | | | | | |

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

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

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

Authority for Creation or Revision

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

EASTERN MICHIGAN UNIVERSITY NEW BOARD POLICIES

| Policy Name | Rationale for Preparing New Policy |
|---|---|
| Academic Personnel: Adjunct Faculty | <p>Consistent with best practices in higher education, this policy permits the University to offer honorific appointments as faculty affiliates of a department or program to individuals with appropriate credentials. Such appointments do not make the individuals employees of the University, nor do the appointments give the individuals the right to teach courses. Instead, in instances where the University will benefit from affiliations with individuals of prominence and accomplishment within a field, departments may offer adjunct appointments. For instance, the political science department may appoint a judge as an adjunct faculty member; or the interior design program may invite a practicing architect to hold an adjunct appointment. If such individuals teach a course(s), they will be employed as lecturers for payroll purposes. However, one will not need to teach or perform other wage work for the University to hold an adjunct appointment.</p> |
| Academic Personnel: Visiting Faculty and Post-Doctoral Faculty | <p>The purpose of this policy is to create categories of short-term professional employees at Eastern Michigan University. Visiting faculty are individuals who typically hold academic rank at another university and spend time, often while on leave, teaching at EMU. Currently, visiting faculty are hired as lecturers and are not assigned the rank and title they deserve. Visiting scientists and post-doctoral faculty are individuals with appropriate terminal degrees who are employed by the University to work on specific research projects. In nearly all cases, such individuals are supported by external grant funding. All three employee categories have appointments limited to two years. This policy is consistent with best practices in doctoral-granting universities.</p> |

EASTERN MICHIGAN UNIVERSITY NEW BOARD POLICIES

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


EASTERN MICHIGAN UNIVERSITY NEW BOARD POLICIES

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

**EASTERN MICHIGAN UNIVERSITY
NEW BOARD POLICIES**

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

9/16/03

| | | | | | |
|-------------------------------------|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | Policies, Rules And Regulations |
| 9-16-03 | | | | | |
| Chapter Name | | | Chapter No. | Page | |
| EMPLOYMENT/AFFIRMATIVE ACTION | | | | Page 1 of 1 | |
| Issue | | | | | |
| ACADEMIC PERSONNEL: ADJUNCT FACULTY | | | | | |

UNIVERSITY POLICY STATEMENT:

The University may invite individuals with appropriate qualifications to affiliate with a department of the University as an adjunct professor, associate professor or assistant professor. Such adjunct affiliations can be offered to individuals whose work with a University department significantly advances the academic mission of that department. Adjunct faculty are not employees of the University by virtue of this courtesy appointment, nor are they compensated by virtue of the appointment.

UNIVERSITY PRACTICE:

The provost and vice president for academic affairs is responsible for the approval of adjunct appointments upon recommendation of the departmental faculty, department head and dean.

Rights and prerogatives of adjunct faculty will be outlined in administrative policies and practices promulgated by the provost.


RESPONSIBILITY FOR IMPLEMENTATION:

The provost and vice president for academic affairs is responsible for the overall implementation, administration and interpretation of this policy. The assistant vice president for academic affairs is responsible for the daily administration of all academic personnel policies.

SCOPE OF POLICY COVERAGE:

This policy applies to all adjunct faculty.

| |
|---|
| Authority for Creation or Revision |
| |

| | | | | | |
|---|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | <h1>Policies, Rules And Regulations</h1> |
| 9/16/03 | | | | | |
| Chapter Name | | | Chapter No. | Page | |
| EMPLOYMENT/AFFIRMATIVE ACTION | | | | Page 1 of 1 | |
| Issue | | | | | |
| ACADEMIC PERSONNEL: VISITING FACULTY, VISITING SCIENTISTS AND POST-DOCTORAL FACULTY | | | | | |

UNIVERSITY POLICY STATEMENT:

It is the policy of the University to appoint visiting faculty, visiting scientists and post-doctoral faculty to supplement its workforce of regular tenure-track and tenured faculty. Such individuals must hold a terminal degree, and the appointments are of a temporary nature. Offers of employment do not become effective until the Board of Regents approves the appointment.

UNIVERSITY PRACTICE:

The provost makes final recommendations to the Board of Regents for all regular faculty appointments. All employing departments are responsible for properly informing any "new employee," whom they wish to bring into the job prior to the Board of Regents' approval, that such employment is subject to the final approval of the Board.

The position of visiting professor, visiting associate professor or visiting assistant professor normally will be offered only to those who hold rank as a faculty member at another college or university. Visiting scientists and post-doctoral faculty normally work on externally supported research projects.

No individual may hold a position as a visiting faculty member, visiting scientist or post-doctoral faculty member for more than two years.

Conditions of employment for visiting faculty members, visiting scientists and post-doctoral faculty members are administered in accordance with policies and practices promulgated by the provost.


RESPONSIBILITY FOR IMPLEMENTATION:

The provost and vice president for academic affairs is responsible for the overall implementation, administration and interpretation of this policy. The assistant vice president for academic affairs is responsible for the daily administration of all academic personnel policies.

SCOPE OF POLICY COVERAGE:

This policy applies to all visiting faculty members, visiting scientists and post-doctoral faculty members of the University.

| |
|---|
| Authority for Creation or Revision |
| |

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

UNIVERSITY POLICY STATEMENT

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

UNIVERSITY PRACTICE

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

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

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

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

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

| Chapter Name | Chapter No. | Page |
|---|-------------|-------------|
| UNIVERSITY MARKETING, COMMUNICATIONS, PRINTING AND REPROGRAPHICS, COPYRIGHT, ADVERTISING AND LICENSING | | Page 2 of 2 |
| Issue | | |
| ADVERTISING, SPONSORSHIPS AND ENDORSEMENTS | | |

RESPONSIBILITY FOR IMPLEMENTATION


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

SCOPE OF POLICY COVERAGE:

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

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

| Authority for Creation or Revision |
|---|
| |

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

UNIVERSITY POLICY STATEMENT

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

UNIVERSITY PRACTICE

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


RESPONSIBILITY FOR IMPLEMENTATION

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

SCOPE OF POLICY COVERAGE:

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

| |
|---|
| Authority for Creation or Revision |
| |

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

UNIVERSITY POLICY STATEMENT

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

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

UNIVERSITY PRACTICE

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

RESPONSIBILITY FOR IMPLEMENTATION


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

SCOPE OF POLICY COVERAGE:

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

Authority for Creation or Revision

| |
|--|
| |
|--|

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

UNIVERSITY POLICY STATEMENT

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

UNIVERSITY PRACTICE

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

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

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

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

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

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


RESPONSIBILITY FOR IMPLEMENTATION

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

SCOPE OF POLICY COVERAGE:

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

| |
|---|
| Authority for Creation or Revision |
| |

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

UNIVERSITY POLICY STATEMENT

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

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

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

UNIVERSITY PRACTICE

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

RESPONSIBILITY FOR IMPLEMENTATION


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

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

SCOPE OF POLICY COVERAGE:

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

| Authority for Creation or Revision |
|---|
| |

| | | | | | |
|---|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | Policies, Rules And Regulations |
| 9-16-03 | | | | | |
| Chapter Name | | | Chapter No. | | Page |
| University Marketing, Advertising and Licensing | | | | | Page 1 of 1 |
| Issue | | | | | |
| PRINTING AND REPROGRAPHICS | | | | | |

UNIVERSITY POLICY STATEMENT

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

UNIVERSITY PRACTICE

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

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

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


RESPONSIBILITY FOR IMPLEMENTATION

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

SCOPE OF POLICY COVERAGE:

This policy applies to all university employees.

Authority for Creation or Revision

| | | | | | |
|-------------------------------------|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | <h1>Policies, Rules And Regulations</h1> |
| 9/16/03 | | | | | |
| Chapter Name | | | Chapter No. | Page | |
| EMPLOYMENT/AFFIRMATIVE ACTION | | | | Page 1 of 1 | |
| Issue | | | | | |
| STUDENT EMPLOYMENT GRIEVANCE POLICY | | | | | |

UNIVERSITY POLICY STATEMENT

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

UNIVERSITY PRACTICE

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

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

RESPONSIBILITY FOR IMPLEMENTATION


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

SCOPE OF POLICY COVERAGE:

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

Authority for Creation or Revision

| |
|--|
| |
|--|

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

UNIVERSITY POLICY STATEMENT

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

UNIVERSITY PRACTICE

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


RESPONSIBILITY FOR IMPLEMENTATION

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

SCOPE OF POLICY COVERAGE:

This policy applies to all University employees.

| |
|---|
| Authority for Creation or Revision |
| |

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

UNIVERSITY POLICY STATEMENT

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

UNIVERSITY PRACTICE

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

RESPONSIBILITY FOR IMPLEMENTATION

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

SCOPE OF POLICY COVERAGE:

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

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

The following are exempt from this policy:

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


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

Authority for Creation or Revision

EASTERN MICHIGAN UNIVERSITY

REVISED BOARD POLICIES

| Policy Number | Policy Name | Rationale for Revised Policy |
|---------------|---|--|
| 6.1.1 | Degrees, Certificates and Requirements for Graduation | <p>Currently, the Board policy on these topics is extremely long, spelling out in some detail a number of degree and certification requirements that are, in practice, obsolete. In addition, many procedural elements are inappropriately included in the policy itself. These revisions reserve for the Board of Regents the sole authority to approve and confer specific degrees. The revised policy also establishes the University Catalog as the official document describing requirements for graduation and for earning specific majors, minors and certificates.</p> |
| 6.2.1 | Degree Requirements | <p>The current Board policy contains procedural information about such topics as attendance, class schedules, standard course load, student report of illness, credits, withdrawal from class, grades, pass-fail option, textbooks, progress reports, faculty office hours, final examinations, scholarship index, classification, academic distinction, academic retention and dismissal, readmission, withdrawals from the University, auditing of courses, honors program/courses, etc. This information more appropriately belongs in an official document that is updated frequently and is easily accessible. The revised policy delegates to the president the authority to create academic administrative policies, procedures, and requirements with faculty input. The revised policy also designates the University Catalog as the official repository of information about academic programs and degree requirements. Responsibility for updating and maintaining the Catalog rests with the provost who shall consult with faculty on changes to any academic policy, procedure or requirement.</p> |

| | | | | | |
|---|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | Policies, Rules And Regulations |
| 6-9-60 | | 9-16-03 | | | |
| Chapter Name | | | Chapter No. | | Page |
| ACADEMIC PROGRAM & REQUIREMENTS | | | 6.1.1 | | 1 of 2 |
| Issue | | | | | |
| DEGREES, CERTIFICATES AND REQUIREMENTS FOR GRADUATION | | | | | |

UNIVERSITY POLICY STATEMENT

The Board of Regents of Eastern Michigan University, on recommendation of the president and the faculty, confers the following degrees:

- Doctor of Philosophy
- Doctor of Education
- Specialist in Arts
- Master of Arts
- Master of Science
- Master of Business Administration
- Master of Business Education
- Master of Fine Arts
- Master of Liberal Studies
- Master of Occupational Therapy
- Master of Public Administration
- Master of Social Work
- Bachelor of Science
- Bachelor of Arts
- Bachelor of Fine Arts
- Bachelor of Business Education
- Bachelor of Business Administration
- Bachelor of Music Education
- Bachelor of Art Education
- Bachelor of Music

| Chapter Name | Chapter No. | Page |
|---|-------------|--------|
| ACADEMIC PROGRAM & REQUIREMENTS | 6.1.1 | 2 of 2 |
| Issue | | |
| DEGREES, CERTIFICATES AND REQUIREMENTS FOR GRADUATION | | |

Bachelor of Music Therapy

All new degrees, majors, minors and certificates must be approved by the Board of Regents.

The Eastern Michigan University Catalog is the official document describing the requirements for graduation and for earning specific majors, minors and certificates. Each student is responsible for the fulfillment of the requirements of the Eastern Michigan University catalog in force at the time of his or her initial registration at a college or university or a subsequent catalog including the one in effect at the time of his or her graduation.

UNIVERSITY PRACTICE

The provost and vice president for academic affairs will ensure that the University Catalog contains all of the requirements, policies and procedures for earning degrees from the University. The provost and vice president for academic affairs will consult with the faculty before implementing changes in requirements.

The official University Catalog will be maintained on the University's web site and will be updated annually.

RESPONSIBILITY FOR IMPLEMENTATION


The provost and vice president for academic affairs is responsible for implementing this policy.

SCOPE OF COVERAGE

This policy applies to all students and all degree programs offered by the University.

Authority for Creation or Revision

Minutes of the State Board of Education, June 9, 1960.
 Minutes of the Board of Regents, March 19, 1969; para. .763M.
 Minutes of the Board of Regents, March 19, 1980; para. .2214M

| | | | | | |
|---|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | Policies, Rules And Regulations |
| 6-9-60 | | 3-19-80 | | | |
| Chapter Name | | | Chapter No. | Page | |
| ACADEMIC PROGRAM & REQUIREMENTS | | | 6.1.1 | 1 of 5 | |
| Issue | | | | | |
| DEGREES, CERTIFICATES and REQUIREMENTS FOR GRADUATION | | | | | |

UNIVERSITY POLICY STATEMENT DEGREES

The Board of Regents of Eastern Michigan University, on recommendation of the president and the faculty, confers the following degrees:

DOCTOR OF PHILOSOPHY (CLYINICAL PSYCHOLOGY)

DCOCTOR OF EDUCATION

Specialist in Arts

Master of Arts, Master of Science, Master of Business Administration, Master of Business Education, Master of Art Education, Master of Fine Arts, MASTER OF TECHNOLOGY and Master of Public Administration.

Bachelor of Science.

Bachelor of Arts.

Bachelor of Fine Arts.

Bachelor of Business Education.

Bachelor of Business Administration

Bachelor of Music Education.

Bachelor of Art Education.

Bachelor of Music.

Bachelor of Music Therapy.

ALL NEW DEGREES, MAJORS, MINORS, AND CERTIFICATES MUST BE APPROVED BY THE BOARD OF REGENTS.

TEACHING CERTIFICATES

~~Teaching certificates are conferred by the State Board of Education upon recommendation of Eastern Michigan University.~~

~~The University will recommend for provisional certification only those individuals who have satisfied the curricular requirements in one of the many teacher education degree programs.~~

~~The Michigan State Board of Education issues six-year provisional certificates which always expire on June 30. Certificates issued in January are valid for only five and one-half years.~~

| Chapter Name | Chapter No. | Page |
|---|-------------|--------|
| ACADEMIC PROGRAM & REQUIREMENTS | 6.1.1 | 2 of 5 |
| Issue | | |
| DEGREES, CERTIFICATES and REQUIREMENTS FOR GRADUATION | | |

Following are the certificates issued:

State Elementary Provisional Certificate*:

Qualifies the holder to teach in elementary grades (Kindergarten--5 and majors and minors in grade 9) in any public school in Michigan.

State Secondary Provisional Certificate*:

Qualifies the holder to teach all subjects in grades 7 and 8 and major and minor in grades 9-12.

State Secondary Provisional Vocational Certificate in Consumer and Home Economics Education:

Qualifies the holder to teach consumer and home economics in schools offering programs which are reimbursed by federal and state funds allocated for that purpose.

State Secondary Provisional Vocational Certificate in Office and/or Distributive Education

Qualifies the holder to teach office and/or distributive subjects in schools offering programs that are reimbursed by federal and state funds allocated for that purpose.

State Secondary Provisional Vocational Certificate in Trade and Industrial Education

Qualifies the holder to teach trade and industrial subjects in schools offering programs which are reimbursed by federal and state funds allocated for that purpose.

*A holder of this certificate who has completed Eastern's curricular requirements in art, industrial arts, library science, music, physical education, recreation or special education is eligible to teach in the area of his or her specialty in grades K-12, providing student teaching experience includes both elementary and secondary grades.

CERTIFICATE OF ADVANCED STUDIES IN CURRICULUM AND INSTRUCTION

GENERAL INFORMATION CONCERNING CERTIFICATION

Teaching certificates will be granted only to persons who are 18 years of age or older.

Continuing teaching certificates will be granted only to individuals who are citizens of the United States.

PROCEDURE FOR CONTINUING CERTIFICATION

The holder of an elementary or secondary provisional certificate who wishes to obtain a continuing certificate must meet the following qualifications:

1. Be a United States citizen.
- 2.1. Teach successfully for three years subsequent to the issuance of the Michigan provisional certificate within the validity of the individual's Michigan provisional certificate.

| Chapter Name | Chapter No. | Page |
|---|-------------|--------|
| ACADEMIC PROGRAM & REQUIREMENTS | 6.1.1 | 3 of 5 |
| Issue | | |
| DEGREES, CERTIFICATES and REQUIREMENTS FOR GRADUATION | | |

3. Earn 18 semester hours credit subsequent to the issuance of the Michigan provisional certificate in a planned course of study. The first 18 semester hours on a master's program following the issuance of the provisional certificate is acceptable, as are other planned programs with an approved teacher training institution. A person with an earned master's or higher degree has met the academic requirements. The planned program should be approved in advance by the Office of Academic Records and Teacher Certification.

The procedure after three years of successful teaching and the earning of 18 semester hours credit in an approved planned program subsequent to the issuance of the provisional certificate is as follows;

The applicant will:

1. obtain an application blank from the Office of Academic Records and Teacher Certification
2. fill out the application as required and return it to the Office of Academic Records and Teacher Certification.

The office will

1. evaluate the credits earned and contact the school district of the candidate for recommendations concerning the teaching experience to ascertain if the requirements for the continuing certificate have been met.
2. recommend the candidate to the State Board of Education for continuing certification if the candidate's qualifications are found satisfactory. The Michigan State Department of Education will mail the continuing certificate to the candidate.

OTHER PROFESSIONAL CERTIFICATES

Certificate in Medical Technology

The American Society of Clinical Pathologists awards a certificate for registration as a medical technologist upon successful completion of the medical technology curriculum and the national examination conducted by the Board of Registry of Medical Technologists.

Certificate in Occupational Therapy

The American Occupational Therapy Association issues a certificate in occupational therapy upon successful completion of the Occupational Therapy curriculum and the board examinations administered by the American Occupational Therapy Association. This certificate qualifies the holder for professional registration with the American Occupational Therapy Association.

| Chapter Name | Chapter No. | Page |
|---|-------------|--------|
| ACADEMIC PROGRAM & REQUIREMENTS | 6.1.1 | 4 of 5 |
| Issue | | |
| DEGREES, CERTIFICATES and REQUIREMENTS FOR GRADUATION | | |

Certificate in Dietetics

The American Dietetic Association issues a certificate in dietetics upon successful completion of the coordinated dietetics curriculum. Successful completion of the national examination administered by the American Dietetic Association results in professional registration status with the American Dietetics Association.

Certificate in Speech Pathology

The American Speech and Hearing Association issues Certificates of Clinical Competence to individuals who present satisfactory evidence of their ability to provide independent clinical services to persons who have disorders of communication (speech, language, and/or hearing). An individual who meets these requirements may be awarded a Certificate in Speech Pathology or in Audiology, depending upon the emphasis of his preparation. Note: The program at Eastern Michigan prepares individuals to meet the requirements in Speech Pathology only. Specific requirements may be obtained from the advisers in Speech Pathology.

Licensure in Nursing

Graduates of the nursing program receive a bachelor of science degree and are eligible to qualify as registered nurses through the Michigan State Board of Nursing Licensure Examination. This examination is given at times and places specified by the State Board of Nursing, usually three times a year. Candidates should file application immediately after official completion date of degree requirements. Upon receipt of application and all credentials, a temporary permit to practice will be issued and examination date assigned. Licensure is granted upon successful completion of the State Board of Licensure Examination.

REQUIREMENTS FOR GRADUATION

THE EASTERN MICHIGAN UNIVERSITY CATALOGUE IS THE OFFICIAL DOCUMENT DESCRIBING THE REQUIREMENTS FOR GRADUATION AND FOR EARNING SPECIFIC MAJOR, MINORS, AND CERTIFICATES. Each student will be responsible for the fulfillment of the requirements or their equivalents of the Eastern Michigan University catalog in force at the time of his or her initial registration at a college or university or a subsequent catalog including the one in effect at the time of his or her graduation.

In the event the student does not complete the degree requirements within seven years of the date of his or her original registration at Eastern Michigan University, the student may be required to have his or her credits re-evaluated by the dean of academic records and teacher certification in keeping with catalog requirements in force during the year of his or her graduation.

UNIVERSITY PRACTICE

THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS WILL ENSURE THAT THE UNIVERSITY CATALOGUE CONTAINS ALL OF THE REQUIREMENTS, POLICIES, AND PROCEDURES FOR EARNING DEGREES FROM THE UNIVERSITY. THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS WILL CONSULT WITH THE FACULTY BEFORE IMPLEMENTING CHANGES IN REQUIREMENTS.

| Chapter Name | Chapter No. | Page |
|---------------------------------|-------------|--------|
| ACADEMIC PROGRAM & REQUIREMENTS | 6.1.1 | 5 of 5 |

Issue

DEGREES, CERTIFICATES and REQUIREMENTS FOR GRADUATION

APPLICATION FOR GRADUATION -FINANCIAL OBLIGATIONS

A formal application for graduation must be filed in the dean of academic records and teacher certification's office by candidates for graduation and/or certification during the first week of their final session. The application should be filed after final registration is complete but as near the beginning of the final session as possible. Off-campus students who plan to finish in a summer session should notify the dean of academic records and teacher certification from six months to a year in advance.

Failure to meet an application deadline could result in the candidate's graduation being delayed until the following graduation period.

Application blanks may be obtained in the Academic Records and Teacher Certification Office and must be submitted with the graduation fee to the Cashiers Office.

Students are eligible for graduation and/or re-enrollment only after all of their financial obligations to the University have been met.

APPLICATION FOR GRADUATION -GRADUATE STUDENTS

Candidates for graduation must submit a Diploma Application to the Graduate School office at the time of registration for the semester or session in which they plan to complete requirements for a graduate degree.

Fall registration _____ for December graduation
 Winter registration _____ for April graduation
 Spring registration _____ for June graduation
 Summer registration _____ for August and October graduation

Failure to apply for graduation will result in a one-semester delay in receiving the degree.

A candidate for graduation who enrolls at another college or university for credit to be transferred to Eastern Michigan University and applied toward meeting degree requirements must submit an official transcript of such credit not later than one month prior to the closing date of the semester in which the degree is to be awarded. Delay of at least one enrollment period in granting the degree will result if transfer credit has not been received by that time. Grade reports and/or letters from instructors will not be accepted in lieu of official transcripts.

RESPONSIBILITY FOR IMPLEMENTATION


THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS IS RESPONSIBLE FOR IMPLEMENTING THIS POLICY.

SCOPE OF COVERAGE

THIS POLICY APPLIES TO ALL STUDENTS AND ALL DEGREE PROGRAMS OFFERED BY THE UNIVERSITY.

Authority for Creation or Revision

Minutes of the State Board of Education, June 9, 1960.
 Minutes of the Board of Regents, March 19, 1969; para. .763M.
 Minutes of the Board of Regents, March 19, 1980; para. .2214M

| | | | | | |
|------------------------------------|--|-------------------------|--------------------|---|--|
| Effective Date | | Date of Revision | |  | Policies, Rules And Regulations |
| 10-18-78 | | 9-16-03 | | | |
| Chapter Name | | | Chapter No. | Page | |
| ACADEMIC PROGRAMS AND REQUIREMENTS | | | 6.2.1 | Page 1 of 1 | |
| Issue | | | | | |
| DEGREE REQUIREMENTS | | | | | |

POLICY

The Board of Regents delegates to the president the authority to create administrative policies, procedures and requirements for academic programs at the University. Such policies, procedures and requirements will be implemented after consultation with the faculty.

UNIVERSITY PRACTICE

The University Catalog shall be the official document containing all administrative policies, procedures and requirements for academic programs. In addition to course descriptions and specific degree requirements, the Catalog shall contain certain policies on academic matters such as continuance requirements, grading, the academic calendar and withdrawal from classes.

The provost and vice president for academic affairs shall be responsible for the University Catalog. The provost shall consult with the faculty on changes to any academic policy, procedure or requirement.

RESONSIBILITY FOR IMPLEMENTATION

The provost and vice president for academic affairs is responsible for implementation of this policy.

SCOPE OF POLICY COVERAGE:

This policy applies to all academic programs of the University.

| |
|--|
| Authority for Creation or Revision |
| Minutes of the Board of Regents, October 18, 1978; para. .1997M. Minutes of the Board of Regents, March 17, 1998; para. .5352M. |

| Chapter Name | Chapter No. | Page |
|------------------------------------|-------------|-----------------|
| ACADEMIC PROGRAMS AND REQUIREMENTS | 6.2.1 | Page 2 of 21212 |
| Issue | | |
| UNDERGRADUATE | | |

~~Faculty members are expected to arrange, through their department head, for a qualified substitute when they are absent from class.~~

~~Cancellation: Classes may be cancelled by the Office of the President through the Office of the Vice-President for Academic Affairs. Off-campus classes are cancelled only by the dean of continuing education.~~

~~Changes: Faculty may not change the time or room of a class printed in the University Class Schedule unless the change is approved by the department head and the dean of the college.~~

~~At the End of the Semester: Classes are taught through the last teaching day of the semester as indicated in the University calendar.~~

~~Near Holidays: Students are expected to attend all classes, and faculty members are not permitted to cancel classes or excuse students prior to any holiday.~~

~~Lists: Class enrollment lists are given to instructors during the beginning of the semester. Instructors should refuse admittance to students who are not on the list or who have not presented an official late registration "add slip."~~

~~Schedules: The schedule of classes prepared by each department head is sent to the vice-president for academic affairs through the dean of the college. The schedule is printed prior to registration each semester.~~

~~Time: Classes are usually 50 minutes, beginning on the hour and ending ten minutes before the next hour. Evening and summer session classes are scheduled differently.~~

STUDENT REPORT OF ILLNESS

~~Excuses for students missing individual classes are not provided by the student Health Center in accord with the University absence policy.~~

~~The Student Health Center will provide absence slips to patients admitted into the infirmary or who have been under care for a long-term illness. When seen in the Health Center, confirmation of a student's illness (of less than a week) resulting in absences also will be available to faculty upon request.~~

CREDITS

~~The unit of work is the "semester hour." A semester hour is the credit granted in a course meeting once a week for one semester.~~

THE STANDARD COURSE LOAD

~~The standard course load is 15 to 16 hours per semester. During the seven and one-half week spring and summer sessions, the standard load is six to eight hours; the standard load in the six week session of summer school is five to six hours. First semester freshmen may not take more than the full-time academic load without special permission from the Academic Services Center. Students on academic probation may not take more than the full-time academic load. No credit~~

| Chapter Name | Chapter No. | Page |
|------------------------------------|-------------|-----------------|
| ACADEMIC PROGRAMS AND REQUIREMENTS | 6.2.1 | Page 3 of 31212 |
| Issue | | |
| UNDERGRADUATE | | |

~~will be given for work in courses not officially enrolled in or approved. In computing the standard course load, activity hours in physical education are not counted.~~

~~Pass-Fail semester hours are counted in the total course load.~~

WITHDRAWALS FROM CLASS

~~(time periods to be adjusted for shorter academic sessions.)~~

First Three Weeks

~~Any change in the student's program occurring during this period is accomplished through the Office of the Director of Registration as a part of the registration adjustment process. Such changes are not recorded in the student's academic record.~~

Fourth through Tenth Week

~~All student-initiated withdrawals are accepted automatically and recorded as "W" during this period. The instructor's signature must be secured on the withdrawal form as evidence that the instructor and the student have discussed the contemplated action, including possible alternatives and consequences.~~

After Tenth Week — Until Beginning of Final Exam Period

~~A "W" may be granted during this period to students under either of the following conditions:~~

- ~~1. The student's work in the course at the time of withdrawal request is A, B, or C.~~
- ~~2. Unexpected emergency circumstances, which have arisen after the tenth week of the semester, prevent the student from completing the work of the course. These circumstances must be specific and verifiable.~~

~~The decision on awarding the "W" will be made by the director of the Academic Services Center or the director's designee, based upon academic standing at the time of application for the "W", and conferences with the student. If the application is denied, and the student fails to complete the work of the course successfully, a grade of "E" will be recorded by the instructor.~~

Notes on Procedure

~~For the fourth through the tenth week, a withdrawal form may be secured from the Academic Services Center, or from the office of any academic department. This form, with the instructor's signature, is submitted to the Academic Services Center for official processing.~~

| Chapter Name | Chapter No. | Page |
|------------------------------------|-------------|-----------------|
| ACADEMIC PROGRAMS AND REQUIREMENTS | 6.2.1 | Page 4 of 41212 |
| Issue | | |
| UNDERGRADUATE | | |

After the tenth week, the withdrawal request must be initiated at the Academic Services Center. The decision made on the request will be communicated in writing both to the student and to the instructor in question.

Students should not stop attending class until they have received official notice that their requested withdrawal has been approved. IF students discontinue attending a class without officially withdrawing from the class and do not take the final examination, University policy requires that the instructor issue a grade of "E" for the course.

When withdrawal from the class brings the student's academic load below the minimum number of hours necessary to qualify as a full-time student for University housing, scholarship aid, student loans, or any other benefit he or she enjoys for which academic enrollment was a prerequisite, the University may at its option take any or all of the following steps:

1. Deny permission to withdraw
2. Cancel the benefits as of that date
3. Declare the student ineligible for present and/or any future benefits of a similar nature
4. Deny permission to reenroll in subsequent semesters.

Comment

Please note that in this policy the faculty has indicated that the instructor does sign the withdrawal form, but that his or her signature does not show that the instructor necessarily approves, disapproves, or supports the withdrawal. The instructor signs before the end of the tenth week to show that there has been an opportunity to discuss with the student the advisability or implication of the withdrawal. After the tenth week, the instructor must sign the form and provide the information as to the quality of the student's work at this point.

GRADES

The grades used by the University with their corresponding values in points are as follows:

| <u>Letter Grades</u> | <u>Honor Points</u> |
|----------------------|---------------------|
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |
| C- | 1.7 |
| D+ | 1.3 |
| D | 1.0 |
| D- | 0.7 |
| E | 0 |

| Chapter Name | Chapter No. | Page |
|------------------------------------|-------------|-----------------|
| ACADEMIC PROGRAMS AND REQUIREMENTS | 6.2.1 | Page 5 of 51212 |
| Issue | | |
| UNDERGRADUATE | | |

| | | |
|----|---|---|
| CR | 0 | Passing grade in Credit/No Credit courses |
| NC | 0 | Failing grade in Credit/No Credit courses |
| S | 0 | Passing grade in Pass/Fail elections and credit for certification in student teaching courses |
| P | 0 | Passing grade in student teaching but not sufficient for certification |
| U | 0 | Failing grade in Pass/Fail and student teaching elections |

Credits earned by student teaching, correspondence, credit/no credit classes, physical education activity classes or pass-fail options are not accorded honor points.

An "I" is awarded only when a student's work has been of acceptable quality ("C" or better), but the required amount has not been completed because of illness, necessary absence or other satisfactory reasons. It is never applied to poor work or to nonattendance of class by the student. It means that the student has informed the instructor of the reason for the requested incomplete, and the instructor has agreed to the request.

An "I" grade must be removed within one calendar year from the end of the semester or session in which that grade was given. The time for removal of an "I" may be extended upon written recommendation of the instructor and approval by the dean of the college. Such extension will be granted only under unusual circumstances. The initiative for conversion of an "I" to a letter grade rests with the student. If not converted to a grade by the end of the one-year period, the "I" will remain as a permanent part of the student's academic record. This policy concerning "I's" became effective April 19, 1975.

The grade of "W" will be assigned only when an official withdrawal has been completed. If a student discontinues attending a class without officially withdrawing from a class, the grade of "E" will be assigned for the course.

Credit for a course in which the grades of "E" or "U" have been received can be earned only by repeating the course.

Any attempt to change an individual grade must be initiated no later than the end of the eighth week of the next regular semester (fall or winter) following the semester or session in which the grade was given. For instructor-requested changes, this means that the appropriate form has been submitted to the department head. For student appeals, it means that the instructor has refused to make a change, and the issue has been formally turned over to the departmental grievance board.

An extension beyond this limitation may be permitted only by the dean of the college in which the course was taken. Such extensions will be granted only on verifiable evidence of emergency circumstances, such as serious illness or military obligation, which prevented the petitioner from acting during the proscribed period.

Note that the grade of "I" is covered by a separate set of requirements.

PASS-FAIL OPTION

| Chapter Name | Chapter No. | Page |
|------------------------------------|-------------|-----------------|
| ACADEMIC PROGRAMS AND REQUIREMENTS | 6.2.1 | Page 6 of 61212 |
| Issue | | |
| UNDERGRADUATE | | |

A student may elect to take a course under the Pass/Fail Option for various reasons (e.g. if he/she wishes to experiment in an unfamiliar field without jeopardizing his/her grade point average.) Under these circumstances, the limiting features of the option are as follows:

1. It may be exercised only by juniors and seniors in good standing.
2. It may be applied only to free electives, that is, to courses which are outside the student's major, minor, curriculum or basic studies requirements.
3. A maximum of six such courses may be applied toward graduation.
4. The student shall indicate his/her intention to take a course under the Pass/Fail Option at the time of registration. This decision becomes binding at the end of the period for dropping classes (three weeks during the regular semesters.)
5. *Students who elect a course on Pass/Fail may cancel the option and accept a letter grade up to the last day of class before the official University scheduled final examinations.
6. The instructor will not be notified of the student's election of this option. The regular letter grade reported by the instructor will be recorded on grade reports and transcripts as follows:
 - a. Grades of A, B, C, or D will be converted to S, and shall count as credit toward graduation.
 - b. The grade of E will be converted to U and shall not count toward graduation.
7. A course taken under this option shall not be used in any way in the computation of the student's grade point average. Thus a Pass/Fail election shall not be approved for a course in which the student previously received a letter grade.

Students should be fully aware of the possible implications of this option for acceptance into graduate schools and competition for financial aid there. It has been ascertained that most graduate schools will accept students who have elected to take courses on a Pass/Fail basis, but that if courses taken on this basis are sufficient in number on the transcript, the Graduate School Examination may be utilized to determine the student's acceptability. Graduate schools, in general, do tend to favor those applicants who have good letter grades on their transcripts.

Applications for Pass/Fail and approval can be obtained at the Academic Services Center, 229 Pierce Hall.

TEXTBOOKS

Subject to the approval of the department head and the dean of the college, a wide latitude is accorded the instructor in selecting textbooks.

PROGRESS REPORTS

Instructors should use progress report forms, particularly between the fifth and sixth weeks of instruction, for any student doing failing or sub-standard work during the semester.

FACULTY OFFICE HOURS

Faculty members are expected to be available for conferences with students. Instructors should post their office hours on their doors and notify their classes and offices of their department heads of these hours.

| Chapter Name | Chapter No. | Page |
|------------------------------------|-------------|-----------------|
| ACADEMIC PROGRAMS AND REQUIREMENTS | 6.2.1 | Page 7 of 71212 |
| Issue | | |
| UNDERGRADUATE | | |

FINAL EXAMINATIONS

The responsibility for the evaluation of a student's achievement in a course rests with the instructor of the course.

Whether or not that evaluation shall include a final examination shall be determined by the instructor in line with departmental and university policy.

If a final examination is not given, the scheduled examination period shall be used for other class activity.

If a final examination is given, students shall take the examination with their own class and at the hour indicated on the examination schedule. Failure to take the examination at the scheduled time will result in a grade of "E" except when the requisite conditions for granting an "I" are present.

Students are to take their examinations with their regular classes at hours indicated on the schedule. If the student finds that he/she has three examinations scheduled on one day, he/she may request the instructor of the class having the first examination of the day to arrange for him/her to take the examination at another time. If he/she finds that he/she has four examinations scheduled for one day, he/she may request the instructors of the first two examinations to make arrangements so that he/she has to take no more than two in one day. He/she may appeal to the head of the department in which the course is offered if a satisfactory solution is not reached.

Students who, for religious reasons, find that they are not able to follow the examination schedule should make special arrangements with their instructor. If arrangements are not satisfactory, the student may appeal to the head of the department in which the course is offered.

Any deviation of the student's examination schedule, other than to limit the exams to two in one day or to observe religious mandates, must be approved by both the instructor and the department head, and will be granted only in cases of extreme emergency.

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

SCHOLARSHIP INDEX

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

CLASSIFICATION

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

| Chapter Name | Chapter No. | Page |
|------------------------------------|-------------|-----------------|
| ACADEMIC PROGRAMS AND REQUIREMENTS | 6.2.1 | Page 8 of 81212 |
| Issue | | |
| UNDERGRADUATE | | |

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

ACADEMIC DISTINCTION

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

ACADEMIC RETENTION AND DISMISSAL

An undergraduate student is placed on academic probation when his/her cumulative grade point average at EMU, or from all college sources, is less than 2.00 (a "C" average). Placement on academic probation is automatic and applies even if the student states that official notification of such probation has not been received from the University.

A student's probationary status results from his/her academic record for the semester which has just been completed, viewed in relation to the student's total academic record. (Note that "surplus" grade points from institutions other than EMU cannot be used to reduce a grade point deficit incurred at EMU.)

The University's action of placing a student on academic probation should make the student aware that satisfactory progress is not being made toward completing degree requirements. The student should also realize the need to take steps, such as seeking additional help and advice, to improve the quality of his/her academic performance.

While on academic probation, a student must earn a grade point average of at least 2.00 (a "C" average) in each succeeding period of his/her enrollment (including the spring and the summer session) until probation is removed. This requirement applies regardless of where the academic work is taken.

Academic probation will be removed when a student's cumulative grade point average at EMU and from all college sources is at least 2.00 (a "C" average).

Within the first thirty days of a semester and preferably within the first week of a semester the student on academic probation is required to have a conference with his assigned academic advisor to review the student's program of classes and his/her plans for the semester. Further conferences may be required, or the student's academic course load may be restricted, or the student may be informed of special conditions stipulated by the Academic Services Center, acting for the Academic Standards and Admission Review Committee to help ensure satisfactory progress toward graduation.

Students on academic probation who fail to meet the required grade point average of 2.00 ("C" average) in each enrollment period while on probation will be dismissed for academic reasons.

Students not on academic probation whose cumulative grade point deficit at the end of any enrollment period is 13 or more will be dismissed for academic reasons.

| Chapter Name | Chapter No. | Page |
|------------------------------------|-------------|-----------------|
| ACADEMIC PROGRAMS AND REQUIREMENTS | 6.2.1 | Page 9 of 91212 |
| Issue | | |
| UNDERGRADUATE | | |

Exceptions to the above policies may be made under the following conditions:

1. A student on academic probation who earns less than the required grade point average of 2.00 ("C" average) in an enrollment period may be retained on academic probation provided this is the recommended judgment of the Academic Standards and Admission Review Committee.
2. A freshman may, with the approval of the Academic Standards and Admission Review Committee, be permitted two full semesters of enrollment even though the grade point deficit is greater than 13 during the first semester.
3. A student on academic probation, whose grades for the current enrollment period contain an I, will be retained only at the discretion of the Academic Standards and Admission Review Committee.

READMISSION

A student is academically dismissed for two successive enrollment periods (one of which must be a full semester), unless unusual or extenuating circumstances exist. Readmission and re-enrollment cannot take place until this time period has elapsed. Readmission is not automatic; normally each student must have a readmission interview.

During this period a student may well gain the needed maturity for pursuing a degree through work experience, travel, or course work at other accredited collegiate institutions. The student will be required to support his or her eligibility for readmission through:

1. Documentation of his or her activities during the dismissal period which relate to the reasons for dismissal and which support his or her readiness to resume his or her academic career at Eastern Michigan University.
2. Earning a minimum grade point average of 2.00 ("C" average) if courses are taken at other accredited collegiate institutions.
3. Taking the SAT for re-evaluation in conjunction with the above items if considered necessary by the Academic Services Center.

A student who is readmitted and is dismissed a second time normally will not be readmitted again.

WITHDRAWALS FROM THE UNIVERSITY

An undergraduate student who finds it necessary to withdraw from all classes (withdrawal from the University) for a given session does so through the Registration Office, Briggs Hall. A student who is unable to accomplish the withdrawal in person may do so by a written request addressed to the Registration Office. The request should indicate reason for the withdrawal. Any adjustment will be based on postmark date. The Withdrawal from the University policy is stated below.

| Chapter Name | Chapter No. | Page |
|------------------------------------|-------------|-------------------|
| ACADEMIC PROGRAMS AND REQUIREMENTS | 6.2.1 | Page 10 of 104242 |
| Issue | | |
| UNDERGRADUATE | | |

1. ~~Students who withdraw during the first seven calendar days of the semester (three calendar days for Spring and Summer) will receive a 100% tuition credit adjustment and no grades will be posted.~~
2. ~~Students who withdraw during the next fourteen calendar days of the semester (the next four calendar days for Spring and Summer) will receive a 50% tuition credit adjustment and no grades will be posted.~~
3. ~~Students who withdraw after twenty-one calendar days (seven calendar days for Spring and Summer) through the day prior to the first day of University final examinations will receive no tuition credit adjustment and grades of "W" will be posted.~~
4. ~~No withdrawal will take place after the University final examination period has begun.~~

~~The Eastern Michigan University Class Schedule published each session gives exact dates for tuition credit adjustment.~~

~~A student who has withdrawn from the University during the first twenty-one calendar days and desires to enroll in a subsequent semester or session shall follow the admission procedure for former students (re-enrollment) as described in the University Catalog.~~

~~Retroactive Withdrawal: The University recognizes that unexpected circumstances arise making it necessary for a student to initiate a request for a withdrawal after the completion of classes for a term. Normally, a retroactive withdrawal will only be considered for the preceding term. The Retroactive Withdrawal policy is stated below.~~

~~Retroactive withdrawals may be granted for either one or both of the following reasons:~~

1. ~~Administrative: through an administrative problem or error, the student received an "E" grade.~~
2. ~~Mental or physical stress: subsequent to awarding of term grades, the student claims that severe physical or psychological stress was present during the semester. Documentation must be presented by or on behalf of the student and a consultation may be required. In this case, the decision will affect all the classes the student was registered for during the term in question.~~

~~In both cases, the student must initiate the request in the Academic Services Center. After reviewing the request, the documented evidence, and possible further consultation, the director, or designee, will recommend action to the vice-president for academic affairs.~~

~~The student with an approved retroactive withdrawal does not receive any consideration for tuition refund and grades of "W" will be posted on his/her official academic record.~~

~~These procedures also apply for Spring and Summer sessions. Please refer to current class schedule for the session concerned for exact withdrawal dates.~~

AUDITING OF COURSES

| Chapter Name | Chapter No. | Page |
|------------------------------------|-------------|-------------------|
| ACADEMIC PROGRAMS AND REQUIREMENTS | 6.2.1 | Page 11 of 114212 |
| Issue | | |
| UNDERGRADUATE | | |

A student may be permitted to enroll in a course as an auditor, that is one who merely attends class to "hear" or visit. No credit is awarded for an audit.

Subject to the approval of the head of the department offering the course, students wishing to audit a course must register for it just as for any other class, and then also turn in at registration a "permission to audit" card with the required approval.

The student's intention to audit a course rather than to take it for credit must be established at the time of registration. Shifting from credit to audit or from audit to credit is not permitted after the last day that classes may be added or sections changed.

Tuition and fees for enrolling in courses for audit are the same as for enrolling in courses for credit.

Under provisions of the University staff benefits program, full-time staff, faculty, and faculty spouses may "audit" classes without regular registration by completing an approval process initiated at the Staff Benefits Office.

Except for a staff benefits audit, no person is allowed to attend class unless officially registered on a credit or audit basis with appropriate fees paid.

HONORS PROGRAMS/COURSES

Outstanding entering freshmen and other students with excellent records are offered or may request the opportunity to enroll in honors sections of some freshmen Basic Studies courses in biology, English composition, literature, history and political science. The courses offer an enriched intellectual experience for the able, interested student. Freshman students who appear qualified for these courses are usually selected before or during the Summer Orientation and Advising Program and have an opportunity to discuss their decision with an advisor. Questions concerning eligibility for these courses may be directed to the Academic Services Center or the department offering the course. These courses and regulations concerning them do not require that students are majoring in the area and are completely separate from departmental honors courses and programs described below.

Honors courses are offered in several departments to qualified seniors specializing in those departments. These courses are geared to encourage creative interest, to promote subject investigation in depth and to permit overviews of subject matter fields.

To be eligible a student must have completed twenty semester hours of work on his major.

An eligible student should consult with the head of the department, who will cooperate with the student in the preparation of a systematic proposal which must include a statement of the problem, the resources or references to be used, the method by which the problem is to be solved, the amount of time required and the credit to be given. This statement must be filed with and approved by the dean of the college in which the course is taken. The honors course election is limited to two semester hours in anyone semester.

The Department of English Language and Literature offers a special Honors Program for English Majors.

| Chapter Name | Chapter No. | Page |
|------------------------------------|-------------|-------------------|
| ACADEMIC PROGRAMS AND REQUIREMENTS | 6.2.1 | Page 12 of 121212 |
| Issue | | |
| UNDERGRADUATE | | |

| Authority for Creation or Revision |
|--|
| Minutes of the Board of Regents, October 18, 1978; para. .1997M. Minutes of the Board of Regents, March 17, 1998; para. .5352M. |

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

| |
|-----------------------------|
| SECTION: 17 |
| DATE: September 16, 2003 |

RECOMMENDATION

MONTHLY REPORT - FINANCE COMMITTEE

ACTION REQUESTED

It is recommended that the Working Agenda for September 16, 2003 and the minutes for the June 17, 2003 Finance Committee meeting be received and placed on file.

STAFF SUMMARY

Regular Agenda items discussed at the June 17, 2003 Finance Committee were: the Finance Committee Monthly Report; FY 2003-04 General Fund Operating Budget; FY 2003-04 Tuition and Mandatory Fees; FY 2003-04 Auxiliary Fund Operating Budget; FY 2003-04 Room and Board Rates; FY 2004-05 General Fund Scholarships, Awards, and Grants; Employee Incentive Plan; Lease: Eastern Michigan University and Genoa Business Park L.L.C.; Sale of Real Property – 1764 Stonebridge Drive South, Pittsfield Twp., Michigan; Revision to 2002 Parking Expansion Plan; Lease: Eastern Michigan University and David J. Stanton & Associates (Wendy's); Policy: Program Costs for Extended Programs; and Policy Revision: Acquisition/Disposal of Real Estate Property. Consent Agenda items discussed were: Treasurer's Report, Internal Audit Report, Grants and Contracts Report, Construction Projects Progress Report, Accounts Receivable Report, 2002-2003 General Fund Budget Status Report and Technology Plan Implementation Report.

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date _____

1

EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS
FINANCE COMMITTEE MEETING

September 16, 2003
10:30 a.m.
201 Welch Hall

FINANCE COMMITTEE MISSION:

To review the financial affairs of the University, assuring costs are managed effectively, revenues are sufficient, the budget is balanced, valuable resources protected with uncompromising integrity while working effectively with the many different constituencies to achieve University goals.

CONSENT AGENDA

- Section 1: Treasurer's Report**
John W. Beaghan, Interim Vice President for Business and Finance
- Section 2: Internal Audit Report**
Jeff Fineis of Andrews, Hooper and Pavlik, P.L.C.
- Section 3: Grants/Contracts Report**
Brian Anderson, Director, Office of Research Development
- Section 4: Construction Projects Progress Report**
Anthony Catner, Associate Vice President for Business and Finance – Facilities
- Section 5: Accounts Receivable Report**
Thom Madden, Director, Student Business Services
- Section 6: Technology Plan Implementation Report**
Margaret Cline, Chief Information Officer and Executive Director, Information and Communications Technology

REGULAR AGENDA

- Section 17: Finance Committee Monthly Report**
John W. Beaghan, Interim Vice President for Business and Finance
- Section 18: Consolidated Financial Statements and Supplementary Information as of June 30, 2003 and 2002**
Darrell Burks of Pricewaterhouse Coopers
- Section 19: OMB Circular A-133 Supplementary Financial Reports for the Year Ended June 30, 2003**
Darrell Burks of Pricewaterhouse Coopers
- Section 20: 2002-03 General Fund Budget Management Report**
Al Levett, Director, Budget Management
- Section 21: 2002-03 General Fee Report**
Al Levett, Director, Budget Management
- Section 22: 2002-03 Auxiliary Fund Budget Management Report**
Jim Vick, Vice President for Student Affairs
- Section 23: TIAA-CREF Custodial Account and Recordkeeping Agreements**
Ken McKanders, University Counsel
- Section 24: Appointment of Interim Board Treasurer**

EASTERN MICHIGAN UNIVERSITY

**Board of Regents
FINANCE COMMITTEE**

MINUTES OF MEETING

June 17, 2003

Present: Regents Antonini (Chair), Morris, Brandon, Griffin, Gordon, Incarnati, and Vice President Doyle.

Regent Antonini called the Finance Committee meeting to order at 10:00 a.m., and read the Finance Committee "mission statement".

TREASURER'S REPORT

Pat Doyle recommended that the Treasurer's Report for the month of April 2003 be received and placed on file. Doyle reported that as of April 30, 2003 cash and investments totaled \$120,263,396 and were invested to return an annualized yield of 3.47 percent. Doyle reported that the University's latest investment performance compares favorably to established benchmarks. Cash and investments as of April 30, 2003 (excluding bond proceeds) decreased by \$52,318 when compared to April 2002.

INTERNAL AUDIT

Amy Brown and Jeff Fineis of Andrews, Hooper and Pavlik recommended that the internal auditor's activity report for the period March through May 2003 be received and placed on file. Fineis reported that reports for the purchasing, general food service and library internal audits have been issued. The reports include findings and corresponding recommendations to improve controls, which have been discussed with the appropriate University personnel. Fineis reported that management agrees with the recommendations and is proceeding with actions to implement those recommendations. University management has prepared a report that shows the recommendations from the regulatory audit and the ticket sales audit completed in January and February 2003 have been implemented. An updated internal audit schedule through September 30, 2003 is also included in the report. Fineis stated that that all expended resources are within approved budget limits and audits are on track with the approved schedule for the twelve-month period.

Regent Morris recommended that the University develop a central "single-point accountability" process through the Human Resources department to receive and cancel procurement cards, keys, etc. relative to employee terminations.

GRANTS/CONTRACTS

Brian Anderson presented a report focusing on ORD administration, responsibilities, protection from loss/harm; grants importance, what grants provide/not provide. Anderson stated that his office is revising the Grants/Contracts report format so that it will provide more meaningful information.

Anderson recommended that 89 grants and contracts totaling \$3,591,574 for the period March through May 2003 be accepted. Anderson reported that 100-percent sponsor-funded grants and contracts in the amount of \$2,348,397 were awarded to the University during the reporting period. Grants and contracts that require EMU cost sharing and/or in-kind contributions totaled \$1,243,177. Anderson reported that the cash contributions for those awards were \$100,697 for a fiscal year-to-date total of \$315,692 against a base budget of \$361,652.

Anderson provided an updated analysis of current proposal and award activity compared with the prior fiscal year. Through May, 432 proposals were processed, 33 awards were received, and proposals processed was minus 32 from the plan. 333 awards were processed, which was minus 28 from the plan. The dollar value of awards received was \$12,402,231 which is minus \$2,736,519 from the plan. Matching funds committed was \$315,692 which was minus \$15,822 from the plan. Anderson compared the current fiscal year-to-date with last fiscal year-to-date through May and reported that nine fewer awards were received. The dollar value of those awards was down \$754,519 and the matching funds committed were down by \$39,021.

CONSTRUCTION PROJECTS PROGRESS REPORT

Anthony Catner recommended that the construction projects progress report for the period ending June 17, 2003 be received and placed on file. Catner reported that the University House is nearing substantial completion and move-in is scheduled for late June 2003. The campus master planning project continues with campus and community providing input with Pollack Design associates of Ann Arbor. Catner reported that the Office of Campus Life was helpful in communicating this opportunity to view the proposals. Aaron Preston reported that proposals submitted recently for the new student union and the reassignment of McKenny are undergoing a detailed "blind" review and selection process. Preston stated that the University expects to make a recommendation within the next few weeks. Project expenditures and contract obligations to date are expected to be within approved budgets.

ACCOUNTS RECEIVABLE

John Beaghan recommended that the Student Accounts Receivable Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of April 30, 2003, be received and placed on file. The student accounts receivable ratio analysis reflects that as of April 30, the net receivable balance is \$14.3 million, which is 10.58 percent of revenue year-to-date as compared to \$13.4 million last year; which was 10.94 percent of revenue – a slight decrease of .36 percent. Beaghan reported that a decrease of .48 percent from the five-year average of 11.06 percent is noted in that analysis. University student receivables for the reporting period 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 April 30, 2003 be accepted and placed on file. Levett reported that appropriations from the State of Michigan have been reduced by 3.5% or \$3.067 million. Combined official enrollments for summer and fall 2003 and unofficial winter and spring 2003 enrollments have produced 520,975 credit hours, which exceeds plan by 3,653 credit hours. Tuition and fee revenues are below plan by approximately \$378,000 due to the mix of credit hours. Levett reported that other revenue collections from late fees, installment fees and other student/miscellaneous fees are consistent with the plan. General Fund expenditures and transfers are accumulating according to plan at \$154.1 million. Reductions in spending have been made consistent with the loss of appropriation revenue. Salary and wages have been closely managed and are within budget. Staff salary savings, which result from position vacancies, are exceeding plan. These savings will offset the aforementioned tuition and fee revenue shortfall.

INFORMATION AND COMMUNICATIONS TECHNOLOGY INITIATIVES

Margaret Cline recommended that the ICT initiatives report and financial status report be accepted and placed on file. Cline reported that students are now using the new ERP system to register, and faculty are using the system to submit spring semester grades. The E-Fellows project will accept applications for proposals from faculty that integrate technology into their teaching. Cline reported that contract obligations for the mainframe environment are being reviewed. Cline stated that the coming year will begin to see savings reinvested from the decommissioning of the older systems.

MONTHLY REPORT

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

2003-04 GENERAL FUND OPERATING BUDGET

Pat Doyle recommended that the Board of Regents approve the 2003-04 General Fund Operating Budget in the amount of \$197,196,980, which is \$3.2 million or a net increase of 1.6 percent over the prior year. The net increase includes \$1.7 million of additional student financial aid funding, representing a 13% increase in student financial aid funds, and is 53% of the overall net budget growth for fiscal year 2003-04. Doyle reported that the budget does not accommodate any across-the-board or inflationary costs for general operations, and is contingent upon the approval of the recommendation for 2003-04 Tuition and Fees. The budget is based upon the executive recommendation for a FY 2004 State Of Michigan appropriation of \$78.9 million (a ten percent decrease from the final State funding level for FY 2001-02, and a 6.74 percent decrease from the final State funding level for FY 2002-03) and enrollment levels consistent with 574,074 student credit hours (an increase of 1.5% over 2002-03). Doyle reported that the requested budget is \$8.8 million lower than the 2003-04 State Appropriation Request approved at the November 19, 2002 Board meeting. Doyle reported that the University continues to incorporate Guiding Principles to strategically reduce and avoid costs where possible, maintain competitive tuition and fee rates, protect and invest student financial aid and student retention/success programs, and continues to recognize differences in cost of instruction by program/course level. The University continues to invest in strategic initiatives and meet contractual obligations while keeping the operating budget in line with enrollment. The most significant reduction is the \$8.3 million Budget Reduction Plan that has been developed in response to the State Appropriation funding decrease. This plan includes reducing FTE positions by 84, a planned enrollment growth of 1.5 percent or 574,074 student credit hours; increase General Fee by \$1.00 per credit hour to secure funding for multiple student retention, success and experience programs; tuition and mandatory fee increases of an overall average of 9.9 percent for all course/class levels (11.9 percent for UG resident; 9.3 percent for graduate resident, UG non-resident, and graduate non-resident), which also includes a \$1.00 increase in the General Fee and 75 cents Student Union Fee; increase program fees for upper level undergraduate and graduate courses by \$2.50; eliminate the \$10 per transaction Program Adjustment Fee and the Presidential Scholarship Fee. The plan also includes reducing the on-line application fee by \$5.00 and increasing the paper application fee by \$5.00, and increasing the Auxiliary Administrative fee by \$444,000. Doyle reported that the University currently ranks 11th place in state appropriation funding per FYES.

FY 2003-04 TUITION AND MANDATORY FEES

Pat Doyle recommended that a tuition and mandatory fee increase, effective Fall 2003 semester, be approved. The increase represents an overall average of 9.9 percent for all course/class levels. Undergraduate resident tuition will increase by \$18.25 per credit hour; graduate resident tuition increase of \$24.25 per credit hour; and doctoral tuition increase of \$25.75 per credit hour. The General Fee will increase by \$1.00 to \$21.00 per credit hour plus 75 cents for the Student Union Fee. Program fees for all existing qualifying upper level undergraduate and graduate courses/programs will increase by \$2.50. The \$10 per transaction Program Adjustment Fee (now done on-line by the student) and the \$30.00 Presidential Scholarship Fee will be eliminated. The on-line application fee will be reduced by \$5.00 and the paper application fee will increase by \$5.00. Doyle reported that the proposed resident undergraduate tuition and mandatory fee rate is expected to place EMU either 8th or 9th out of the 15 state universities, based on a survey of business officers at the other universities. Approximately 16.2% of tuition and fees are returned to students through the various campus-based financial aid awards. Doyle reported that total revenues from tuition, mandatory and elective fees are planned to generate \$118.3 million. General Fee revenues are projected to provide \$11.5 million, Technology Fee \$5.5 million, and Student Union Fee \$409,000. Doyle stated that these revenues, combined with a state appropriation of \$78.9 million, are sufficient to balance the FY 2003-04 General Fund operating budget.

2003-04 AUXILIARY FUND OPERATING BUDGETS

Jim Vick recommended that the 2003-04 Auxiliary Fund Operating Budget in the amount of \$39,040,442 be approved. The 2003-04 auxiliary revenue budget is an increase of \$1.02 million over the prior year budget, and the increase is primarily due to 4.5 percent increase in Housing and Dining rates. Vick reported that the total operating expense budget before debt requirements, administrative fees and contributions to maintenance reserves is \$31.78 million, which is an increase of \$0.89 million over the 2002-03 budget expense. Total net of operations is \$7.25 million. Vick reported that the total operating balance at year-end is projected to be \$107,810. Vick reported that the revenue estimates for Housing and Dining Services are contingent upon approval of the 2003-04 Housing and Dining Rates.

2003-04 ROOM AND BOARD RATES

Jim Vick recommended that the 2003-04 Rates Proposal for Housing and Dining Services be approved. The proposed rates represent an increase of 4.5 percent, excluding the Village where increases will be 5.0 percent. Rental rates at Pine Grove Apartments will remain the same. Vick reported that the average cost increase for the academic year will be \$253. The proposed rates are based on a budgeted residence hall occupancy of 3,700 as of September 30, 2003; apartment occupancy of 81 percent; debt obligation of \$1.75 million; meeting basic facility needs of \$4.028 million; maintaining the current level of service; maintaining and operating reserve fund balance of at least \$1.0 million and providing first priority housing to FTIACs.

2004-05 GENERAL FUND SCHOLARSHIPS, AWARDS AND GRANTS

Bernice Lindke recommended that the proposal representing \$12,437,901 be approved. The total budget includes \$6,671,757 for scholarships, awards and grants; \$5,036,947 for athletic grants-in-aid; and \$729,197 for federal and state matches. The 2004-05 proposed budget is increased by \$929,720 over the previous years adjusted General Fund base of \$11,508,181. Lindke reported that additional awards and funding are requested to attract new students and to meet obligations for scholarship

recipients who are retaining their awards at higher levels. In addition, funds are needed to cover four more women's crew grants-in-aid. Lindke requested that funding be increased for all athletic grants-in-aid and scholarships that pay current tuition and room/board rates.

EMPLOYEE INCENTIVE PLAN (EIP)

Paul Schollaert recommended the approval of the Employee Incentive Plan (EIP) for eligible full-time tenure and tenure track faculty. The Board's approval of the EIP is subject to the University administration reaching an agreement with the American Association of University Professors (AAUP) – EMU Chapter regarding the EIP. Schollaert reported that the EIP concept began by examining how faculty budgets could be reduced without further reduction in positions, and how realignment of faculty resources with Strategic Initiatives could be accelerated while providing a meaningful monetary incentive to eligible faculty. The plan does not offer annual, on-going cost savings to the University without reductions in faculty positions, but presents an incentive which will result in the acceleration of retirements (estimated at 84) and a realignment of faculty resources. Schollaert reported that the cost of the monetary incentives to the retirees will be offset by the positive variance resulting from lower replacement salaries. A small contingency has been included in the projection to account for any variances within the planned assumptions.

LEASE: EASTERN MICHIGAN UNIVERSITY AND GENOA BUSINESS PARK L.L.C.

David Clifford and Dan Gaymer recommended that the Board approve a 7-year lease in Genoa Township to serve as EMU-Brighton, an off-campus extended learning center. Clifford reported that the establishment of the Brighton Center is the result of over three years of planning. The Center will position the University as the only public four-year university with a dedicated location in Livingston County. Studies indicate that Brighton is the best location to establish EMU's off-campus location based on projected population growth in the different regions of Livingston County. Locations were considered in Oakland County, Monroe County, and the Downriver Area. Clifford reported that Livingston County was seen as the location that held substantial future potential based on its growing population, minimal competition, high household income level, good image, and the general safety of the area. A five-year lease was signed with Genoa Business Park II, LLC in April 2003 to allow for building construction to be completed for August 2003 occupancy. GBP II, LLC has offered to convert the five-year lease into a seven-year lease that includes more favorable rental rates. Continuing Education believes that demand will support the Brighton location for at least seven years, and that the building size and location will be adequate to provide an excellent learning environment. Start-up costs and a first year net loss are estimated to be \$388,000. Assuming the Board approves extending the five-year lease to a seven-year lease, the program is expected to recover its initial investments early in year three, and end year three with a cumulative net contribution of \$280,000. Net contributions in excess of \$400,000 are projected beginning in year four and continuing each year thereafter. Total savings of over \$130,000 will be realized if the lease is extended from five to seven years. Negotiations have been completed with various academic units to develop program and course offerings in Education, Health and Human Services, and Technology. Infrastructure is in place to support the center, and marketing and student recruitment for Fall Term 2003 have already begun. Funding for startup and initial operating costs will be covered by \$300,000 that has been reserved from fiscal years 2002 and 2003 by Continuing Education.

SALE OF REAL PROPERTY – 1764 STONEBRIDGE DRIVE SOUTH, PITTSFIELD TWP.

Pat Doyle recommended that the Board approve the sale of residential property located at 1764 Stonebridge Drive South in Pittsfield Township, Michigan for the price of \$587,000. Doyle reported that the property was acquired with Board approval in June 2000 as the temporary residence for the University President. The purchase price of the property and building was \$489,900. Recent professional appraisals value the property and building at \$534,000 and \$615,000 respectively. The proposed sale price of \$587,000 is 95% of the highest appraisal, and will recognize a gross capital gain of \$97,100 over the original purchase price of the property and building. Doyle reported that a closing date is scheduled for July 1, 2003.

REVISED PARKING PLAN

Tony Catner recommended that the *New Parking Structure, Surface Lots and Related Projects Plan*, approved by the Board at the November 27, 2001 meeting, be revised and asked for authorization to enter into all necessary contracts to complete the revised project. Catner reported that since receiving approval for the original 260-space bi-level parking structure, the overall economic climate and reductions in state appropriations gave cause for the University to rethink the construction of a parking structure. In addition, construction of the new student union will include a 350-space parking area. Catner reported that, with Board approval, the plan for the originally programmed 260-space structure will be replaced by a 100-space surface parking lot on the former site of the Business and Finance Building; and an additional 100-space surface lot will be constructed adjacent to the present Pease parking area by utilizing roadways, which are expected to be donated to the University by the City of Ypsilanti. The remaining \$1.2 million from the reprogramming of the parking structure will be redirected to capital improvements to classroom buildings (Mark-Jefferson and Quirk). Catner reported that the revised plan provides opportunity for the University to enhance the southeast corner of campus at West Cross and Perrin by adding a properly bermed and landscaped entrance.

LEASE: EASTERN MICHIGAN UNIVERSITY AND DAVID J. STANTON & ASSOCIATES/WENDY'S

Jim Vick recommended that the Board approve an extension of the existing lease with Stanton and Associates to continue operation of the Wendy's restaurant in McKenny Union through June 30, 2005. Vick reported that the current lease expires June 30, 2003 and the lease extension coincides with the planned closing of McKenny Union for remodeling. The University intends to open a competitive bid process for food vendors for the new student union in Fall 2003. Vick reported that Wendy's currently occupies 1,400 sq. ft. at an annual lease rate of \$25,000 or 7 percent of gross sales, whichever is greater. They have exceeded the annual amount every year and this year's payment is estimated to be in excess of \$40,000.

POLICY REVISION: PROGRAM COSTS FOR EXTENDED PROGRAMS

Paul Schollaert recommended that the Board approve changes to the University's policy regarding Program Costs for Extended Programs (Policy 12.2.8). Schollaert reported that the changes, reviewed and approved by Cabinet and Academic Affairs, allow the offering of a course or program to an organization at a market-based single price. This policy change will allow Extended Programs to be more competitive in offering courses and may generate additional revenue.

**POLICY REVISION: ACQUISITION OR DISPOSAL OF REAL ESTATE PROPERTIES
AND OPTIONS ON PROPERTY POLICY**

Pat Doyle recommended that the Board approve changes to the University's policy regarding Acquisition or Disposal of Real Estate Properties and Options on Property (Policy 13.1.3). Doyle reported that the changes, reviewed and approved by Cabinet and the Policy Review Committee for the Business and Finance Division, will insure that funds related to the acquisition or disposal of real estate property are properly authorized and accounted for. Doyle reported that the revised policy will better define the roles and responsibilities of the Vice President for Business and Finance and the Board of Regents in regard to real estate property acquisition and/or disposal.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

| |
|-----------------------------|
| SECTION: 18 |
| DATE: September 16, 2003 |

RECOMMENDATION

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

ACTION REQUESTED

It is recommended that the Board of Regents receive and place on file the University's audited – 2002-2003 Financial Statements.

STAFF SUMMARY

The Financial Statements and Supplementary Information as of June 30, 2003 and 2002 are attached for your review. Representatives from PricewaterhouseCoopers (“PWC”) reported that the audit was performed in accordance with Generally Accepted Accounting Standards (“GAAS”), and the internal control environment and overall attitude towards controls at the University continue to be strong. They also reported that there were no disagreements between management and the auditors on the conduct of the audit, and management's accounting judgments and estimates are reasonable.

PWC also reported that there are no findings which they classify as “management recommendations”.

Representatives of PWC will attend the Finance Committee meeting to discuss the financial statement highlights.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

EASTERN MICHIGAN UNIVERSITY

MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the Eastern Michigan University ("University") annual financial report presents management's discussion and analysis of the financial performance of the University during the fiscal years ended June 30, 2003 and 2002. This discussion should be read in conjunction with the accompanying financial statements and footnotes. The financial statements, footnotes and this discussion are the responsibility of University management.

Using the Annual Financial Report

This annual report consists of financial statements, prepared in accordance with Governmental Accounting Standards Board ("GASB") Statement No. 35, *Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities*. The financial statements prescribed by GASB Statement No.35 (the Statement of Net Assets, Statement of Revenues, Expenses and Changes in Net Assets, and the Statement of Cash Flows) are prepared under the accrual basis of accounting, whereby revenues and assets are recognized when the service is provided and expenses and liabilities are recognized when others provide the service, regardless of when cash is exchanged.

The Statement of Net Assets includes all assets and liabilities. Changes in net assets (the difference between assets and liabilities) are an indicator of the improvement or erosion of the University's financial health when considered with non-financial facts such as enrollment levels and the condition of facilities.

The Statement of Revenues, Expenses and Changes in Net Assets presents the revenues earned and expenses incurred during the year. Activities are reported as either operating or nonoperating. A public university's dependency on State aid and gifts could result in operating deficits because the financial reporting model classifies State appropriations and gifts as nonoperating revenues. The utilization of capital assets is reflected in the financial statements as depreciation, which amortizes the cost of an asset over its expected useful life.

The Statement of Cash Flows presents information related to cash inflows and outflows summarized by operating, noncapital financing, capital financing and related investing activities, and helps measure the ability to meet financial obligations as they mature.

Financial Activity

The University's financial position improved during the fiscal year ended June 30, 2003 as compared to the previous year as evidenced by:

- The University's current and total assets increased over the prior year by \$13.2 million and \$39.5 million, respectively, most of which is attributed to unspent bond proceeds and change in accounts receivable.
- Total liabilities increased by \$37.6 million which is primarily due to increases in long-term bonds, net of retirements.

- The University's net assets increased by \$1.9 million to \$258 million, of which \$229 million is either invested in capital assets or restricted. Of the remaining \$29.2 million in unrestricted assets, all but \$4.8 million is designated for specific purposes.
- Operating revenues increased by \$15.8 million over the prior year. The increases were primarily from student tuition and fees, financial aid and auxiliary activities.
- The University's operating expenses increased by \$20.6 million, which is consistent with budgeted increases in all functional expense categories.
- State appropriations, \$85 million, were the most significant nonoperating revenue. This is a reduction of \$2.6 million compared to the prior year.
- The \$84.7 million operating loss combined with other cash requirements (principal and interest payments), totaled \$107 million which was partially funded by State appropriations.
- The State appropriation was cut 3.5% in midyear with a late year return of 0.5% as a one-time supplemental appropriation. Budget reductions were implemented to compensate for the 3% net reduction in appropriation.

Eastern Michigan University
Condensed Statements of Net Assets
as of June 30, 2003 and 2002
(in thousands)

| ASSETS | <u>2003</u> | <u>2002</u> |
|--|--------------------|--------------------|
| Current assets | \$ 108,555 | \$ 95,351 |
| Noncurrent assets | 330,576 | 304,265 |
| Total assets | <u>\$ 439,131</u> | <u>\$ 399,616</u> |
| | | |
| LIABILITIES | | |
| Current liabilities | \$ 35,526 | \$ 36,467 |
| Noncurrent liabilities | 145,304 | 106,751 |
| Total liabilities | <u>\$ 180,830</u> | <u>\$ 143,218</u> |
| | | |
| NET ASSETS | | |
| Invested in capital assets, net of related debt | \$ 190,621 | \$ 191,094 |
| Restricted, expendable | 38,493 | 38,524 |
| Unrestricted, designated | 24,385 | 22,083 |
| Unrestricted, undesignated | 4,802 | 4,697 |
| Total net assets | <u>\$ 258,301</u> | <u>\$ 256,398</u> |

At June 30, 2003, total University assets were \$439 million, compared to \$400 million in fiscal 2002. The University's largest asset is its investment in physical plant of \$291 million at June 30, 2003 compared to \$289 million in fiscal 2002, net of accumulated depreciation.

In fiscal 2003, the University's current assets of \$108 million were sufficient to cover current liabilities of \$36 million (current ratio of 3.06). In fiscal 2002, current assets of \$95 million were sufficient to cover current liabilities of \$36 million (current ratio of 2.61). The change in current assets of \$13 million was due primarily to an increase in unspent bond proceeds and student accounts receivable. The receivable increase was due to an extension of the normal student bill due date, necessitated by the timing of the successful implementation of the Student module of Banner. Noncurrent assets increased \$26 million due to unspent bond proceeds.

University liabilities total \$181 million at June 30, 2003, compared to \$143 million in fiscal 2002. Long-term debt of \$139 million, consisting of bonds payable, is the largest liability. Total long-term debt increased in fiscal 2003 primarily due to the \$53 million in bonds sold to finance the construction of a new Student Center, reassign and remodel McKenny Union, and defease higher coupon bonds.

Total net assets increased by \$1.9 million to \$258 million, primarily due to the net of increased tuition and program fee revenue offset by the appropriation reduction and increases in fringe benefit expense, higher utility costs and contractual obligations. Unrestricted net assets are designated for ongoing academic and research programs, capital projects and other strategic initiatives.

Eastern Michigan University

**Condensed Statements of Revenues, Expenses and Changes in Net Assets
for the years ended June 30, 2003 and 2002**

(in thousands)

| | <u>2003</u> | <u>2002</u> |
|--------------------------------------|--------------------|--------------------|
| Total operating revenues | \$ 179,358 | \$ 163,550 |
| Total operating expenses | <u>264,023</u> | <u>243,414</u> |
| Operating loss | (84,665) | (79,864) |
| Net nonoperating revenues (expenses) | <u>86,568</u> | <u>89,444</u> |
| Total increase in net assets | 1,903 | 9,580 |
| Net assets, beginning of year | <u>256,398</u> | <u>246,818</u> |
| Net assets, end of year | <u>\$ 258,301</u> | <u>\$ 256,398</u> |

The most significant sources of operating revenues for the University are student tuition and fees, grants and contracts, and auxiliary activities.

Operating expenditures increased by \$20.6 million primarily due to investment in instructional activities, scholarships and fellowships, utilities and the increasing cost of fringe benefits.

Net nonoperating revenue decreased by \$4.1 million, the majority of which is related to the reduction in the State appropriations.

Eastern Michigan University
Condensed Statements of Cash Flows
for the years ended June 30, 2003 and 2002
(in thousands)

| | <u>2003</u> | <u>2002</u> |
|--|------------------|------------------|
| Cash provided/(used) by: | | |
| Operating activities | \$ (73,297) | \$ (63,741) |
| Noncapital financing activities | 88,196 | 90,189 |
| Capital and related financing activities | 16,901 | (16,146) |
| Investing activities | <u>(21,215)</u> | <u>602</u> |
| Net increase in cash | 10,585 | 10,904 |
| Cash and cash equivalents, beginning of year | <u>58,453</u> | <u>47,549</u> |
| Cash and cash equivalents, end of year | <u>\$ 69,038</u> | <u>\$ 58,453</u> |

For 2003, major sources of operating cash included student tuition and fees (\$122 million), auxiliary activities (\$35 million), and grants and contracts (\$28 million). The largest uses of operating cash were payments for suppliers and employees (\$218 million) and financial aid (\$32 million). The most significant source of noncapital financing activities cash was State appropriations (\$85 million).

Credit Ratings

The University's credit ratings have remained unchanged at an "A2" credit rating by Moody's Investors Services, and an "A" credit rating by Standard & Poor's. The highest achievable ratings are "Aaa" and "AAA", respectively. The University's capacity to meet its financial obligations is considered strong by bond purchasers based upon these ratings.

Looking Ahead

Eastern Michigan University continues to grow with record-high student retention rates and record-low course withdrawal rates. Strategic initiatives continue to focus on enrollment and student retention through the development of a retention tracking system, introduction and expansion of supplemental instruction, creation of academic advising offices in each college, mandatory freshman orientation, expansion of the summer incentive program, and enhanced scholarship support.

Financially, the University remains strong, despite reductions in State appropriations. The fiscal 2004 budgeted appropriation of \$78.9 million represents a 10% decrease from the final state funding level for fiscal 2002, and a 6.74% decrease from the final State funding level for fiscal 2003. Tuition and fees, the University's largest source of revenue, continue to grow to offset the declining funding provided by the State, although, Eastern's tuition rates are 5% below the state average for resident undergraduate tuition and mandatory fees within the collective group of 15 state universities. To help offset the increased cost of attendance, scholarships and fellowships have grown by 71% since 2000. Nearly 52 percent of our students share more than \$100 million in financial aid.

Equally important to managing the revenue stream are plans to reduce costs through continuous improvement initiatives and explicit budget reductions, while protecting mission-critical programs, activities and services. The University continues to make every effort to maintain our high standards of student learning.

Eastern's influence reaches beyond Ypsilanti as academic programs are being offered in multiple locations. Four new graduate programs will be offered beginning in Fall 2003 at EMU-Livonia. The addition of these new programs brings the total offerings at the Livonia site to 14. A new continuing education facility in Brighton is scheduled to open in Fall 2003, offering graduate programs from the College of Education and the College of Health and Human Services, and undergraduate programs from the College of Technology. Academic programs are also offered in Detroit, Flint, Jackson, Monroe and Traverse City.

Beyond Eastern's local influence, the University continues to have a regional, national and global outreach. Two significant federal research awards are coming to campus. A \$1 million award from the Department of Justice addresses our commitment to the regional community by establishing a Center for Community Building and Civic Engagement. Housed within the highly successful Institute for the Study of Children, Families and Communities, the Center will be a catalyst for community-based program development, leadership training and technical assistance. A \$2.1 million from the Department of Defense was awarded to Eastern's prestigious Coatings Research Institute in partnership with the Army Research Laboratory and the Army's Research Development Engineering Command. The grant provides funding to research corrosion control coatings technology and anti-microbial coatings in order to extend the service life of coated vehicles and equipment, having a national and global impact.

Back on campus, the \$28 million technology renewal project continues on schedule. A second round of computer refreshment has been completed, including replacement of computers in ten academic labs for student use. Online student registration, course confirmations and access to financial aid processing will be supplemented by electronic billing and electronic payment options during the Fall 2003 semester.

Plans are well under way to implement a new multi-functional "Eagle OneCard" program for all students, faculty and staff for Fall 2003. The new identification card offers existing on-campus services such as meal plans, building access and library usage, as well as new debit card and ATM functionality. Administrative efficiencies are anticipated as well as significantly enhanced services to students.

Eastern is working with a team of consultants led by Pollack Design Associates in developing a comprehensive campus master plan. The project focuses on long term goals and objectives related to the physical components of the main, west and transitional areas of campus including facilities, traffic flow (vehicular, bicycle, pedestrian), open spaces, parking, and landscaping. Completion of the plan is scheduled for January 2004. A significant addition to the campus will be a new Student Center which is planned house student government offices, marketplace dining, expanded retail areas, co-curricular meeting space, and a one-stop shop for student to handle their University related business needs.

Much-needed facility improvements, demands for better technology, rising energy and health care costs continue to challenge the University, as State funding continues to decline. However, through sound fiscal management, enhanced private and federal support, and cost containment, Eastern Michigan University continues to be well positioned for the future, both academically and financially.

**Eastern Michigan University
Audit Observations and Management Responses
Year Ended June 30, 2003**

1) Access controls to the Banner application are inappropriate

All computers, and associated computer users, with a valid IP address on the EMU network can access the logon screen for the Banner application through the Intranet. Access to the Banner application is only granted to those users with a valid user ID and password. Password policies have been implemented to require a minimum length and force a periodic change, however, account policies do not lock out a user's Banner account after a set number of failed logon attempts. Risk exists that any user with a valid IP address on the EMU Intranet can attempt to gain access to the Banner application using another user's ID and password or through a brute-force hacking procedure.

Risk is increased when there are no monitoring controls to either lockout a user's account after a number of failed logon attempts or to monitor for trends of failed logon attempts in a proactive manner. EMU should implement solutions to this issue on two levels:

All user accounts should be associated with a specific IP address range, and the EMU Intranet should be technically restricted to allow only those noted IP addresses to access the Banner logon screen.

A failed logon account lockout control and a proactive failed logon monitoring solution should be implemented. The failed logon account lockout control should lockout a user's account after 3 failed logon attempts within 60 minutes, at a minimum, to deter repeated brute force attempts to logon to the system. A proactive failed logon monitoring solution should be implemented in order to identify attempts to gain unauthorized access to the Banner application in a timely manner.

Management's response: We agree. The following actions are being taken to implement the proposed recommendations:

1. An internal firewall, in addition to and separate from the border firewall, is being implemented and Oracle security now provides functionality to limit access to specific IP ranges. Computers not located on an appropriate administrative subnet will not be able to access the Banner Login screen.
2. A Virtual Private Network (VPN) is being tested. Upon completion of testing and documentation, the VPN will be released for general use and will prevent access to Banner INB from unapproved subnets.
3. A system for monitoring failed login attempts is being tested. ICT security staff has been identified to monitor the logs and reactivate accounts for verified users who have forgotten their passwords.
4. Quality assurance testing is in progress for the capability to lock accounts after failed login attempts to prevent brute force access.

2) Monitoring Controls (Best Practices)

Through the implementation of Banner, Eastern Michigan has done a good job of ensuring that the critical monitoring tools have been established. Many of these tools have been set up as reports available on-line for the various responsible managers to access and review. While we

obtained no evidence that these monitoring tools were not being used, the mechanics of these tools allows the manager to not access the report and thus not perform this vital function.

An good example is the Labor Distribution Report. The Labor Distribution Report is available to the heads of the departments monthly through online request to match against the time exception report. This report details the employees paid and the hours worked and is designed to be compared to copies of the vouchers and batch sheets that each department maintains. Through review of this report any unusual or unauthorized payroll information will be discovered due to deviations from the pre-approved vouchers.

EMU needs to consider methods for ensuring reports such as the Labor Distribution Report are being accessed and thus put itself in a better position to enforce the control structure as designed.

Management's response: We agree with this best practice. A regular, periodic notification process is currently in place to remind managers of important control activities (e.g. timely deposits via the Cashier's Office, proper documentation of equipment transfers, etc). This existing process will be enhanced through the development of a list of critical reports (e.g. Labor Distribution Report, etc.) which affect controls. There will be regular, periodic communication of responsibilities related to these control reports to appropriate managers to support the designed control structure.

3) Worker's Compensation IBNR Analysis

The University is self-insured for Worker's Compensation, yet has not been performing detailed analysis of the historical worker's compensation claims experience to properly accrue for the incurred claims which have not been reported (IBNR). Accounting requirements dictate that IBNR be considered in establishing the appropriate accounting reserve for these liabilities.

Previously, the University had cited the inadequacies of the prior external claims administrator and the new external administrators relative inexperience with the University as the basis for why no detailed actuarial analysis was being performed. This prevented the University from properly documenting the adequacy of the workers compensation claims reserve.

Now that the University has three years of experience with The Accident Fund Company, sufficient history should exist for the performance of this actuarial analysis. This recommendation should also provide EMU with an additional perspective to better manage its workers compensation costs.

Management's response: We agree. Now that a sufficient history with the current third party administrator exists, an actuarial analysis of the Workers' Compensation claims reserve for the incurred claims which have not been reported (IBNR) will be done.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

| |
|-----------------------------|
| SECTION: 19 |
| DATE: September 16, 2003 |

RECOMMENDATION

REPORT: OMB CIRCULAR A-133 SUPPLEMENTARY FINANCIAL REPORTS FOR THE YEAR ENDED JUNE 30, 2003

ACTION REQUESTED

It is recommended that the Board of Regents receive and place on file the OMB Circular A-133 Supplementary Financial Reports for the Year Ended June 30, 2003.

STAFF SUMMARY

The report includes an independent auditors' report on compliance with requirements applicable to the University's Federal awards programs. The report states that the University complied, in all material respects, with the requirements governing its major Federal Awards Programs for the year ended June 30, 2003.

PricewaterhouseCoopers (PWC), independent public accountants, reported in the Schedule of Findings and Questioned Costs that there were no findings. PWC will make a report to the Board at the September 16th Finance Committee meeting.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

| |
|-----------------------------|
| SECTION: 20 |
| DATE: September 16, 2003 |

RECOMMENDATION

REPORT: 2003 GENERAL FUND BUDGET MANAGEMENT REPORT

ACTION REQUESTED

It is recommended that the 2003 General Fund Budget Management Report be accepted and placed on file, and that the funding authorization in the amount of \$5,976,979 be approved for outstanding obligations, commitments, encumbrances and provisions.

STAFF SUMMARY

The approved FY 2003 General Fund revenue budget plan totaled \$194,758,200. Revenues for the year of \$189,408,925 fell short of the plan by \$5,349,275.

The approved FY 2003 General Fund expenditure budget totaled \$194,497,714 plus authorized allocation of fund balance for outstanding obligations, commitments, encumbrances and provisions of \$6,021,808 or a total funding authorization of \$200,519,522. Actual expenditures of \$189,350,245 fell \$11,169,277 below authorization.

Revenues exceeded expenditures by \$58,680; the amount by which the General Fund fund balance increased from \$10,719,878 at June 30, 2003 to \$10,778,558 at June 30, 2003.

The unallocated General Fund balance increased from \$4,698,070 to \$4,801,579 – an increase of \$103,509.

FISCAL IMPLICATIONS

During FY 2003 General Fund revenues exceeded expenditures by \$58,680. Budget carryover for outstanding obligations, commitments, encumbrances and provisions totals \$5,976,979.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

EASTERN MICHIGAN UNIVERSITY
2003 Budget Management Report

This report evaluates the fiscal 2003 general fund operating budget performance in respect to the planned revenues, the authorized spending levels, the resultant condition of the fund balance and carry-forward authorizations.

FUND BALANCE

- Revenues exceeded expenditures by \$58,681. (*Exhibit# 1*)
- The fiscal 2003 General Fund balance increased by \$58,681 to \$10,778,558.
- Outstanding encumbrances and commitments, in which funding is obligated but unexpended, and authorized provisions is being proposed for carry-forward in the amount of \$5,976,979.
- The resulting unallocated balance totals \$4,801,579, represents an increase of \$103,509 over the 6/30/02 unallocated balance.

REVENUES

- Revenues of \$189,408,200 fell below the budget plan by \$5,349,275. (*Exhibit# 2*)
Revenue Below Spending Authorization
State Appropriation Reduction 2.64 million
Tuition and Fees \$1.36 million
Operating Revenue Transfer \$.66 million
Net Indirect Cost Recovery \$.564 million
- The planned appropriation from the State of Michigan of \$87,637,200 was reduced through executive orders by 3.5% or \$3,067,446. A late year supplemental appropriation restored \$423,932 for a net shortfall to plan of \$2,643,514 or 3%. Net appropriations totaled \$84,993,686.
- Program fees generated \$5,681,296 exceeding the operating plan by \$76,571, an increase of \$1.8 Million over the prior fiscal year.
- Fiscal 2003 actual tuition and fees represented 51.6 percent of total General Fund revenues greater than the operating plan of 50.5 percent and above the prior year level of 46.7 percent.

EXPENDITURES

- Expenditures and Transfers of \$189,350,245 fell \$11,169,277 below the spending authorization (spending authorization included \$194,497,715 of expense budget and \$6,021,808 prior year carry forward). Expenditures increased \$ 9,546,687 or 5.3% over the prior fiscal year. (*Exhibit# 3*)

Expense Below Spending Authorization

Operating Revenue transfer \$.66 million
 Unexpended carry forward balances \$6 million
 Appropriation cut spending reductions \$3.1 million
 Indirect cost net \$.36 million
 General Fee transfers \$1.3 million

- The personal service component increased 8.69 percent over the prior year. Compensation including salary and benefits for faculty, staff, and students represented 75.42 percent of total expenditures. This was an increase from the 72.10 percent level experienced in fiscal 2002. Increases in direct fringe benefit costs, faculty utilization and increases in lecturer compensation due to their new bargaining unit represented the majority of this change.
- As a response to the State Appropriation reduction, expenditure budgets were reduced by \$3.1 million.

Faculty Salaries

- The fiscal 2003 Faculty Plan and original operating budget included \$57,744,392 for both instructional and non-instructional faculty salaries including a provision for anticipated salary adjustments. Total faculty expenditures of \$56,536,392 increased 9.6 percent over fiscal 2002. This increase is a result of both contractual salary adjustments and increased faculty utilization.

Staff Salaries

- Expenditures for staff salaries totaled \$42,393,203, or \$268,910 below the revised budget plan, \$3.8 million greater than the prior fiscal year.

Fringe Benefits

- Direct benefit costs, adjusted for reserves, totaled \$32,870,659 exceeding plan by \$345,694 or 1.3 percent. Direct benefits grew 14.1% over fiscal 2002. Direct fringe benefit expense, as a percentage of salaries paid, amounted to 32.35 percent, compared to 30.80 percent in fiscal year 2002. *(Exhibit# 4)*
- Group Health care costs increased to \$10,949,304, exceeding the plan of \$10,206,647, and resulted in an increase of \$2,486,587 or 29.4% (20% adjusted for reserves) over the prior fiscal year.

Enrollments

- Student Credit Hours (SCH) of 567,995 exceeded the original plan by 6,893 or 1.2% (a growth of 9,731 SCH or 1.2 percent over fiscal 2002), however, total General Fund tuition and fee revenue was below the plan by \$1,355,315. This inconsistency was a result of a change in the enrollment mix reflecting a shortfall to plan of graduate and non-resident credit hours, offset in part by growth in in-state enrollments. *(Exhibit# 5)*

Position Control

- Faculty utilization amounted to 1,067.35 full-time equivalencies, falling below budget by 41.1 FTEF, an increase of 20.70 FTEF over the prior year. *(Exhibit# 6)*
- Staff utilization totaled 880.78 FTE, falling 12.8% or 129.3 FTE below authorization. Total staff utilization decreased 16.0 FTE over fiscal 2002.

GENERAL FUND
2003 BUDGET MANAGEMENT REPORT
SUMMARY OF FUND BALANCES

EXHIBIT # 1

Fund Balances (Per Financial Statements)

| | | |
|--|----------------------|---------------------|
| General Fund fund balance 6/30/02 | | \$10,719,878 |
| Add: 2002-03 Revenues | <u>189,408,925</u> | |
| Less: 2002-03 Expenditures and Transfers | <u>(189,350,245)</u> | |
| Increase/(Decrease) in Fund Balance | | <u>58,680</u> |
| General Fund fund balance 6/30/03 | | <u>\$10,778,558</u> |

| <u>Allocated Fund Balance:</u> | <u>2003</u> | <u>2002</u> | <u>Variance</u> |
|--|---------------------|---------------------|-----------------|
| Academic Affairs Faculty/CE/MASCO Net | <u>\$375,574</u> | | |
| <u>Divisional Carry Forwards</u> | <u>1,541,888</u> | | |
| Academic Affairs | 200,814 | | |
| Advancement/Foundation | 16,189 | | |
| Athletics | 28,433 | | |
| Business & Finance | 365,132 | | |
| Enrollment Services | 86,344 | | |
| Info. & Communic. Tech | 178,509 | | |
| President | 59,592 | | |
| Student Affairs | 102,209 | | |
| University Marketing | 66,265 | | |
| University Relations | 438,401 | | |
| <u>Line Item Projects</u> | <u>2,673,829</u> | | |
| Previously Approved Projects | 467,932 | | |
| Research Excellence | 10,206 | | |
| MLK Fellowships | 153,937 | | |
| Project Achievement Allocation | 130,000 | | |
| Classroom, Laboratory and Instrumentation Enhancement | 800,000 | | |
| Student Access, Recruitment and Marketing | 330,000 | | |
| Academic Program Development | 60,000 | | |
| Electronic Library Enhancement | 120,000 | | |
| Risk Mgm/Campus Power Systems/ Student Records Disaster Recovery | 234,000 | | |
| Campus Master Planning/Signage | 95,000 | | |
| Matching Funds | 272,754 | | |
| <u>Encumbered Balances*</u> | <u>1,385,688</u> | | |
| Sub-Total Account Balances | <u>5,976,979</u> | <u>6,021,808</u> | <u>(44,829)</u> |
| <small>* Continuing Education Encumbrances excluded from carryforward-Net to balance forward</small> | | | |
| Unallocated Fund Balance 6/30/03 | <u>4,801,579</u> | <u>4,698,070</u> | <u>103,509</u> |
| Total Fund Balance | <u>\$10,778,558</u> | <u>\$10,719,878</u> | <u>\$58,680</u> |

**EASTERN MICHIGAN UNIVERSITY
2003 BUDGET MANAGEMENT REPORT
GENERAL FUND REVENUE SUMMARY
POST CLOSE**

| | 2002 ACTUAL | 2003 ACTUAL | VARIANCE | 2003 APPROVED BUDGET | 2003 ACTUAL | VARIANCE |
|------------------------------------|----------------------|----------------------|--------------------|----------------------------|----------------------|----------------------|
| State Appropriation | \$87,637,200 | \$84,569,754 | (\$3,067,446) | \$87,637,200 | \$84,569,754 | (\$3,067,446) |
| Supplemental Appropriation | 0 | 423,932 | 423,932 | 0 | 423,932 | 423,932 |
| Tuition and Registration Fees | 72,974,489 | 82,099,798 | 9,125,309 | 82,587,485 | 82,099,798 | -487,687 |
| Program Fees | 3,835,593 | 5,681,296 | 1,845,703 | 5,604,725 | 5,681,296 | 76,571 |
| Tuition-Continuing Education | 8,201,543 | 9,852,107 | 1,650,564 | 10,120,390 | 9,852,107 | -268,283 |
| Program Fees- Continuing Education | 1,824,390 | 1,742,215 | -82,175 | 2,358,900 | 1,742,215 | -616,685 |
| MASCO MBA | 295,175 | 370,769 | 75,594 | 430,000 | 370,769 | -59,231 |
| Student Fees-Special Purpose | 3,177,804 | 2,858,151 | -319,653 | 2,887,000 | 2,858,151 | -28,849 |
| General Fee-Financial Aid | 457,720 | 445,000 | -12,720 | 445,000 | 445,000 | 0 |
| Technology Fee-Financial Aid | 0 | 222,500 | 222,500 | 222,500 | 222,500 | 0 |
| Application Fees | 467,838 | 457,224 | -10,614 | 460,000 | 457,224 | -2,776 |
| Investment Income (1) | 928,228 | 0 | -928,228 | 0 | 0 | 0 |
| Federal Contracts & Grants | 202,088 | 174,705 | -27,383 | 205,000 | 174,705 | -30,295 |
| Indirect Cost Recovery(2) | 1,063,877 | 358,244 | -705,633 | 922,000 | 358,244 | -563,756 |
| McKenny Union/Leases(3) | 607,198 | 0 | -607,198 | 0 | 0 | 0 |
| Misc Income | 123,345 | 153,230 | 29,885 | 217,500 | 153,230 | -64,270 |
| Transfers/Operations(4) | 0 | 0 | 0 | 660,500 | 0 | -660,500 |
| GENERAL FUND REVENUES | \$181,796,488 | \$189,408,925 | \$7,612,437 | \$194,758,200 | \$189,408,925 | (\$5,349,275) |
| Appropriation | 48.21% | 44.87% | | 45.00% | 44.87% | |
| Tuition/Fees (Incl. Cont Educ) | 46.76% | 51.55% | | 50.48% | 51.55% | |
| As a Percentage of General Revenue | 94.97% | 96.42% | | 95.48% | 96.42% | |

- 1) FY03 Investment income retained in Designated Fund.
- 2) FY03 indirect cost recovery represents a net of revenue less re-distributed. Prior yr distribution treated as expense.
- 3) McKenny Union lease revenue applied to new student union funding plan.
- 4) FY03 Transfer treated as a contra-expense rather than revenue.

5

**EASTERN MICHIGAN UNIVERSITY
2003 BUDGET MANAGEMENT REPORT
GENERAL FUND EXPENDITURE SUMMARY**

EXHIBIT #3

GFSMBORX
9/2/2003 12:31

| OBJECT CATEGORY | 2002 | 2003 | Variance | 2003 | 2003 | 2003 | Variance |
|---|----------------------|----------------------|--------------------|----------------------|----------------------|----------------------|---------------------|
| | Actual | Actual | | Budget | Revised Bud* | Expense | |
| Faculty & Lecturers | \$52,456,247 | \$56,536,392 | \$4,080,145 | \$57,744,392 | \$57,519,123 | \$56,536,392 | \$982,731 |
| Admin/Professional/Technical | 26,815,386 | 29,776,640 | 2,961,254 | 30,079,146 | 30,132,563 | 29,776,640 | 355,923 |
| Support Staff | 11,768,379 | 12,616,563 | 848,184 | 12,787,844 | 12,529,532 | 12,616,563 | -87,031 |
| OT/Temp/Micc P.S. | 2,453,467 | 2,685,986 | 232,519 | 1,566,017 | 1,702,754 | 2,685,986 | -983,232 |
| Total Personal Services | 93,493,479 | 101,615,581 | 8,122,102 | 102,177,399 | 101,883,972 | 101,615,581 | 268,391 |
| Student Help | 6,097,075 | 6,958,458 | 861,383 | 6,984,608 | 7,037,122 | 6,958,458 | 78,664 |
| Fringe Benefits | 30,044,940 | 34,231,731 | 4,186,791 | 33,739,783 | 33,630,862 | 34,231,731 | -600,869 |
| Operating Expense | 41,324,445 | 44,131,441 | 2,806,996 | 46,980,213 | 54,312,564 | 44,131,441 | 10,181,123 |
| Transfers | 8,843,619 | 2,413,034 | -6,430,585 | 4,615,712 | 3,655,002 | 2,413,034 | 1,241,968 |
| Total Expenditures | \$179,803,558 | \$189,350,245 | \$9,546,687 | \$194,497,715 | \$200,519,522 | \$189,350,245 | \$11,169,277 |
| Budget (Exp.) Incr. Between Year | 12,408,050 | 9,546,687 | | 14,983,344 | 14,983,344 | 9,546,687 | |
| % Increase Over Prior Year (1) | | | | | | | |
| Total Expenditures | 7.45% | 5.31% | | | | 5.31% | |
| Personal Services | 5.88% | 8.69% | | | | 8.69% | |
| PERCENTAGE OF TOTAL | | | | | | | |
| Personal Services | 52.00% | 53.67% | | 52.53% | 50.81% | 53.67% | |
| Student Help | 3.39% | 3.67% | | 3.59% | 3.51% | 3.67% | |
| Fringe Benefits | 16.71% | 18.08% | | 17.35% | 16.77% | 18.08% | |
| TOTAL COMPENSATION | 72.10% | 75.42% | | 73.47% | 71.09% | 75.42% | |
| % Dir. Benefits of Personal SVS. | 30.80% | 32.35% | | 31.83% | 31.78% | 32.35% * | |

* Includes prior year carryover and internal reallocations.

**EASTERN MICHIGAN UNIVERSITY
2003 BUDGET MANAGEMENT REPORT
GENERAL FUND FRINGE BENEFIT EXPENSE COMPARISON**

| | 2000 Actual | 2001 Actual | 2002 Actual | 2003 Actual | Variance | % Variance | 2003 Budget | 2003 Actual | Variance | % Variance |
|-----------------------------------|---------------------|---------------------|---------------------|----------------------|--------------------|---------------|----------------------|----------------------|--------------------|----------------|
| Salaries | <u>\$84,560,805</u> | <u>\$88,309,531</u> | <u>\$93,482,845</u> | <u>\$101,615,581</u> | <u>\$8,132,736</u> | <u>8.70%</u> | <u>\$102,177,399</u> | <u>\$101,615,581</u> | <u>\$561,818</u> | <u>0.55%</u> |
| BENEFITS-INDIRECT | | | | | | | | | | |
| Vacation Leave Accrual | \$352,084 | \$351,554 | \$414,039 | \$390,853 | -\$23,186 | -5.60% | \$336,357 | \$390,853 | -\$54,496 | -16.20% |
| Sick Leave Provision | 285,000 | 285,000 | 285,000 | 344,032 | 59,032 | 20.71% | 285,000 | 344,032 | -59,032 | -20.71% |
| Tuition Refund | 231,241 | 242,430 | 302,956 | 382,164 | 79,208 | 26.15% | 250,000 | 382,164 | -132,164 | -52.87% |
| Medicare Refund | 38,339 | 573 | 50,838 | 58,053 | 7,215 | 14.19% | 157,641 | 58,053 | 99,588 | 63.17% |
| Employee Parking | 146,050 | 147,300 | 151,980 | 147,650 | -4,330 | -2.85% | 141,660 | 147,650 | -5,990 | -4.23% |
| Employee Assistance Program | 16,200 | 39,721 | 41,179 | 38,319 | -2,860 | -6.95% | 44,160 | 38,319 | 5,841 | 13.23% |
| TOTAL - INDIRECT(2100) | <u>1,068,914</u> | <u>1,066,578</u> | <u>1,245,991</u> | <u>1,361,071</u> | <u>115,080</u> | <u>9.24%</u> | <u>1,214,818</u> | <u>1,361,071</u> | <u>-146,253</u> | <u>-12.04%</u> |
| BENEFITS-DIRECT | | | | | | | | | | |
| FICA (OASDHI) | 6,270,222 | 6,328,082 | 6,991,830 | 7,483,248 | 491,418 | 7.03% | 7,587,911 | 7,483,248 | 104,663 | 1.65% |
| TIAA/CREF | 5,876,416 | 5,965,078 | 6,769,427 | 7,586,904 | 817,477 | 12.08% | 7,424,313 | 7,586,904 | -162,591 | -2.73% |
| MPSERS | 3,499,892 | 3,974,533 | 4,022,847 | 4,261,165 | 238,318 | 5.92% | 4,616,814 | 4,261,165 | 355,649 | 8.95% |
| Group Health Insurance | 8,122,677 | 8,181,796 | 8,462,717 | 10,949,304 | 2,486,587 | 29.38% | 10,206,647 | 10,949,304 | -742,657 | -9.08% |
| Dental Insurance | 1,147,798 | 935,249 | 969,376 | 1,236,464 | 267,088 | 27.55% | 1,403,208 | 1,236,464 | 166,744 | 17.83% |
| Group Life Insurance | 395,612 | 604,608 | 629,445 | 462,035 | -167,410 | -26.60% | 447,781 | 462,035 | -14,254 | -2.36% |
| Long Term Disability | 151,884 | 298,807 | 432,627 | 231,537 | -201,090 | -46.48% | 400,751 | 231,537 | 169,214 | 56.63% |
| Short Term Disability | 52,941 | 59,304 | 68,962 | 101,574 | 32,612 | 47.29% | 98,428 | 101,574 | -3,146 | -5.30% |
| Workers Comp Insurance | 785,482 | 390,750 | 417,087 | 489,255 | 72,168 | 17.30% | 281,736 | 489,255 | -207,519 | -53.11% |
| Unemployment Insurance | 46,481 | 25,975 | 34,631 | 69,173 | 34,542 | 99.74% | 57,376 | 69,173 | -11,797 | -45.42% |
| TOTAL - DIRECT(2500) | <u>26,349,405</u> | <u>26,764,182</u> | <u>28,798,949</u> | <u>32,870,659</u> | <u>4,071,710</u> | <u>14.14%</u> | <u>32,524,965</u> | <u>32,870,659</u> | <u>-345,694</u> | <u>-1.29%</u> |
| TOTAL EMPLOYEE BENEFITS | <u>\$27,418,319</u> | <u>\$27,830,760</u> | <u>\$30,044,940</u> | <u>\$34,231,730</u> | <u>\$4,186,790</u> | <u>13.94%</u> | <u>\$33,739,783</u> | <u>\$34,231,730</u> | <u>(\$491,947)</u> | <u>-1.77%</u> |
| Total Direct as a % of Salaries | 31.16% | 30.31% | 30.81% | 32.35% | | | 31.83% | 32.35% | | |
| Total Indirect as a % of Salaries | 1.26% | 1.21% | 1.33% | 1.34% | | | 1.19% | 1.34% | | |
| Total Benefits as a % of Salaries | 32.42% | 31.52% | 32.14% | 33.69% | | | 33.02% | 33.69% | | |

7

9/2/2003
 BMRYE03SUMB
 TUITIONBOR03A

EASTERN MICHIGAN UNIVERSITY
2003 BUDGET MANAGEMENT REPORT
GENERAL FUND
ENROLLMENT SUMMARY
 (Full Year Equated Students-FYES*)

| ENROLLMENT | 2002 Actual | 2003** Actual | Variance | Percentage | 2003 Budget | 2003** Actual | Variance | Percentage |
|-------------------------------|------------------------|--------------------------|-----------------|-------------------|------------------------|--------------------------|-----------------|-------------------|
| Academic Departments: | | | | | | | | |
| TOTAL | 16,712 | 16,996 | 284 | 1.7% | 16,870 | 16,996 | 126 | 0.7% |
| Continuing Education: | | | | | | | | |
| TOTAL | 1,792 | 2,138 | 346 | 19.3% | 2,027 | 2,138 | 111 | 5.5% |
| UNIVERSITY TOTAL | <u>18,504</u> | <u>19,134</u> | <u>630</u> | <u>3.4%</u> | <u>18,897</u> | <u>19,134</u> | <u>237</u> | <u>1.3%</u> |
| | | | | | | | | |
| STUDENT CREDIT HOURS | | | | | | | | |
| Academic Departments: | 505,228 | 508,355 | 3,127 | 0.6% | 504,575 | 508,355 | 3,780 | 0.7% |
| Continuing Education | 53,036 | 59,640 | 6,604 | 12.5% | 56,527 | 59,640 | 3,113 | 5.5% |
| Total Student Credit Hours(1) | <u>558,264</u> | <u>567,995</u> | <u>9,731</u> | <u>1.7%</u> | <u>561,102</u> | <u>567,995</u> | <u>6,893</u> | <u>1.2%</u> |

na-not available at the time of this reporting

(1) Resident undergraduate enrollments exceeded plan. Graduate and non-resident enrollment fell below budget resulting in a tuition shortfall to plan and total credit hours.

*Enrollments by Course Level (Tuition rates are applied by course level.)

** 2003 FYES estimated subject to final enrollment confirmation

EASTERN MICHIGAN UNIVERSITY
2003 BUDGET MANAGEMENT REPORT
POSITION CONTROL SUMMARY
(FULL-TIME EQUIVALENCIES)

| | 2002 <u>ACTUAL</u> | 2003 <u>ACTUAL</u> | <u>VARIANCE</u> | 2002 <u>BUDGET</u> | 2003 <u>ACTUAL</u> | <u>VARIANCE</u> |
|--------------------------|------------------------|------------------------|---------------------|------------------------|------------------------|-----------------------|
| FACULTY | 1,046.65 | 1,067.35 | 20.70 | 1,108.44 | 1,067.35 | -41.09 |
| ADMIN/PROFESSIONAL STAFF | 481.07 | 490.44 | 9.37 | 545.77 | 490.44 | -55.33 |
| SUPPORT STAFF | 415.67 | 390.34 | -25.33 | 464.35 | 390.34 | -74.01 |
| STUDENT HELP | 372.12 | 378.79 | 6.67 | 397.77 | 378.79 | -18.98 |
| TOTAL | <u><u>2,315.51</u></u> | <u><u>2,326.92</u></u> | <u><u>11.41</u></u> | <u><u>2,516.33</u></u> | <u><u>2,326.92</u></u> | <u><u>-189.41</u></u> |

* Continuing Education FY03 totals estimated

bmrye03sumb

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

| |
|-----------------------------|
| SECTION: 21 |
| DATE: September 16, 2003 |

RECOMMENDATION

REPORT: 2003 GENERAL FEES

ACTION REQUESTED

It is recommended that the 2003 General Fee Report be accepted and placed on file.

STAFF SUMMARY

The Board of Regents annually approves the designation of General Fee revenues for specified commitments. For FY 2003, the general fee continued to be assessed at \$20.00 per student credit hour.

Based upon planned enrollments of 564,285 student credit hours, the planned gross revenues amounted to \$11.29 million. Actual gross revenues amounted to \$11.34 million, exceeding the plan by \$49,703 on recorded enrollments of 567,995 student credit hours.

The planned net revenues (revenue net of uncollectables and financial aid commitments) to be distributed amounted to \$10.65 million, excluding authorized carryover amounts. Actual net revenues available for distribution amounted to \$10.78 million.

A fiscal 2002 carry forward of \$.288 million plus the 2003 net revenues of \$10.78 resulted in available general fee revenue of \$11.065 million. Actual expenditures of \$10.72 million result in a 2003 undistributed balance of \$338,619.

FISCAL IMPLICATIONS

During FY 2003 General Fee revenues plus prior year carry forward exceeded expenditures by \$338,619.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

1

Eastern Michigan University
2003 GENERAL FEE REPORT
 June 30, 2003

2003 General Fee Plan

The approved General Fee revenue schedule was based upon the planned enrollment of 564,285 student credit hours, providing Gross Revenues of \$11,335,183. Revenues were discounted by 1% to account for uncollectible fees, and by 0.7% for the refund of student withdrawals, and a budgeted amount for scholarships and grants-in-aid.

| | 2002 Actual | 2003 Actual | Variance | 2003 Budget | 2003 Actual | Variance |
|--|---------------------|---------------------|------------------|---------------------|---------------------|------------------|
| Gross General Fee Revenue | \$10,853,760 | \$11,359,183 | \$505,423 | \$11,309,700 | \$11,359,403 | \$49,703 |
| Less: Correspondence Courses | -24000 | -24000 | 0 | -24,000 | -24000 | 0 |
| Gross Revenue | 10,829,760 | 11,335,183 | 505,423 | 11,285,700 | 11,335,403 | 49,703 |
| Less: | | | | | | |
| Provision For Uncollectible Fees (1%) | -108300 | -113352 | (5,052) | -112,857 | -113354 | (497) |
| Refunds For Student Withdrawals (0.7%) | -75800 | | 75,800 | -79,000 | | 79,000 |
| Net Revenue | 10,645,660 | 11,221,831 | 576,171 | 11,093,843 | 11,222,049 | 128,206 |
| Less: Fees Paid For Scholarships/Grants-In-Aid | -457740 | -445000 | 12,740 | -445,000 | -445000 | 0 |
| General Fee Revenue Plan | <u>\$10,187,920</u> | <u>\$10,776,831</u> | <u>\$588,911</u> | <u>\$10,648,843</u> | <u>\$10,777,049</u> | <u>\$128,206</u> |

2003 General Fee Distribution Detail

| | 2003 Available General Fee Funding | | | | | |
|--------------------------------|------------------------------------|-----------------------|-----------------------|---------------------|---------------------------|----------------------|
| | 2003 Plan Authorization | Actual Fee Revenue | 2002 Fee Carryover | Total Available | Actual Fee Distributed | 2002-03 Carryover |
| Health | \$1,261,888 | \$1,277,080 | \$0 | \$1,277,080 | \$(1,277,080) | \$0 |
| Facilities | 2,071,664 | 2,160,383 | 0 | 2,160,383 | (2,160,383) | 0 |
| Athletics | 1,623,219 | 1,642,422 | 0 | 1,642,422 | (1,642,422) | 0 |
| Student Govt. | 191,679 | 193,987 | 0 | 193,987 | (193,987) | 0 |
| Performing Arts | 191,679 | 193,987 | 4,916 | 198,903 | (193,983) | 4,920 |
| McKenny Union | 500,000 | 500,000 | 0 | 500,000 | (500,000) | 0 |
| Student Activities | 559,065 | 565,795 | 0 | 565,795 | (565,784) | 11 |
| Debt Service | 3,609,646 | 3,609,649 | 0 | 3,609,649 | (3,609,649) | 0 |
| Student Services | 640,000 | 640,000 | 0 | 640,000 | (632,788) | 7,212 |
| General Fee Reserve | 0 | (6,255) | 282,714 | 276,459 | 50,016 | 326,475 |
| Total General Fee Distribution | <u>\$10,648,840</u> | <u>\$10,777,048</u> | <u>\$287,630</u> | <u>\$11,064,678</u> | <u>\$(10,726,060)</u> | <u>\$338,618</u> |

EASTERN MICHIGAN UNIVERSITY TM
General Fee Report for Fiscal Year 2002-2003
University Health Services

The University contributes a portion of University Health Services' (UHS) operating budget through a percentage of the general fee allocation, with the balance generated by fees-for-service. The 2002-2003 general fee budget was \$1,261,888. Because of the increase in general fee collected, there was a total of \$1,277,081 distributed to Health Services. The credit hour fees accounted for approximately 60 percent of the revenue. Revenues generated by fees-for-service were \$834,318 or 40 percent of the revenue for 2002-2003. UHS ended the 2002-2003 fiscal year with a surplus of \$49,755 added to fund balance after final close.

The actual distribution of general fee revenues for University Health Services:

| | |
|----------------------------------|--------------|
| Health Service-General Clinic | 25.48% |
| Health Service-Primary Care | 42.90% |
| Health Service-Nursing Service | 7.10% |
| Health Service-Health Education | 14.92% |
| Health Service-Laboratory | 2.00% |
| Health Service-Pharmacy | 0% |
| Health Service-X-Ray | .50% |
| Health Service-Specialty Clinics | <u>7.10%</u> |
| | 100.00% |

Health Services Allocation - Actual
 2002-03 Account D16600

| | | | % allocation | Revenue | Fund Balance |
|--------|------------------|-----------------------|--------------|----------------|-----------------|
| A01850 | Nursing Services | \$90,673.10 | 7.10% | \$51,113.89 | |
| A02000 | Special Clinics | \$90,673.10 | 7.10% | \$34,899.00 | |
| A02200 | Health Education | \$190,540.40 | 14.92% | \$98,671.30 | |
| A02150 | X-ray | \$6,385.00 | 0.50% | \$10,470.00 | |
| A01900 | Laboratory | \$25,541.98 | 2.00% | \$81,906.32 | |
| A01950 | General Clinic | \$325,399.80 | 25.48% | -\$30,373.58 | |
| A02100 | Primary Care | \$547,867.20 | 42.90% | \$157,370.55 | |
| | | <u>\$1,277,080.58</u> | 100.00% | | |
| | pharmacy | | | 528849 | |
| | | | | \$932,906.48 | |
| | | | | | \$834,318.42 |
| | | | | \$2,111,399.00 | |

3

4.

Eastern Michigan University
2003 FISCAL YEAR GENERAL FEE REPORT
 Facilities And Debt Service

| Summary Of Total Division General Fee | | |
|--|--------------------|--------------------|
| | <u>Plan</u> | <u>Actual</u> |
| <u>Source Of Funds -- General Fee Allocation</u> | | |
| Asset Preservation Projects | \$2,071,664 | \$2,160,383 |
| Debt Service | 3,609,649 | 3,609,649 |
| Total General Fee Allocation | <u>\$5,681,313</u> | <u>\$5,770,032</u> |
| <u>Use Of Funds -- Disbursement From GF Account</u> | | |
| Asset Preservation Projects | \$2,071,664 | \$2,157,314 |
| Debt Service | 3,609,649 | 3,609,649 |
| Total Uses Of Funding | <u>\$5,681,313</u> | <u>\$5,766,963</u> |
| General Fee Surplus/(Deficit) | \$0 | \$3,069 |

2003 FISCAL YEAR ASSET PRESERVATION EXPENDITURES

Division Of Business And Finance

| | <u>Amount</u> |
|---|---------------|
| Campus Site Preservation & Beautification | \$900,000 |
| Ford Window Replacement | 297,000 |
| Pray-Harrold Reconstruct Reinforced Concrete Floor SW Side | 100,000 |
| Mark Jefferson Install Penthouse Drains/Selective Waterproofing | 100,000 |
| Quirk ADA Modifications | 85,000 |
| Quirk Replace Fire Alarm System | 60,000 |
| Tunnel Structural Pipe Supports | 55,000 |
| Hover Electrical Upgrades | 50,000 |
| Tunnel Steam Condensate Repairing leaks | 50,000 |
| Ford Lecture Hall Renewal | 50,000 |
| Owen Classroom Painting & Renewal | 50,000 |
| Quirk Refurbish Interior Surfaces | 50,000 |
| Mark Jefferson Elevator Repairs | 49,500 |
| Hover Mechanical Repairs to HVAC systems | 49,100 |
| Hover Structural & Architectural Restoration | 48,822 |
| Hover Electrical Upgrades Branch lines | 48,055 |
| Hover Renovate Bathrooms Plumbing Systems | 46,050 |
| Pray-Harrold Absorber, Chiller, and Tower Maintenance & Repair | 45,614 |
| Hover Misc. Repairs to Main Roof and Addition | 43,664 |
| Campus Exterior Lighting Repair on Mall | 42,500 |
| Sill Lecture Hall Renewal | 31,200 |
| Mark Jefferson Classroom Renovation | 30,000 |
| Mark Jefferson Storm Drain Modification | 30,000 |
| Rackham AC Controls | 29,000 |
| Campus Flood Control 2003 | 25,000 |
| Halle Repair & Replace Temperature Stats | 25,000 |
| Mark Jefferson PRV and Steam/condensate Repairs | 25,000 |
| Campus Water Main Repairs 2002-2003 | 24,760 |
| Campus Tower Maintenance and Chemicals for 16 Chillers | 24,000 |
| Pierce Refurbish Interior Surfaces | 21,500 |
| Campus Pedestrian Lighting | 20,000 |
| Starkweather Fire Alarm Upgrade/Repair | 20,000 |
| Welch Refurbish Interior Surfaces | 20,000 |
| Campus HVAC/R Controls - Maintenance, Repair, and Upgrading. | 19,500 |
| Owen COB Tornado Horn (Joint Washtenaw & EMU Project) | 18,500 |
| Owen Replace Variable Frequency Drive | 17,500 |
| Pierce Elevator Repairs | 15,000 |
| Strong Emergency Lighting Upgrades/Install | 15,000 |
| Snow Floor Tile Removal & HVAC Repairs | 12,500 |
| Warner Install Hot Water Heater & Related Plumbing Repairs | 12,233 |
| Halle Pump Maintenance and Repair | 11,550 |
| Starkweather Renovate Restrooms | 11,000 |
| Alexander Repair & Replace Temperature Stats | 10,413 |
| Ford Replace West Loading Dock Doors | 10,000 |
| Schoolhouse Refurbish Interior Surfaces | 10,000 |
| Sill Repair Flashing | 10,000 |
| Projects Under \$10,000 | 38,352 |
| General Fund Funding For Asset Preservation (Non-General Fee) | (600,000) |

| | |
|---|--------------------|
| Total Projects Begun During Fiscal Year 2003 | \$2,157,314 |
|---|--------------------|

03athrevgfee1

**Eastern Michigan University
2002-03 Athletics Revenue Sports
General Fee Utilization**

| | <u>Football</u> | <u>Basketball</u> | <u>Other</u> | <u>Total</u> |
|---|----------------------|--------------------|--------------------|----------------------|
| Revenue | | | | |
| Balance 7/1/01 | | | | |
| Tickets | \$7,329 | \$34,168 | | \$41,497 |
| Corp Tickets | \$32,300 | \$36,050 | \$87,270 | \$155,620 |
| Game Rec. | \$70,943 | \$0 | | \$70,943 |
| Programs | \$0 | | | \$0 |
| NCAA Sponsor Dist. | | | \$681,387 | \$681,387 |
| Other/Misc | \$1,011 | \$2,967 | \$77,702 | \$81,680 |
| Revenue Sub-Total | <u>\$111,583</u> | <u>\$73,185</u> | <u>\$846,359</u> | <u>\$1,031,127</u> |
| General Fee | <u>\$1,392,516</u> | <u>\$528,703</u> | <u>(\$278,830)</u> | <u>\$1,642,389</u> |
| Total Available Funding | <u>\$1,504,099</u> | <u>\$601,888</u> | <u>\$567,529</u> | <u>\$2,673,516</u> |
| Expense | | | | |
| Total Expenditures | <u>(\$1,504,099)</u> | <u>(\$601,888)</u> | <u>\$2,175</u> | <u>(\$2,103,812)</u> |
| General Fee Transfer to General Fund | | | <u>(\$479,467)</u> | <u>(\$479,467) *</u> |
| Net FY03 Balance | <u>\$0</u> | <u>\$0</u> | <u>\$90,237</u> | <u>\$90,237</u> |
| Prior Year Balance | | | | <u>\$20,524</u> |
| 6/30/03 Designated Fund Revenue Sports Balance Carryforward | | | | <u>\$110,761</u> |

*Balance transferred to General Fund non-revenue sports operations.

6.

7,

EASTERN MICHIGAN UNIVERSITY™
General Fee Report for Fiscal Year 2002-2003
Student Government and Women's Center

Overview

The general fee budget for Student Government for 2002-2003 was \$191,679. The general fee earned and distributed to Student Government a total of \$193,987. Student Government received an additional \$30,000 funding from student services general fee. Student Government increased their fund balance \$24,393. Open commitments totaled \$1,132. Out of the total distributed \$189,410, Student Government allocated \$26,000 to the Women's Center. Student Government has a fund balance of \$90,426 less open commitments at 6/30/03.

Attached are the actual expenses including open commitments for Student Government.

Women's Center- Overview and Explanatory Notes

Overview

The 2002-03 general fee allocations to the Women's Center were \$26,000. This allocation provided the Women's Center with a student coordinator and four student staff positions, as well as a budget to offer various programs for the campus community.

Student Government Explanatory Notes

Payroll

Payroll expenses/ benefits are for the President, Vice President, Treasurer, Office Manager, Office Assistants, R.E.A.C.T. Director, R.E.A.C.T. Client Advisers, Senate Clerk, and Senate Parliamentarian.

Business and Finance (Student Organization Support)

Business and Finance provided \$42,690 to student organizations on campus.

R.E.A.C.T.

Resources for Equity and Action for Consumers and Tenants (R.E.A.C.T.) office provided an apartment fair for students interested in off-campus living options. R.E.A.C.T. also provides an attorney who is available for legal consultation with students regarding housing issues.

8.

EASTERN MICHIGAN UNIVERSITYTM
General Fee Report for Fiscal Year 2002-2003
Student Government and Women's Center

Office Expenses

Expenses for phone charges, office supplies, general office needs, leadership development conference and retreat.

Public Relations

Promotes Student Government activities through advertisements in the *Echo* and through fliers.

Special Projects

Special projects for 2002-03 included: STD testing, Close-up, Academic Survival Guide, year-end banquet, *First year Council*, *House of Representative*, *Undergraduate Symposium*, and *Leadership Retreats*.

**Student Government D16750
General Fee Summary 2002-2003
As of June 30, 2003 Post Close**

| ACCOUNT NUMBER | Description | ACTUAL EXPENDITURES 2002-03 | UNDERFUNDED FROM BUDGET | ACTUAL 2002-03 FEE DISPERSED | Variance Actual to Dispersed |
|----------------|---|-----------------------------|-------------------------|------------------------------|------------------------------|
| D23450 | Women's Center | \$26,000 | | \$26,000 | \$0 |
| D23450 | Payroll | 69,146 | | \$64,644 | -\$4,502 |
| D23450 | Business & Finance (Student Organization Support) | 42,690 | | \$53,235 | \$10,545 |
| D23450 | R.E.A.C.T. | 12,505 | | \$15,000 | \$2,495 |
| D23450 | Office Expense | 11,813 | | \$14,000 | \$2,187 |
| D23450 | Student Organization Center | 303 | | \$1,000 | \$697 |
| D23450 | Election Commission | 0 | | \$2,000 | \$2,000 |
| D23450 | Public Relations | 200 | | \$500 | \$300 |
| D23450 | Special Projects | 26,753 | 0 | \$45,300 | \$18,547 |
| D23450 | Underfunded to budget | | | -\$7,876 * | -\$7,876 |
| D23450 | Total | 189,410 | 0 | \$213,803 | \$24,393 |

| | |
|---|-------------------------|
| Beginning Fund Balance 7-1-2002 | 66,033 |
| Ending Fund Balance less open commitments \$1,132 | <u>90,426</u> |
| Total Increase in Fund Balance | <u><u>24,393</u></u> |
| Less Amount transferred to Student Government form Student Services | (30,000) |
| Plus Adjustment for funds transferred to women's center in error | <u>10,184</u> |
| Total dispersed from D16750 | <u><u>193,987</u></u> * |

Eastern Michigan University
Division of Academic Affairs

Expenitures/Use of Performing Arts Fee Monies
Fiscal Year 2002/2003

| | | 6/30/2002 | | | Estimated | | ##### |
|-------------------|--------|----------------|--------------|--------------|------------|-----------|-----------|
| | | Carry -Forward | Encumbrances | Distribution | Allocation | Expended | Balance |
| Music | 108050 | \$615 | \$4,460 | \$64,661 | \$65,000 | \$24,747 | \$44,989 |
| Dance | 110300 | \$5,854 | \$0 | \$14,922 | \$15,000 | \$17,588 | \$3,188 |
| CTA | 106800 | \$95 | \$0 | \$69,635 | \$70,000 | \$71,961 | (\$2,231) |
| Art | 106350 | (\$6,939) | \$476 | \$39,791 | \$40,000 | \$37,252 | (\$3,924) |
| Music/Dance | 108150 | \$0 | | \$4,974 | \$5,000 | \$4,974 | \$0 |
| | | (\$375) | \$4,936 | \$193,983 | \$195,000 | \$156,522 | \$42,022 |
| Revenue | | | | \$193,987 | | | |
| 6/30/2003 Balance | D16800 | | | \$4 | | | |

EASTERN MICHIGAN UNIVERSITY TM
General Fee Report for Fiscal Year 2002-2003
Student Services

Overview

The general fee budget for Student Services for 2002-2003 was \$1,140,000 which included \$500,000 for McKenny Union Expansion project funding. The general fee earned \$1,140,000 and distributed to Student Services a total of \$1,132,788.

Attached are the actual expenses for Student Services.

Student Services Explanatory Notes

International Students

The 2002-03 general fee allocations to the International students was \$67,400. This allocation provided the office of International Students with an International Student Advisor and necessary SS&M to provide additional services.

Access Services

The 2002-03 general fee allocation to Access Services was \$130,000. This allowed the Dean of Students office to hire a Director of Access Services, a secretary and SS&M and to provide accommodations primarily interpreters.

Greek Affairs

The 2002-03 general fee allocation to Greek Affairs was \$60,065. This funded the salary and fringe benefits for the coordinator of Greek Affairs. The coordinator provides leadership for EMU Greek Organizations.

LGBT

The allocation for 2002-03 for the LGBT office was \$54,592. This funds a staff position and fringes to operate this office.

Student Government

The allocation for 2002-03 to Student Government was \$30,000. This funding allowed student government to provide financial assistance to more student organizations.

Community Service

The 2002-03 general fee allocation to Community Service was \$70,731. This is to fund 1.75 FTE to keep the community service office open after the Americorps grant funding expired. This pays salary and fringes for the AP08 Coordinator for Community Service (.75FTE), a PT07 America Reeds Coordinator (.5FTE), and a CS04 Clerical (.5FTE).

Eastern Echo

The 2002-03 general fee allocation to Eastern Echo was \$70,000. This funding allowed the Echo to hire student staff and supplies necessary to provide a quality student run newspaper.

Financial Aid

The 2002-03 general fee allocation to financial aid was \$150,000.

McKenny Union Expansion

McKenny Union Expansion was funded \$500,000.

**Campus Life Programs
General Fee Summary 2002-2003
As of June 30, 2003 Final Close**

| ACCT # | ACCT. NAME | Beg BAL 6/30/02 | ACTUAL 2002-03 FEE | PROGRAM REVENUE | TOTAL AVAIL. | PROGRAM EXPENSE | FUND BAL 6/30/03 |
|--------|----------------------------------|--------------------|-----------------------|--------------------|--------------|--------------------|---------------------|
| D17050 | Concerts | \$11 | \$63,935 | \$26,211 | \$90,157 | \$71,148 | 19,009 |
| D17100 | Entertainment | 6,265 | 38,813 | 12,032 | \$57,110 | 55,350 | 1,760 |
| D17150 | Student Leadership | 835 | 70,725 | 7,323 | \$78,883 | 95,923 | -17,040 |
| D17200 | Lectures | 6,767 | 49,903 | | \$56,670 | 42,867 | 13,803 |
| D17250 | Freshman Success | 7,894 | | | \$7,894 | 6,760 | 1,134 |
| D17300 | Film Series | 4,082 | 6,223 | | \$10,305 | 8,269 | 2,036 |
| D17350 | Multi-Cultural Program | 7,674 | 7,695 | | \$15,369 | | 15,369 |
| D17400 | Stu. Org. Program for Campus | 9,242 | 37,342 | | \$46,584 | 33,226 | 13,358 |
| D17450 | Vision | 16,066 | 20,085 | 8,282 | \$44,433 | 38,364 | 6,070 |
| D17500 | Spirit Program | 533 | 5,773 | | \$6,306 | 8,511 | -2,205 |
| D17550 | Support Program Student Dev | 40,628 | 52,732 | | \$93,360 | 39,279 | 54,081 |
| D17600 | Commuter Program | 7,514 | 32,646 | 29,757 | \$69,917 | 58,316 | 11,602 |
| D17700 | Pease | 433 | 52,619 | | \$53,052 | 39,507 | 13,545 |
| 153550 | Campus Life | 53,658 | 127,304 | 54,268 * | \$235,230 | 209,563 | 25,667 |
| | adjusted | | -11 | | -\$11 | | -11 |
| D16950 | General Fee Student Act. Funding | \$161,602 | \$565,784 | \$137,873 | \$865,260 | \$707,082 | 158,178 |

* Includes PT salary and fringes and CWS reimb

13.

Student Services (3-33390)
General Fee Summary 2002-2003
As of June 30, 2003 Final Close

| ACCT # | ACCT. NAME | BEGINNING BALANCE 6-30-01 | ACTUAL FEE FUNDED 2002-03 | ACTUAL 2002-03 FEE DISPERSED | ENDING BALANCE 6-30-03 | BUDGETED 2002-03 | Increases to Budget for salary increases | Unallocated | EXPLANATION |
|---------|----------------------------|---------------------------------|---------------------------------|------------------------------------|------------------------------|---------------------|---|-------------|-------------|
| 1-15012 | Foreign Students | | | 67,400 | | 67,400 | | - | |
| 1-15014 | Access Services | | | 130,000 | | 130,000 | | (0) | |
| 3-33516 | Greek Affairs | | | 60,065 | | 47,061 | 13,004 | (0) | |
| 3-33415 | LGBT | | | 54,592 | | 50,147 | 4,444 | 1 | |
| 3-35200 | Student Government | | | 30,000 | | 30,000 | | - | |
| 3-33517 | Community Service | | | 70,731 | | 70,731 | | (0) | |
| 4-48026 | Eastern Echo | | | 70,000 | | 70,000 | | - | |
| 1-10054 | Financial Aid | | | 150,000 | | 150,000 | | - | |
| | Plant Fund (McKenny Union) | | | 500,000 | | 500,000 | | - | |
| | Unallocated | | | - | - | 24,661 | (17,448) | (7,213) | Unallocated |
| 3-33390 | Student Services | - | (1,140,000) | 1,132,788 | (7,212) | 1,140,000 | - | (7,212) | |

Adjusted Balance

(7,212)

14

15.

EASTERN MICHIGAN UNIVERSITY™
General Fee Report for Fiscal Year 2002-2003
Student Activities

Overview

The general fee budget for Student Activities in 2002-03 was \$559,064. The general fee earned and distributed to student activities a total of \$565,784.

Carryover from 2001-02 was \$161,602. Revenue generated in 2002-03 was \$137,873, primarily through concerts, Performing Arts, and MLK Day activities. Total available for programming was \$865,271 of which \$707,082 was expended leaving \$158,178 carryover into 2002-03 to supplement programming.

The general fee allocation for student activities was spread to 13 accounts and one staff/operational account. See attached report for specific account activity.

General Fee Program Summary

Programs and activities that are supported by the general fee for student activities include: concerts, EMU cable TV entertainment, national campus entertainment tours, N.E.T., student leadership conferences, students-of-color conferences, lectures, MLK Day programming, community service programming, freshman academic success programs, multicultural programs, student organization support, school spirit programs for homecoming, faculty co-curricular program support, commuter programs and performing arts. In addition, one PT and three GAs are funded to assist with these programs.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

| |
|-----------------------------|
| SECTION: 22 |
| DATE: September 16, 2003 |

RECOMMENDATION

2003 AUXILIARY FUND BUDGET MANAGEMENT REPORT

ACTION REQUESTED

It is recommended that the 2003 Auxiliary Fund Budget Management Report be accepted and placed on file.

STAFF SUMMARY

The auxiliary operations earned revenue of \$40.43 million, which is \$229,502 in excess of the budget plan.

Expenses, including the cost of goods sold, totaled \$33.7 million, exceeding plan by \$600,588. Additional debt service and general fund support of \$4.3 million resulted in operating expenses of \$38 million.

Transfers for maintenance reserves totaled \$2.1 million which was below plan by \$466,440.

Net fund balance increased by \$369,944.

FISCAL IMPLICATIONS

The Auxiliary Fund operating account balances increased by \$369,944. The accumulated total fund balance as of June 30, 2003 is \$3.47 million.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

EASTERN MICHIGAN UNIVERSITY
2003 BUDGET MANAGEMENT REPORT
AUXILIARY FUND

The 2003 Auxiliary Financial Operations are evaluated with respect to the plan set forth in the auxiliary fund Operating Budget approved in June 2002. The Combined operations are summarized below and are compared to the prior year and budget.

| | 2002 Actual | 2003 Actual | Var. | 2003 Budget | 2003 Actual | Var. |
|---------------------------------|----------------|----------------|-------------|----------------|----------------|-----------|
| Revenues | \$38,801,315 | \$40,501,814 | \$1,700,499 | \$40,272,312 | \$40,501,814 | \$229,502 |
| Expenditures | 32,862,525 | 33,736,928 | 874,403 | 33,136,340 | 33,736,928 | 600,588 |
| Administrative Support | 1,285,027 | 1,462,202 | 177,175 | 1,555,571 | 1,462,202 | (93,369) |
| Heating Plant Support | 70,000 | 70,000 | 0 | 70,000 | 70,000 | 0 |
| Operating Balance | 4,583,763 | 5,232,684 | 648,921 | 5,510,401 | 5,232,684 | (277,717) |
| Transfers | | | | | | |
| Debt Service | 1,928,201 | 2,793,404 | 865,203 | 2,793,404 | 2,793,404 | 0 |
| Maintenance Reserves | 2,634,678 | 2,069,336 | (565,342) | 2,535,776 | 2,069,336 | (466,440) |
| Net Change to Operating Balance | \$20,884 | \$369,944 | \$349,060 | \$181,221 | \$369,944 | \$188,723 |

The Auxiliary Operating Statement, as of June 30, 2003, is seen in Exhibit #1.

| | |
|---------------------------------|--------------------|
| Beginning Fund Balance 7-1-02 | \$3,109,002 |
| Net Change to Operating Balance | 369,944 |
| Ending Fund Bal. 6-30-03 | <u>\$3,478,946</u> |

Eastern Michigan University
Auxiliary Operating Statement
As of June 2003 - Post Close

Exhibit # 1

| Student Affairs | | | | | | | | | |
|--------------------------------|------------------|-------------------|-------------------|----------------------------|----------------------|----------------|-------------------------------|------------------|--------------------------------|
| Apartments | Residence Halls | Dining Services | Rental Property | University Health Services | Children's Institute | Rec/IM | ICT (1) Student Tech Services | | |
| REVENUE | | | | | | | | REVENUE | |
| Sales and Services | 3,074,775 | 11,692,566 | 13,774,848 | 141,996 | 834,319 | 576,461 | 640,838 | 118,544 | Sales and Services |
| Fees | 0 | 0 | 0 | 0 | 1,277,081 | 0 | 0 | 0 | Fees |
| Investment Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Investment Income |
| TOTAL REVENUES | 3,074,775 | 11,692,566 | 13,774,848 | 141,996 | 2,111,399 | 576,461 | 640,838 | 118,544 | TOTAL REVENUES |
| Transfers from G.F. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Transfers from G.F. |
| Transfers from D.E./E.R. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Transfers from D.E./E.R. |
| Allocations from Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Allocations from Fund Balance |
| TOTAL FUNDING | 3,074,775 | 11,692,566 | 13,774,848 | 141,996 | 2,111,399 | 576,461 | 640,838 | 118,544 | TOTAL FUNDING |
| EXPENSES | | | | | | | | | EXPENSES |
| Cost of Goods Sold | 0 | 0 | 4,662,612 | 0 | 370,261 | 0 | 136,383 | 0 | Cost of Goods Sold |
| Personnel Services | 56,329 | (300) | 1,121,263 | 0 | 782,001 | 276,857 | 88,109 | 0 | Personnel Services |
| Misc. Personnel | 4,610 | 0 | 246,306 | 0 | 52,120 | 0 | 27,298 | 0 | Misc. Personnel |
| Fringe Benefits | 28,743 | 1,795 | 526,765 | 0 | 302,578 | 108,501 | 36,060 | 328 | Fringe Benefits |
| Recouped Salaries (Abr 1367) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Recouped Salaries (Abr 1367) |
| Student Help | 57,323 | 1,213,002 | 1,780,210 | 0 | 25,496 | 110,992 | 12,941 | 24,970 | Student Help |
| SS&M | 1,904,565 | 3,355,988 | 1,496,169 | 67,018 | 299,792 | 56,313 | 114,962 | 131,680 | SS&M |
| Travel | 15,919 | 20,511 | 41,801 | 0 | 430 | 449 | 1,932 | 0 | Travel |
| Equipment | 10,746 | 46,704 | 136,172 | 1,427 | 15,325 | 0 | 0 | 204,213 | Equipment |
| Admin. Support/HDC | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Admin. Support/HDC |
| Custodial | 526,602 | 3,060,879 | 1,902,651 | 49 | 23,594 | 4,596 | 1,888 | 51,464 | Custodial |
| Maintenance Staff | 483,150 | 595,810 | 210,957 | 8,495 | 0 | 0 | 0 | 0 | Maintenance Staff |
| Other Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Other Expenses |
| TOTAL EXPENSES | 3,087,988 | 8,294,389 | 12,124,907 | 76,989 | 1,871,599 | 557,707 | 419,574 | 412,655 | TOTAL EXPENSES |
| NET OF OPERATIONS | (13,212) | 3,398,177 | 1,649,941 | 65,007 | 239,801 | 18,754 | 221,264 | (294,111) | NET OF OPERATIONS |
| TRANSFERS | | | | | | | | | TRANSFERS |
| Admin. Support/General Fund | 115,573 | 447,147 | 467,913 | 1,006 | 165,201 | 59,295 | 18,902 | 6,105 | Admin. Support/General Fund |
| Mand. Debt | 126,275 | 1,549,469 | 65,525 | 0 | 0 | 0 | 0 | 0 | Mand. Debt |
| Facility Plan | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Facility Plan |
| Maintenance Reserve/Plant Fund | (272,820) | 1,238,148 | 1,108,706 | 64,001 | 24,298 | (40,753) | 99,002 | (300,215) | Maintenance Reserve/Plant Fund |
| Power Plant | 17,759 | 43,414 | 7,798 | 0 | 546 | 211 | 0 | 0 | Power Plant |
| Transfers to D.E./E.R. (Match) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Transfers to D.E./E.R. (Match) |
| TOTAL TRANSFERS | (13,212) | 3,278,177 | 1,649,941 | 65,007 | 190,045 | 18,753 | 117,904 | (294,110) | TOTAL TRANSFERS |
| BALANCE - OPR. ACTS. | 0 | 120,000 | (0) | 0 | 49,756 | 1 | 103,360 | (0) | BALANCE - OPR. ACTS. |

(1) ICT Student Technology Services and ID Operations. Any deficits will be covered by Housing and Dining
Prepared by Financial Operations 9/5/2003



Eastern Michigan University
 Auxiliary Operating Statement
 As of June 2003 - Post Close

| | Student Affairs | Marketing & Communications | | ICT | Business and Finance | | Golf Course/CEC | Other | Total | |
|--------------------------------|-----------------|----------------------------|-------------------------|----------------|--------------------------------|-------------------------------|---------------------|----------------|-------------------|--------------------------------|
| | Eastern Echo | Licensing | University Publications | Computer Sales | Kresge Environmental Education | Parking/SEEUS and DPS Support | Golf Course/CEC (2) | Other | | |
| REVENUE | | | | | | | | | | REVENUE |
| Sales and Services | 382,091 | 63,524 | 2,021,555 | 874,774 | 55,946 | 2,868,492 | 2,034,003 | 0 | 39,154,733 | Sales and Services |
| Fees | 70,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,347,081 | Fees |
| Investment Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Investment Income |
| TOTAL REVENUES | 452,091 | 63,524 | 2,021,555 | 874,774 | 55,946 | 2,868,492 | 2,034,003 | 0 | 40,501,814 | TOTAL REVENUES |
| Transfers from G.F. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Transfers from G.F. |
| Transfers from D.E./E.R. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Transfers from D.E./E.R. |
| Allocations from Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Allocations from Fund Balance |
| TOTAL FUNDING | 452,091 | 63,524 | 2,021,555 | 874,774 | 55,946 | 2,868,492 | 2,034,003 | 0 | 40,501,814 | TOTAL FUNDING |
| EXPENSES | | | | | | | | | | EXPENSES |
| Cost of Goods Sold | 0 | 8,764 | 1,694,283 | 824,408 | 7,247 | 0 | 83,394 | 0 | 7,787,354 | Cost of Goods Sold |
| Personnel Services | 90,817 | 0 | 94,171 | 0 | 0 | 661,083 | 0 | 0 | 3,170,330 | Personnel Services |
| Misc. Personnel | 512 | 0 | 1,518 | 0 | 16,906 | 71,005 | 0 | 0 | 420,275 | Misc. Personnel |
| Fringe Benefits | 31,762 | 6 | 38,443 | 166 | 1,343 | 271,824 | 0 | 0 | 1,348,313 | Fringe Benefits |
| Recouped Salaries (Abr 1367) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Recouped Salaries (Abr 1367) |
| Student Help | 153,338 | 2,715 | 32,388 | 21,657 | 0 | 200,992 | 0 | 0 | 3,636,025 | Student Help |
| SS&M | 88,430 | 13,843 | 83,996 | 4,130 | 5,759 | 326,997 | 1,901,981 | (8,067) | 9,843,557 | SS&M |
| Travel | 2,263 | 0 | 3,719 | 346 | 0 | 24,709 | 623 | 0 | 112,703 | Travel |
| Equipment | 4,418 | 0 | 19,284 | 0 | 0 | 78,841 | 0 | 0 | 517,131 | Equipment |
| Admin. Support/HDC | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Admin. Support/HDC |
| Custodial | 2,919 | 174 | 6,341 | 209 | 0 | 21,463 | 0 | 0 | 5,602,828 | Custodial |
| Maintenance Staff | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,298,412 | Maintenance Staff |
| Other Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Other Expenses |
| TOTAL EXPENSES | 374,459 | 25,503 | 1,974,143 | 850,915 | 31,255 | 1,656,915 | 1,985,998 | (8,067) | 33,736,928 | TOTAL EXPENSES |
| NET OF OPERATIONS | 77,632 | 38,021 | 47,412 | 23,858 | 24,691 | 1,211,577 | 48,005 | 8,067 | 6,764,885 | NET OF OPERATIONS |
| TRANSFERS | | | | | | | | | | TRANSFERS |
| Admin. Support/General Fund | 19,380 | 0 | 20,127 | 0 | 0 | 141,553 | 0 | (0) | 1,462,202 | Admin. Support/General Fund |
| Mand. Debt | 0 | 0 | 0 | 0 | 0 | 722,276 | 329,859 | (0) | 2,793,404 | Mand. Debt |
| Facility Plan | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Facility Plan |
| Maintenance Reserve/Plant Fund | 15,456 | 0 | 27,139 | 16,000 | 24,500 | 347,728 | (281,854) | 0 | 2,069,336 | Maintenance Reserve/Plant Fund |
| Power Plant | 126 | 0 | 147 | 0 | 0 | 0 | 0 | (0) | 70,000 | Power Plant |
| Transfers to D.E./E.R. (Match) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Transfers to D.E./E.R. (Match) |
| TOTAL TRANSFERS | 34,962 | 0 | 47,412 | 16,000 | 24,500 | 1,211,557 | 48,005 | (0) | 6,394,942 | TOTAL TRANSFERS |
| BALANCE - OPR. ACTS. | 42,670 | 38,021 | 0 | 7,858 | 191 | 20 | (0) | 8,067 | 369,944 | BALANCE - OPR. ACTS. |

(2) The Golf Course and Corporate Education Center (CEC) are managed by Eagle Crest Management, Inc.
 Prepared by Financial Operations 9/5/2003

6

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

| |
|-----------------------------|
| SECTION: 23 |
| DATE: September 16, 2003 |

RECOMMENDATION

TIAA-CREF CUSTODIAL ACCOUNT AND RECORDKEEPING AGREEMENTS

ACTION REQUESTED

It is recommended that the Board of Regents authorize the University to enter into a Custodial Account and Recordkeeping Agreement for a 403(b) Plan – Defined Contribution Retirement Plan, a Custodial Account and Recordkeeping Agreement for Governmental Non-Trusteed 457(b) Plan, and a Custodial Account and Recordkeeping Agreement for a 403(b) Plan – Tax Deferred Annuity Plan with TIAA-CREF Individual & Institutional Services, Inc.. These agreements provide the University the ability to offer an additional defined contribution retirement option and employee funded retirement accounts through TIAA-CREF Investment Solutions.

STAFF SUMMARY

The September 2000 agreement between Eastern Michigan University and the Eastern Michigan University American Association of University Professors (AAUP) provides faculty members an opportunity to select an additional investment option for retirement. Research into optional retirement plans and negotiations with the AAUP have resulted in the recommended addition of the TIAA-CREF Investment Solutions as the additional option. TIAA-CREF Investment Solutions offers a selection of non-proprietary investment vehicles to complement the current investment options.

FISCAL IMPLICATIONS

There are no fiscal implications to the University. The defined contribution rates remain unchanged.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

**Custodial Account and
Recordkeeping Agreement for a
403(b) Plan
Defined Contribution Retirement Plan**



*Managing money for people
with other things to think about.SM*

403(b)-NP

This Custodial Account and recordkeeping Agreement (the "Agreement") between TIAA-CREF Individual & Institutional Services, Inc. (the "TIAA-CREF Services") and Eastern Michigan University (the "Employer") as Sponsor of the Eastern Michigan University Defined Contribution Retirement Plan (the "Plan"), a plan designed to meet the requirements of Section 403(b) of the Internal Revenue Code of 1986, as amended ("Code").

WHEREAS, the Plan is to be funded: (1) under a custodial account established under the terms of this Agreement (pursuant to which mutual funds shall be made available to Plan participants and beneficiaries as Plan funding options); and (2) with annuity contracts issued by Teachers Insurance and Annuity Association of America and College Retirement Equities Fund ("TIAA-CREF"); and

WHEREAS, the Employer has requested that TIAA-CREF Services provide certain custodial and recordkeeping services, which services are required in order to fund and assist in the administration of the Plan and TIAA-CREF Services has agreed to provide such services as set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is hereby agreed as follows:

Article I. Effective Date

- 1.1 The effective date of this Agreement will be November 1, 2003. This Agreement will remain in effect until terminated pursuant to Article VII.

Article II. Services to be provided by TIAA-CREF Services

- 2.1 At the request of the Employer, TIAA-CREF Services will prepare Plan enrollment kits and shall otherwise aid the Employer in the enrollment of employees eligible to participate in the Plan.
- 2.2 TIAA-CREF Services shall receive such sums of money or other property acceptable to TIAA-CREF Services that shall from time to time be paid or delivered to TIAA-CREF Services under this Agreement and pursuant to the Plan. TIAA-CREF Services shall, to the extent that such amounts are not paid over to TIAA-CREF participant annuity contracts under the terms of the Plan, in its capacity as custodian hold in Plan participant accounts all such assets, together with all the property purchased therewith and the proceeds thereof and the earnings and income thereon. TIAA-CREF Services shall not be responsible for, or have any duty to enforce, the collection of any contributions or assets to be paid or transferred to it under the Plan or for verifying whether contributions or transfers to it are permissible under the Plan. TIAA-CREF Services shall not be responsible for investment choices directed by the Employer or by Plan participants or beneficiaries under the Plan.

- 2.3 TIAA-CREF Services, in its capacity as record-keeper, shall maintain records of each Plan participant's and beneficiary's account balances including those amounts paid as premiums to and balances in TIAA-CREF annuity contracts which are not in the custody of TIAA-CREF Services. The records of each such account balance shall reflect amounts attributable to employer contributions, participant elective deferral contributions, rollover contributions and transfers, and any after-tax contributions. These records shall be based solely on information provided to TIAA-CREF Services by the Plan.

- 2.4 TIAA-CREF Services shall arrange for contributions to and investments in a participant's account to be allocated to the mutual funds under the custodial account under this Agreement or in TIAA-CREF annuity contracts available under the Plan, as directed by the participant or the participant's beneficiary in the event of the participant's death. All contributions shall be allocated among such contracts and investments in accordance with the most recent valid instructions. Transfers among plan funding options shall be made pursuant to the instructions of the participant or beneficiary in accordance with the terms of the Plan but subject to any restrictions in the applicable mutual fund or TIAA-CREF annuity contract. TIAA-CREF Services shall provide to the participant or beneficiary all of the forms necessary to enable him or her to allocate contributions or transfer amounts among the Plan funding options.

- 2.5 TIAA-CREF Services shall send periodic written communications to the Plan and each Plan participant and beneficiary, including but not limited to information regarding returns and investment performance under the mutual funds and TIAA-CREF annuity contracts used to fund the participant's account under the Plan.

- 2.6 TIAA-CREF Services shall send any communication that it is required to provide by mail to a participant or beneficiary to the address provided to TIAA-CREF Services by the Plan or by the participant or beneficiary.

- 2.7 TIAA-CREF Services shall administer and account for plan loans available under the terms of the Plan. TIAA-CREF Services will administer and make hardship distributions in accordance with, and if permitted under the terms of, the Plan.

- 2.8 TIAA-CREF Services shall, as authorized under the Plan by the Employer and subject to applicable law, liquidate investments in and make plan benefit payment distributions permitted under the mutual funds and the TIAA-CREF annuity contracts in the participant's Plan account. TIAA-CREF Services shall administer the spousal consent requirements applicable to the Plan and shall also distribute Plan account balances in accordance with any Qualified Domestic Relations Order (as defined in Section 414(p) of the Code) received by it or forwarded to it by the Plan and in accordance with the instructions of the Employer.

- 2.9 TIAA-CREF Services shall maintain records of each participant's designated beneficiaries based on information provided by the participants or the Plan.

- 2.10 To the extent permitted under applicable law, TIAA-CREF Services shall be the payer (within the meaning of applicable Internal Revenue Service regulations) of benefits under the Plan. As payer, it shall perform any required withholding of income tax from distributions and withdrawals. Prior to the distribution of each participant's benefits, TIAA-CREF Services shall provide the appropriate notice required under Section 402(f) of the Code.

- 2.11 If the Plan is subject to the Employee Retirement Income Security Act of 1974, as amended ("ERISA"), TIAA-CREF Services shall provide the information necessary for filing the annual report (5500 series) for the Plan with the Department of Labor ("DOL") and shall assist the Employer in completing the filing.

- 2.12 TIAA-CREF Services agrees that all records maintained by it for the Plan shall be open to inspection and audit at reasonable times by agents or representatives of the Plan and that such records will be preserved and maintained in accordance with applicable governmental regulations. TIAA-CREF Services may charge, and the Plan shall agree to pay, the reasonable cost of any services and materials used by TIAA-CREF Services in supplying assistance in connection with any such inspection.

- 2.13 TIAA-CREF Services shall use due care in providing the services hereunder. Responsibility for due care is limited solely to correcting processing errors resulting from malfunction of TIAA-CREF Services equipment, error by its staff, or error by its programs. TIAA-CREF Services shall make a good faith effort to correct any error caused by its performance subject to the limitations herein set forth; provided that the Plan notifies TIAA-CREF Services in writing of such error and furnishes all data necessary to make such correction within thirty (30) days following the date in which the claimed error is contained. TIAA-CREF Services shall in no event be liable, regardless of the form of the action, for loss of profit, goodwill, or other special consequential damages suffered by the Employer or Plan representatives as a result of the services provided under this Agreement. TIAA-CREF Services shall not be liable for any error or omission resulting, directly or indirectly, from failure of the Employer, or its agents (other than TIAA-CREF Services and/or its affiliates or hired vendors), to properly perform any of its responsibilities under this Agreement.

- 2.14 The services to be performed by TIAA-CREF Services under this Agreement may be performed on TIAA-CREF Services' behalf wholly or in part through subsidiaries or affiliates of TIAA-CREF Services or through vendors designated by TIAA-CREF Services. TIAA-CREF Services will continue to be liable for the performance of its duties hereunder.

Article III. Duties of the Employer

3.1 The Employer shall be solely responsible for the following:

- (a) The tax and legal aspects of the Plan.
- (b) To select and periodically review the funding options for the Plan, it being understood that TIAA-CREF Services has no authority or responsibility for choosing such funding options. The funding options initially chosen for the Plan are set forth in Appendix A to this Agreement. The funding options selected may be changed from time to time by written amendment to this Agreement pursuant to Article VII.
- (c) To evaluate the suitability of the Plan document and maintain the Plan's conformance with applicable Code and ERISA regulations, including, if applicable, the filing of the Plan's annual report (5500 series) with the Department of Labor ("DOL").
- (d) To defend the Plan in an Internal Revenue Service or DOL audit or examination.
- (e) To provide TIAA-CREF Services, in a timely manner, accurate data, as requested and in the form requested by TIAA-CREF Services, in order to establish and maintain the records necessary for the fulfillment of TIAA-CREF Services' duties hereunder. TIAA-CREF Services shall not be responsible in the event that such information is inaccurate. If TIAA-CREF Services is required to repeat or reprocess any task as a result of incomplete or inaccurate information provided by the Employer, TIAA-CREF Services may charge a reasonable reprocessing fee. In addition, if amounts are sent to TIAA-CREF Services with incorrect instructions, or in amounts that do not reconcile with the instructions given, TIAA-CREF Services may: (1) apply the amounts for which accurate instructions are given and refund any excess amounts to the Employer; or (2) if amounts are less than the instructions call for, refund the entire amount to the Employer.

3.2 The Employer shall review all recordkeeping reports and shall immediately notify TIAA-CREF Services of any claimed error with respect to any data or report. TIAA-CREF Services assumes no responsibility for verification and any report not challenged in writing by the Employer within sixty (60) days of receipt thereof shall be conclusively presumed accurate and complete.

Article IV. The Powers of TIAA-CREF Services as Custodian

4.1 TIAA-CREF Services, in its capacity as custodian, shall have the following powers:

- (a) To vote in person, or in proxy, or to refrain from voting in respect to any mutual fund shares held in a participant's Plan account, in accordance with Section 8.1 of this Agreement, and to enter into any voting trust or similar agreement in respect thereto;

- (b) To exercise conversion and subscription rights pertaining to any property held in a Plan account;
- (c) To enter into standby agreements for future investment, either with or without a standby fee;
- (d) With respect to any investment, to consent or object to any action or non-action of any corporation, or of the directors, officers or stockholders of any corporation;
- (e) To settle, compromise or submit to arbitration any claims, debts or damages due or owing from any Plan account;
- (f) To deposit any property with any protective, reorganization or similar committee and to delegate power thereto and to pay and agree to pay part of its expenses and compensation and any assets levied with respect to any property so deposited;
- (g) To register securities in its name or in the name of any nominee with or without indication of the capacity in which the securities shall be held, or to hold securities in bearer form and to deposit any securities or other property in a depository or clearing corporation;
- (h) To commence or defend suits or legal proceedings and to represent the Plan in all suits or legal proceedings in any court or before any other body or tribunal;
- (i) To employ as many agents and counsel as are reasonably necessary for the purposes of properly performing its duties under this Agreement, provided that TIAA-CREF Services shall pay their reasonable expenses and compensation; and
- (j) To make, execute and deliver, as custodian, any and all deeds, leases, mortgages, conveyances, waivers, releases or other instruments in writing necessary or desirable for the accomplishment of any of the powers listed in this Agreement.

4.2 TIAA-CREF Services shall have no duties or responsibilities other than those specified in this Agreement or under applicable law and no implied covenant or obligation shall be read into this Agreement against TIAA-CREF Services.

4.3 TIAA-CREF Services may rely on any instructions or other communications that it reasonably believes are given by the proper persons or person. TIAA-CREF Services shall have no duty to advise any person of the investment, tax or other consequences resulting from that person's actions or inactions, or of its own actions in following the directions of such person, or its failing to act in the absence of such directions.

4.4 On each day the New York Stock Exchange (the "Exchange") is open for business (each "Business Day"), TIAA-CREF Services may receive instructions from the Plan and/or Plan participant for the purchase or redemption of shares of the mutual funds offered under the terms of the Plan ("Instructions"). Instructions which are received by TIAA-CREF Services in "good order" (defined below) prior to the close of regular trading of the Exchange (generally 4:00 pm Eastern Time) (the "Close of Trading") on any given

Business Day, will be executed at the net asset value determined as of the Close of Trading on such Business Day. Instructions which are received by TIAA-CREF Services in "good order" (defined below) on such day but after the Close of Trading, will be executed at the net asset value determined as of the Close of Trading on the next Business Day following the date of receipt of the Instruction. Instructions shall be considered received in "good order" when all necessary information and monies received by TIAA-CREF Services in connection with such Instructions balance and conform to all other operating procedures, including any restrictions or limits set forth in the applicable fund prospectus or as otherwise set forth by TIAA-CREF Services. The date the Instructions are executed shall be referred to as the "Participation Date."

Article V. Resignation and Removal of TIAA-CREF Services

- 5.1 TIAA-CREF Services may resign at any time upon thirty (30) days prior written notice to the Employer.
- 5.2 TIAA-CREF Services may be removed at any time upon thirty (30) days prior written notice from the Employer.
- 5.3 TIAA-CREF Services shall be removed if the Commissioner of the Internal Revenue Service notifies TIAA-CREF Services that it ceases to qualify as an approved person under Code Section 401(f)(2).
- 5.4 Upon the resignation or removal of TIAA-CREF Services the Employer shall promptly appoint a successor, provided that in the event of resignation of TIAA-CREF Services, TIAA-CREF Services may appoint a successor in its notice of resignation. Any successor custodian appointed herein shall be a bank or other person eligible to serve as a custodian in accordance with Code Section 401(f)(2). Upon receipt by TIAA-CREF Services of a written acceptance of such appointment by the successor, TIAA-CREF Services shall promptly transfer and pay over to such successor the assets of the custodial account and the records pertaining thereto, provided that the successor shall agree not to dispose of such records without TIAA-CREF Services' consent. TIAA-CREF Services is authorized, however, to reserve from the assets to be transferred such sum of money or other property, as it may deem advisable, for the payment of all of its fees, compensation, costs and expenses under this Agreement. TIAA-CREF Services shall not be liable for the acts or omissions of the successor whether or not it appoints the successor.
- 5.5 If the Employer does not appoint a successor custodian who has accepted the appointment before the resignation or removal of TIAA-CREF Services becomes effective, TIAA-CREF Services shall be entitled to terminate the Plan accounts by distributing all assets thereof in a single sum to the Employer.

Article VI. Fees

- 6.1 The Employer understands and agrees that TIAA-CREF Services may be compensated for its services under this Agreement by payments made by providers of mutual funds, or their affiliates, used under the Plan and from amounts held in TIAA-CREF annuity contracts. This shall include sharing, on a periodic basis, in the revenue derived by such mutual fund providers and TIAA-CREF.
- 6.2 The Employer understands and agrees that TIAA-CREF Services may charge administrative fees in connection with certain mutual funds as set forth in a schedule or schedules provided to the Plan and its participants and beneficiaries and TIAA-CREF Services shall be entitled to be paid all such fees from Plan assets. TIAA-CREF Services is authorized to debit the applicable participant's Plan account in the appropriate amount. The current fees are listed in the fee schedule or schedules provided by TIAA-CREF Services with respect to such mutual funds as set forth in Appendix A. Such fees are subject to change upon advance written notice.

Article VII. Amendment and Termination

- 7.1 The parties shall have the right at any time to amend this Agreement by an instrument in writing and no change in the scope of the services hereunder shall be permitted or undertaken unless agreed to by the parties in such a written amendment.
- 7.2 No amendment shall authorize any part of a Plan participant's account to be used for, or diverted to, purposes other than for the exclusive benefit of the participant or his or her beneficiaries except as otherwise permitted under the Code and, as applicable, ERISA.
- 7.3 Termination of a participant's Plan account shall be effected by a distribution of all assets in the account pursuant to the terms of the Plan and this Agreement.

Article VIII. Miscellaneous Provisions

- 8.1 TIAA-CREF Services shall deliver, or cause to be delivered to the Plan participants and beneficiaries, all notices, prospectuses, financial statements, proxies and proxy soliciting materials received by TIAA-CREF Services relating to the mutual fund shares held in their Plan accounts. Proxies shall be voted by, or in accordance with, the instructions of the participants or beneficiaries. If no instructions for voting proxies applicable to mutual fund shares are received, TIAA-CREF Services shall not exercise the voting rights for such shares and shall not be responsible for the failure to vote, or instruct the vote on such shares.

- 10.
- 8.2 The Plan accounts shall be held for the exclusive benefit of all persons who shall be entitled to receive payments under the Plan. It shall be prohibited at any time for any part of the accounts (other than such amounts as are required or permitted to be used to pay Plan expenses) to be used for, or diverted to, purposes other than the exclusive benefit of Plan participants and their beneficiaries except as otherwise permitted under the Code and, as applicable, ERISA.
- 8.3 The participant's benefits under the participant's Plan account and TIAA-CREF annuity contracts used as funding options under the Plan shall be provided solely from such participant's Plan account and TIAA-CREF annuity contracts, and neither the Employer nor TIAA-CREF Services or TIAA-CREF shall have any other liability therefore.
- 8.4 No right or interest of a Plan participant or beneficiary in a Plan account under this Agreement shall be (a) assignable or transferable in any manner, (b) subject to any lien, or (c) liable for, or subject to any obligation or liability of any person except as otherwise permitted under the Code and, as applicable, ERISA. The preceding sentence shall not apply to an assignment, transfer, or attachment pursuant to a qualified domestic relations order (as defined in Section 414(p) of the Code) or to a lien or levy on behalf of the Internal Revenue Service.
- 8.5 Notices required to be given by the parties hereunder shall be sufficiently given if made in writing to such address as each party shall from time to time specify in writing to the other party. Such Notices shall be effective when received.
- 8.6 This Agreement is intended to comply with Section 403(b) of the Code and, to the extent applicable, with ERISA and its terms shall be interpreted accordingly. Otherwise, to the extent not preempted by ERISA, the laws of the State of New York shall control the interpretation and performance of the terms of this Agreement. However, neither TIAA-CREF Services, any of its subsidiaries or affiliates nor any mutual fund provider or TIAA-CREF assumes any responsibility as to the efficacy or legal sufficiency of this Agreement under federal, state or local law.
- 8.7 If any provision of this Agreement shall be held or made invalid by a court decision, statute, rule or otherwise, the remainder of this Agreement shall not be affected thereby.
- 8.8 This Agreement may be executed simultaneously in two or more counterparts, each of which taken together shall constitute one and the same instrument.

11.

IN WITNESS WHEREOF, the parties have executed this Agreement
to be effective as of the Effective Date specified in Article I.

FOR THE Employer

By: _____

Title: _____ Date: _____

TIAA-CREF INDIVIDUAL & INSTITUTIONAL SERVICES, INC.

By: _____

Title: _____ Date: _____

Appendix A
Plan Funding Options

Fund Name

TIAA Traditional Annuity
CREF Stock Variable Annuity
CREF Global Equities Variable Annuity
CREF Equity Index Variable Annuity
CREF Growth Variable Annuity
TIAA Real Estate Variable Annuity
CREF Social Choice Variable Annuity
CREF Bond Market Variable Annuity
CREF Inflation-Linked Bond Variable Annuity
CREF Money Market Variable Annuity
Vanguard Asset Allocation Fund Investor Shares
Vanguard Explorer Fund Admiral Shares
DFA US Small Cap Value Portfolio
DFA US Micro Cap Portfolio
DFA Emerging Markets Portfolio
DFA International Small Company Portfolio

Accumulations in mutual funds not managed by TIAA-CREF are subject to an additional annual administrative charge. This charge, which is currently 0.34% (34 basis points), is subject to change and will be reflected on a participant's Quarterly Review statement. This approach emphasizes "full disclosure" in plan expenses. All TIAA-CREF administrative arrangements operate on an "at-cost" basis with a uniform cost structure across all funds and all plans.

Custodial Account and Recordkeeping Agreement for Governmental Non-Trusteed 457(b) Plan



*Managing money for people
with other things to think about.SM*

This Custodial Account and Recordkeeping Agreement (the "Agreement") between TIAA-CREF Individual & Institutional Services, Inc. ("TIAA-CREF Services") and Eastern Michigan University the "Employer" as Sponsor of the Eastern Michigan University Deferred Compensation Plan (the "Plan"), a plan designed to meet the requirements of Section 457(b) of the Internal Revenue Code of 1986, as amended ("Code").

WHEREAS, the Plan is to be funded: (1) under a custodial account established under the terms of this Agreement (pursuant to which mutual funds shall be made available to Plan participants and beneficiaries as Plan funding options); and (2) with annuity contracts issued by Teachers Insurance and Annuity Association of America and College Retirement Equities Fund ("TIAA-CREF"); and WHEREAS, the Employer has requested that TIAA-CREF Services provide certain custodial and recordkeeping services, which services are required in order to fund and assist in the administration of the Plan and TIAA-CREF Services has agreed to provide such services as set forth herein; NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is hereby agreed as follows:

Article I. Effective Date

1.1 The effective date of this Agreement will be November 1, 2003. This Agreement will remain in effect until terminated pursuant to Article VII.

Article II. Services to be provided by TIAA-CREF Services

- 2.1 At the request of the Employer, TIAA-CREF Services will prepare Plan enrollment kits and shall otherwise aid the Employer in the enrollment of employees eligible to participate in the Plan.
- 2.2 TIAA-CREF Services shall receive such sums of money or other property acceptable to TIAA-CREF Services that shall from time to time be paid or delivered to TIAA-CREF Services under this Agreement and pursuant to the Plan. TIAA-CREF Services shall, to the extent that such amounts are not paid over to TIAA-CREF participant annuity contracts under the terms of the Plan, in its capacity as custodian hold in Plan participant accounts all such assets, together with all the property purchased therewith and the proceeds thereof and the earnings and income thereon. TIAA-CREF Services shall not be responsible for, or have any duty to enforce, the collection of any contributions or assets to be paid or transferred to it under the Plan or for verifying whether contributions or transfers to it are permissible under the Plan. TIAA-CREF Services shall not be responsible for investment choices directed by the Employer or by Plan participants or beneficiaries under the Plan.
- 2.3 TIAA-CREF Services, in its capacity as recordkeeper, shall maintain records of each Plan participant's and beneficiary's account balances including those amounts paid as premiums to and balances in TIAA-CREF annuity contracts which are not in the custody of TIAA-CREF Services. The records of each such account balance shall reflect amounts attributable to employer contributions, participant elective deferral contributions, rollover contributions and transfers, and any after-tax contributions. These records shall be based solely on information provided to TIAA-CREF Services by the Plan.
- 2.4 TIAA-CREF Services shall arrange for contributions to and investments in a participant's account to be allocated to the mutual funds under the custodial account under this Agreement or in TIAA-CREF annuity contracts available under the Plan, as directed by the participant or the participant's beneficiary in the event of the participant's death. All contributions shall be allocated among such contracts and investments in accordance with the most recent valid instructions. Transfers among plan funding options shall be made pursuant to the instructions of the participant or beneficiary in accordance with the terms of the Plan but subject to any restrictions in the applicable mutual fund or TIAA-CREF annuity contract. TIAA-CREF Services shall provide to the participant or beneficiary all of the forms necessary to enable him or her to allocate contributions or transfer amounts among the Plan funding options.

- 2.5 TIAA-CREF Services shall send periodic written communications to the Plan and each Plan participant and beneficiary, including but not limited to information regarding returns and investment performance under the mutual funds and TIAA-CREF annuity contracts used to fund the participant's account under the Plan.
- 2.6 TIAA-CREF Services shall send any communication that it is required to provide by mail to a participant or beneficiary to the address provided to TIAA-CREF Services by the Plan or by the participant or beneficiary.
- 2.7 TIAA-CREF Services shall administer and account for plan loans available under the terms of the Plan. TIAA-CREF Services will administer and make hardship distributions in accordance with, and if permitted under the terms of, the Plan.
- 2.8 TIAA-CREF Services shall, as authorized under the Plan by the Employer and subject to applicable law, liquidate investments in and make plan benefit payment distributions permitted under, the mutual funds and the TIAA-CREF annuity contracts in the participant's Plan account. TIAA-CREF Services shall administer the spousal consent requirements applicable to the Plan and shall also distribute Plan account balances in accordance with any Qualified Domestic Relations Order (as defined in Section 414(p) of the Code) received by it or forwarded to it by the Plan and in accordance with the instructions of the Employer.
- 2.9 TIAA-CREF Services shall maintain records of each participant's designated beneficiaries based on information provided by the participants or the Plan.
- 2.10 To the extent permitted under applicable law, TIAA-CREF Services shall be the payor (within the meaning of applicable Internal Revenue Service regulations) of benefits under the Plan. As payor, it shall perform any required withholding of income tax from distributions and withdrawals. Prior to the distribution of each participant's benefits, TIAA-CREF Services shall provide the appropriate notice required under Section 402(f) of the Code.
- 2.11 TIAA-CREF Services agrees that all records maintained by it for the Plan shall be open to inspection and audit at reasonable times by agents or representatives of the Plan and that such records will be preserved and maintained in accordance with applicable governmental regulations. TIAA-CREF Services may charge, and the Plan shall agree to pay, the reasonable cost of any services and materials used by TIAA-CREF Services in supplying assistance in connection with any such inspection.
- 2.12 TIAA-CREF Services shall use due care in providing the services hereunder. Responsibility for due care is limited solely to correcting processing errors resulting from malfunction of TIAA-CREF Services equipment, error by its staff, or error by its programs. TIAA-CREF Services shall make a good faith effort to correct any error caused by its performance subject to the limitations herein set forth; provided that the Plan notifies TIAA-CREF Services in writing of such error and furnishes all data necessary to make such correction within thirty (30) days following the date in which the claimed error is contained. TIAA-CREF Services shall in no event be liable, regardless of the form of the action, for loss of profit, goodwill, or other special consequential damages suffered by the Employer or Plan representatives as a result of the services provided under this Agreement. TIAA-CREF Services shall not be liable for any error or omission resulting, directly or indirectly, from failure of the Employer or its agents (other than TIAA-CREF Services and/or its affiliates or hired vendors), to properly perform any of its responsibilities under this Agreement.
- 2.13 The services to be performed by TIAA-CREF Services under this Agreement may be performed on TIAA-CREF Services' behalf wholly or in part through subsidiaries or affiliates of TIAA-CREF Services or through vendors designated by TIAA-CREF Services. TIAA-CREF Services will continue to be liable for the performance of its duties hereunder.

Article III. Duties of the Employer

3.1 The Employer shall be solely responsible for the following:

- (a) The tax and legal aspects of the Plan.
- (b) To select and periodically review the funding options for the Plan, it being understood that TIAA-CREF Services has no authority or responsibility for choosing such funding options. The funding options initially chosen for the Plan are set forth in Appendix A to this Agreement. The funding options selected may be changed from time to time by written amendment to this Agreement pursuant to Article VII.
- (c) To evaluate the suitability of the Plan document and maintain the Plan's conformance with applicable Code regulations and state and local laws.
- (d) To defend the Plan in an Internal Revenue Service or state or local audit or examination.
- (e) To provide TIAA-CREF Services, in a timely manner, accurate data, as requested and in the form requested by TIAA-CREF Services, in order to establish and maintain the records necessary for the fulfillment of TIAA-CREF Services' duties hereunder. TIAA-CREF Services shall not be responsible in the event that such information is inaccurate. If TIAA-CREF Services is required to repeat or reprocess any task as a result of incomplete or inaccurate information provided by the Employer, TIAA-CREF Services may charge a reasonable reprocessing fee. In addition, if amounts are sent to TIAA-CREF Services with incorrect instructions, or in amounts that do not reconcile with the instructions given, TIAA-CREF Services may: (1) apply the amounts for which accurate instructions are given and refund any excess amounts to the Employer; or (2) if amounts are less than the instructions call for, refund the entire amount to the Employer.

3.2 The Employer shall review all recordkeeping reports and shall immediately notify TIAA-CREF Services of any claimed error with respect to any data or report. TIAA-CREF Services assumes no responsibility for verification and any report not challenged in writing by the Employer within sixty (60) days of receipt thereof shall be conclusively presumed accurate and complete.

Article IV. The Powers of TIAA-CREF Services as Custodian

4.1 TIAA-CREF Services, in its capacity as custodian, shall have the following powers:

- (a) To vote in person, or in proxy, or to refrain from voting in respect to any mutual fund shares held in a participant's Plan account, in accordance with Section 8.1 of this Agreement, and to enter into any voting trust or similar agreement in respect thereto;
- (b) To exercise conversion and subscription rights pertaining to any property held in a Plan account;
- (c) To enter into standby agreements for future investment, either with or without a standby fee;
- (d) With respect to any investment, to consent or object to any action or non-action of any corporation, or of the directors, officers or stockholders of any corporation;
- (e) To settle, compromise or submit to arbitration any claims, debts or damages due or owing from any Plan account;
- (f) To deposit any property with any protective, reorganization or similar committee and to delegate power thereto and to pay and agree to pay part of its expenses and compensation and any assets levied with respect to any property so deposited;
- (g) To register securities in its name or in the name of any nominee with or without indication of the capacity in which the securities shall be held, or to hold securities in bearer form and to deposit any securities or other property in a depository or clearing corporation;
- (h) To commence or defend suits or legal proceedings and to represent the Plan in all suits or legal proceedings in any court or before any other body or tribunal;
- (i) To employ as many agents and counsel as are reasonably necessary for the purposes of properly performing its duties under this Agreement, provided that TIAA-CREF Services shall pay their reasonable expenses and compensation; and
- (j) To make, execute and deliver, as custodian, any and all deeds, leases, mortgages, conveyances, waivers, releases or other instruments in writing necessary or desirable for the accomplishment of any of the powers listed in this Agreement.

4.2 TIAA-CREF Services shall have no duties or responsibilities other than those specified in this Agreement or under applicable law and no implied covenant or obligation shall be read into this Agreement against TIAA-CREF Services.

4.3 TIAA-CREF Services may rely on any instructions or other communications that it reasonably believes are given by the proper persons or person. TIAA-CREF Services shall have no duty to advise any person of the investment, tax or other consequences resulting from that person's actions or inactions, or of its own actions in following the directions of such person, or its failing to act in the absence of such directions.

- 18.
- 4.4 On each day the New York Stock Exchange (the "Exchange") is open for business (each a "Business Day"), TIAA-CREF Services may receive instructions from the Plan and/or Plan participant for the purchase or redemption of shares of the mutual funds offered under the terms of the Plan ("Instructions"). Instructions which are received by TIAA-CREF Services in "good order" (defined below) prior to the close of regular trading of the Exchange (generally 4:00 pm Eastern Time) (the "Close of Trading") on any given Business Day, will be executed at the net asset value determined as of the Close of Trading on such Business Day. Instructions which are received by TIAA-CREF Services in "good order" (defined below) on such day but after the Close of Trading, will be executed at the net asset value determined as of the Close of Trading on the next Business Day following the date of receipt of the Instruction. Instructions shall be considered received in "good order" when all necessary information and monies received by TIAA-CREF Services in connection with such Instructions balance and conform to all other operating procedures, including any restrictions or limits set forth in the applicable fund prospectus or as otherwise set forth by TIAA-CREF Services. The date the Instructions are executed shall be referred to as the "Participation Date."

Article V. Resignation and Removal of TIAA-CREF Services

- 5.1 TIAA-CREF Services may resign at any time upon thirty (30) days prior written notice to the Employer.
- 5.2 TIAA-CREF Services may be removed at any time upon thirty (30) days prior written notice from the Employer.
- 5.3 TIAA-CREF Services shall be removed if the Commissioner of the Internal Revenue Service notifies TIAA-CREF Services that it ceases to qualify as an approved person under Code Section 401(f)(2).
- 5.4 Upon the resignation or removal of TIAA-CREF Services the Employer shall promptly appoint a successor, provided that in the event of resignation of TIAA-CREF Services, TIAA-CREF Services may appoint a successor in its notice of resignation. Any successor custodian appointed herein shall be a bank or other person eligible to serve as a custodian in accordance with Code Section 401(f)(2). Upon receipt by TIAA-CREF Services of a written acceptance of such appointment by the successor, TIAA-CREF Services shall promptly transfer and pay over to such successor the assets of the custodial account and the records pertaining thereto, provided that the successor shall agree not to dispose of such records without TIAA-CREF Services' consent. TIAA-CREF Services is authorized, however, to reserve from the assets to be transferred such sum of money or other property, as it may deem advisable, for the payment of all of its fees, compensation, costs and expenses under this Agreement. TIAA-CREF Services shall not be liable for the acts or omissions of the successor whether or not it appoints the successor.
- 5.5 If the Employer does not appoint a successor custodian who has accepted the appointment before the resignation or removal of TIAA-CREF Services becomes effective, TIAA-CREF Services shall be entitled to terminate the Plan accounts by distributing all assets thereof in a single sum to the Employer.

Article VI. Fees

- 6.1 The Employer understands and agrees that TIAA-CREF Services may be compensated for its services under this Agreement by payments made by providers of mutual funds, or their affiliates, used under the Plan and from amounts held in TIAA-CREF annuity contracts. This shall include sharing, on a periodic basis, in the revenue derived by such mutual fund providers and TIAA-CREF.
- 6.2 The Employer understands and agrees that TIAA-CREF Services may charge administrative fees in connection with certain mutual funds as set forth in a schedule or schedules provided to the Plan and its participants and beneficiaries and TIAA-CREF Services shall be entitled to be paid all such fees from Plan assets. TIAA-CREF Services is authorized to debit the applicable participant's Plan account in the appropriate amount. The current fees are listed in the fee schedule or schedules provided by TIAA-CREF Services with respect to such mutual funds as set forth in Appendix A. Such fees are subject to change upon advance written notice.

Article VII. Amendment and Termination

- 7.1 The parties shall have the right at any time to amend this Agreement by an instrument in writing and no change in the scope of the services hereunder shall be permitted or undertaken unless agreed to by the parties in such a written amendment.
- 7.2 No amendment shall authorize any part of a Plan participant's account to be used for, or diverted to, purposes other than for the exclusive benefit of the participant or his or her beneficiaries except as otherwise permitted under the Code.
- 7.3 Termination of a participant's Plan account shall be effected by a distribution of all assets in the account pursuant to the terms of the Plan and this Agreement.

Article VIII. Miscellaneous Provisions

- 8.1 TIAA-CREF Services shall deliver, or cause to be delivered to the Plan participants and beneficiaries, all notices, prospectuses, financial statements, proxies and proxy soliciting materials received by TIAA-CREF Services relating to the mutual fund shares held in their Plan accounts. Proxies shall be voted by, or in accordance with, the instructions of the participants or beneficiaries. If no instructions for voting proxies applicable to mutual fund shares are received, TIAA-CREF Services shall not exercise the voting rights for such shares and shall not be responsible for the failure to vote, or instruct the vote on such shares.
- 8.2 The Plan accounts shall be held for the exclusive benefit of all persons who shall be entitled to receive payments under the Plan. It shall be prohibited at any time for any part of the accounts (other than such amounts as are required or permitted to be used to pay Plan expenses) to be used for, or diverted to, purposes other than the exclusive benefit of Plan participants and their beneficiaries except as otherwise permitted under the Code.
- 8.3 The participant's benefits under the participant's Plan account and TIAA-CREF annuity contracts used as funding options under the Plan shall be provided solely from such participant's Plan account and TIAA-CREF annuity contracts, and neither the Trustees nor TIAA-CREF Services or TIAA-CREF shall have any other liability therefore.
- 8.4 No right or interest of a Plan participant or beneficiary in a Plan account under this Agreement shall be (a) assignable or transferable in any manner, (b) subject to any lien, or (c) liable for, or subject to any obligation or liability of any person except as otherwise permitted under the Code. The preceding sentence shall not apply to an assignment, transfer, or attachment pursuant to a qualified domestic relations order (as defined in Section 414(p) of the Code) or to a lien or levy on behalf of the Internal Revenue Service.

- 8.5 Notices required to be given by the parties hereunder shall be sufficiently given if made in writing to such address as each party shall from time to time specify in writing to the other party. Such Notices shall be effective when received.
- 8.6 This Agreement is intended to comply with Section 457(b) of the Code and its terms shall be interpreted accordingly. Otherwise, the laws of the State of New York shall control the interpretation and performance of the terms of this Agreement. However, neither TIAA-CREF Services, any of its subsidiaries or affiliates nor any mutual fund provider or TIAA-CREF assumes any responsibility as to the efficacy or legal sufficiency of this Agreement under federal, state or local law.
- 8.7 If any provision of this Agreement shall be held or made invalid by a court decision, statute, rule or otherwise, the remainder of this Agreement shall not be affected thereby.
- 8.8 This Agreement may be executed simultaneously in two or more counterparts, each of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement
to be effective as of the Effective Date specified in Article I.

FOR THE Employer

By: _____
 Title: _____ Date: _____

TIAA-CREF INDIVIDUAL & INSTITUTIONAL SERVICES, INC.

By: _____
 Title: _____ Date: _____

Appendix A
Plan Funding Options

Fund Name

- TIAA Traditional Annuity
- CREF Stock Variable Annuity
- CREF Global Equities Variable Annuity
- CREF Equity Index Variable Annuity
- TIAA Real Estate Variable Annuity
- CREF Social Choice Variable Annuity
- CREF Bond Market Variable Annuity
- CREF Money Market Variable Annuity
- DFA US Micro Cap Portfolio
- DFA Emerging Markets Portfolio
- DFA International Small Company Portfolio

Accumulations in mutual funds not managed by TIAA-CREF are subject to an additional annual administrative charge. This charge, which is currently 0.34% (34 basis points), is subject to change and will be reflected on a participant's Quarterly Review statement. This approach emphasizes "full disclosure" in plan expenses. All TIAA-CREF administrative arrangements operate on an "at-cost" basis with a uniform cost structure across all funds and all plans.

**Custodial Account and
Recordkeeping Agreement for a
403(b) Plan
Tax Deferred Annuity Plan**



*Managing money for people
with other things to think about.SM*

403(b)-NP

This Custodial Account and recordkeeping Agreement (the "Agreement") between TIAA-CREF Individual & Institutional Services, Inc. (the "TIAA-CREF Services") and Eastern Michigan University (the "Employer")as Sponsor of the Eastern Michigan University Tax-Deferred Annuity Plan (the "Plan"), a plan designed to meet the requirements of Section 403(b) of the Internal Revenue Code of 1986, as amended ("Code").

WHEREAS, the Plan is to be funded: (1) under a custodial account established under the terms of this Agreement (pursuant to which mutual funds shall be made available to Plan participants and beneficiaries as Plan funding options); and (2) with annuity contracts issued by Teachers Insurance and Annuity Association of America and College Retirement Equities Fund ("TIAA-CREF"); and

WHEREAS, the Employer has requested that TIAA-CREF Services provide certain custodial and recordkeeping services, which services are required in order to fund and assist in the administration of the Plan and TIAA-CREF Services has agreed to provide such services as set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is hereby agreed as follows:

Article I. Effective Date

- 1.1 The effective date of this Agreement will be November 1, 2003. This Agreement will remain in effect until terminated pursuant to Article VII.

Article II. Services to be provided by TIAA-CREF Services

- 2.1 At the request of the Employer, TIAA-CREF Services will prepare Plan enrollment kits and shall otherwise aid the Employer in the enrollment of employees eligible to participate in the Plan.
- 2.2 TIAA-CREF Services shall receive such sums of money or other property acceptable to TIAA-CREF Services that shall from time to time be paid or delivered to TIAA-CREF Services under this Agreement and pursuant to the Plan. TIAA-CREF Services shall, to the extent that such amounts are not paid over to TIAA-CREF participant annuity contracts under the terms of the Plan, in its capacity as custodian hold in Plan participant accounts all such assets, together with all the property purchased therewith and the proceeds thereof and the earnings and income thereon. TIAA-CREF Services shall not be responsible for, or have any duty to enforce, the collection of any contributions or assets to be paid or transferred to it under the Plan or for verifying whether contributions or transfers to it are permissible under the Plan. TIAA-CREF Services shall not be responsible for investment choices directed by the Employer or by Plan participants or beneficiaries under the Plan.

- 2.3 TIAA-CREF Services, in its capacity as record-keeper, shall maintain records of each Plan participant's and beneficiary's account balances including those amounts paid as premiums to and balances in TIAA-CREF annuity contracts which are not in the custody of TIAA-CREF Services. The records of each such account balance shall reflect amounts attributable to employer contributions, participant elective deferral contributions, rollover contributions and transfers, and any after-tax contributions. These records shall be based solely on information provided to TIAA-CREF Services by the Plan.

- 2.4 TIAA-CREF Services shall arrange for contributions to and investments in a participant's account to be allocated to the mutual funds under the custodial account under this Agreement or in TIAA-CREF annuity contracts available under the Plan, as directed by the participant or the participant's beneficiary in the event of the participant's death. All contributions shall be allocated among such contracts and investments in accordance with the most recent valid instructions. Transfers among plan funding options shall be made pursuant to the instructions of the participant or beneficiary in accordance with the terms of the Plan but subject to any restrictions in the applicable mutual fund or TIAA-CREF annuity contract. TIAA-CREF Services shall provide to the participant or beneficiary all of the forms necessary to enable him or her to allocate contributions or transfer amounts among the Plan funding options.

- 2.5 TIAA-CREF Services shall send periodic written communications to the Plan and each Plan participant and beneficiary, including but not limited to information regarding returns and investment performance under the mutual funds and TIAA-CREF annuity contracts used to fund the participant's account under the Plan.

- 2.6 TIAA-CREF Services shall send any communication that it is required to provide by mail to a participant or beneficiary to the address provided to TIAA-CREF Services by the Plan or by the participant or beneficiary.

- 2.7 TIAA-CREF Services shall administer and account for plan loans available under the terms of the Plan. TIAA-CREF Services will administer and make hardship distributions in accordance with, and if permitted under the terms of, the Plan.

- 2.8 TIAA-CREF Services shall, as authorized under the Plan by the Employer and subject to applicable law, liquidate investments in and make plan benefit payment distributions permitted under the mutual funds and the TIAA-CREF annuity contracts in the participant's Plan account. TIAA-CREF Services shall administer the spousal consent requirements applicable to the Plan and shall also distribute Plan account balances in accordance with any Qualified Domestic Relations Order (as defined in Section 414(p) of the Code) received by it or forwarded to it by the Plan and in accordance with the instructions of the Employer.

- 2.9 TIAA-CREF Services shall maintain records of each participant's designated beneficiaries based on information provided by the participants or the Plan.

- 2.10 To the extent permitted under applicable law, TIAA-CREF Services shall be the payer (within the meaning of applicable Internal Revenue Service regulations) of benefits under the Plan. As payer, it shall perform any required withholding of income tax from distributions and withdrawals. Prior to the distribution of each participant's benefits, TIAA-CREF Services shall provide the appropriate notice required under Section 402(f) of the Code.

- 2.11 If the Plan is subject to the Employee Retirement Income Security Act of 1974, as amended ("ERISA"), TIAA-CREF Services shall provide the information necessary for filing the annual report (5500 series) for the Plan with the Department of Labor ("DOL") and shall assist the Employer in completing the filing.

- 2.12 TIAA-CREF Services agrees that all records maintained by it for the Plan shall be open to inspection and audit at reasonable times by agents or representatives of the Plan and that such records will be preserved and maintained in accordance with applicable governmental regulations. TIAA-CREF Services may charge, and the Plan shall agree to pay, the reasonable cost of any services and materials used by TIAA-CREF Services in supplying assistance in connection with any such inspection.

- 2.13 TIAA-CREF Services shall use due care in providing the services hereunder. Responsibility for due care is limited solely to correcting processing errors resulting from malfunction of TIAA-CREF Services equipment, error by its staff, or error by its programs. TIAA-CREF Services shall make a good faith effort to correct any error caused by its performance subject to the limitations herein set forth; provided that the Plan notifies TIAA-CREF Services in writing of such error and furnishes all data necessary to make such correction within thirty (30) days following the date in which the claimed error is contained. TIAA-CREF Services shall in no event be liable, regardless of the form of the action, for loss of profit, goodwill, or other special consequential damages suffered by the Employer or Plan representatives as a result of the services provided under this Agreement. TIAA-CREF Services shall not be liable for any error or omission resulting, directly or indirectly, from failure of the Employer, or its agents (other than TIAA-CREF Services and/or its affiliates or hired vendors), to properly perform any of its responsibilities under this Agreement.

- 2.14 The services to be performed by TIAA-CREF Services under this Agreement may be performed on TIAA-CREF Services' behalf wholly or in part through subsidiaries or affiliates of TIAA-CREF Services or through vendors designated by TIAA-CREF Services. TIAA-CREF Services will continue to be liable for the performance of its duties hereunder.

Article III. Duties of the Employer

3.1 The Employer shall be solely responsible for the following:

- (a) The tax and legal aspects of the Plan.
- (b) To select and periodically review the funding options for the Plan, it being understood that TIAA-CREF Services has no authority or responsibility for choosing such funding options. The funding options initially chosen for the Plan are set forth in Appendix A to this Agreement. The funding options selected may be changed from time to time by written amendment to this Agreement pursuant to Article VII.
- (c) To evaluate the suitability of the Plan document and maintain the Plan's conformance with applicable Code and ERISA regulations, including, if applicable, the filing of the Plan's annual report (5500 series) with the Department of Labor ("DOL").
- (d) To defend the Plan in an Internal Revenue Service or DOL audit or examination.
- (e) To provide TIAA-CREF Services, in a timely manner, accurate data, as requested and in the form requested by TIAA-CREF Services, in order to establish and maintain the records necessary for the fulfillment of TIAA-CREF Services' duties hereunder. TIAA-CREF Services shall not be responsible in the event that such information is inaccurate. If TIAA-CREF Services is required to repeat or reprocess any task as a result of incomplete or inaccurate information provided by the Employer, TIAA-CREF Services may charge a reasonable reprocessing fee. In addition, if amounts are sent to TIAA-CREF Services with incorrect instructions, or in amounts that do not reconcile with the instructions given, TIAA-CREF Services may: (1) apply the amounts for which accurate instructions are given and refund any excess amounts to the Employer; or (2) if amounts are less than the instructions call for, refund the entire amount to the Employer.

3.2 The Employer shall review all recordkeeping reports and shall immediately notify TIAA-CREF Services of any claimed error with respect to any data or report. TIAA-CREF Services assumes no responsibility for verification and any report not challenged in writing by the Employer within sixty (60) days of receipt thereof shall be conclusively presumed accurate and complete.

Article IV. The Powers of TIAA-CREF Services as Custodian

4.1 TIAA-CREF Services, in its capacity as custodian, shall have the following powers:

- (a) To vote in person, or in proxy, or to refrain from voting in respect to any mutual fund shares held in a participant's Plan account, in accordance with Section 8.1 of this Agreement, and to enter into any voting trust or similar agreement in respect thereto;
- (b) To exercise conversion and subscription rights pertaining to any property held in a Plan account;

- (c) To enter into standby agreements for future investment, either with or without a standby fee;
- (d) With respect to any investment, to consent or object to any action or non-action of any corporation, or of the directors, officers or stockholders of any corporation;
- (e) To settle, compromise or submit to arbitration any claims, debts or damages due or owing from any Plan account;
- (f) To deposit any property with any protective, reorganization or similar committee and to delegate power thereto and to pay and agree to pay part of its expenses and compensation and any assets levied with respect to any property so deposited;
- (g) To register securities in its name or in the name of any nominee with or without indication of the capacity in which the securities shall be held, or to hold securities in bearer form and to deposit any securities or other property in a depository or clearing corporation;
- (h) To commence or defend suits or legal proceedings and to represent the Plan in all suits or legal proceedings in any court or before any other body or tribunal;
- (i) To employ as many agents and counsel as are reasonably necessary for the purposes of properly performing its duties under this Agreement, provided that TIAA-CREF Services shall pay their reasonable expenses and compensation; and
- (j) To make, execute and deliver, as custodian, any and all deeds, leases, mortgages, conveyances, waivers, releases or other instruments in writing necessary or desirable for the accomplishment of any of the powers listed in this Agreement.

4.2 TIAA-CREF Services shall have no duties or responsibilities other than those specified in this Agreement or under applicable law and no implied covenant or obligation shall be read into this Agreement against TIAA-CREF Services.

4.3 TIAA-CREF Services may rely on any instructions or other communications that it reasonably believes are given by the proper persons or person. TIAA-CREF Services shall have no duty to advise any person of the investment, tax or other consequences resulting from that person's actions or inactions, or of its own actions in following the directions of such person, or its failing to act in the absence of such directions.

4.4 On each day the New York Stock Exchange (the "Exchange") is open for business (each "Business Day"), TIAA-CREF Services may receive instructions from the Plan and/or Plan participant for the purchase or redemption of shares of the mutual funds offered under the terms of the Plan ("Instructions"). Instructions which are received by TIAA-CREF Services in "good order" (defined below) prior to the close of regular trading of the Exchange (generally 4:00 pm Eastern Time) (the "Close of Trading") on any given Business Day, will be executed at the net asset value determined as of the Close of Trading on such Business Day. Instructions which are received by TIAA-CREF Services in "good order" (defined below) on such day but after the Close of Trading, will be

executed at the net asset value determined as of the Close of Trading on the next Business Day following the date of receipt of the Instruction. Instructions shall be considered received in "good order" when all necessary information and monies received by TIAA-CREF Services in connection with such Instructions balance and conform to all other operating procedures, including any restrictions or limits set forth in the applicable fund prospectus or as otherwise set forth by TIAA-CREF Services. The date the Instructions are executed shall be referred to as the "Participation Date."

Article V. Resignation and Removal of TIAA-CREF Services

- 5.1 TIAA-CREF Services may resign at any time upon thirty (30) days prior written notice to the Employer.
- 5.2 TIAA-CREF Services may be removed at any time upon thirty (30) days prior written notice from the Employer.
- 5.3 TIAA-CREF Services shall be removed if the Commissioner of the Internal Revenue Service notifies TIAA-CREF Services that it ceases to qualify as an approved person under Code Section 401(f)(2).
- 5.4 Upon the resignation or removal of TIAA-CREF Services the Employer shall promptly appoint a successor, provided that in the event of resignation of TIAA-CREF Services, TIAA-CREF Services may appoint a successor in its notice of resignation. Any successor custodian appointed herein shall be a bank or other person eligible to serve as a custodian in accordance with Code Section 401(f)(2). Upon receipt by TIAA-CREF Services of a written acceptance of such appointment by the successor, TIAA-CREF Services shall promptly transfer and pay over to such successor the assets of the custodial account and the records pertaining thereto, provided that the successor shall agree not to dispose of such records without TIAA-CREF Services' consent. TIAA-CREF Services is authorized, however, to reserve from the assets to be transferred such sum of money or other property, as it may deem advisable, for the payment of all of its fees, compensation, costs and expenses under this Agreement. TIAA-CREF Services shall not be liable for the acts or omissions of the successor whether or not it appoints the successor.
- 5.5 If the Employer does not appoint a successor custodian who has accepted the appointment before the resignation or removal of TIAA-CREF Services becomes effective, TIAA-CREF Services shall be entitled to terminate the Plan accounts by distributing all assets thereof in a single sum to the Employer.

Article VI. Fees

- 6.1 The Employer understands and agrees that TIAA-CREF Services may be compensated for its services under this Agreement by payments made by providers of mutual funds, or their affiliates, used under the Plan and from amounts held in TIAA-CREF annuity contracts. This shall include sharing, on a periodic basis, in the revenue derived by such mutual fund providers and TIAA-CREF.
- 6.2 The Employer understands and agrees that TIAA-CREF Services may charge administrative fees in connection with certain mutual funds as set forth in a schedule or schedules provided to the Plan and its participants and beneficiaries and TIAA-CREF Services shall be entitled to be paid all such fees from Plan assets. TIAA-CREF Services is authorized to debit the applicable participant's Plan account in the appropriate amount. The current fees are listed in the fee schedule or schedules provided by TIAA-CREF Services with respect to such mutual funds as set forth in Appendix A. Such fees are subject to change upon advance written notice.

Article VII. Amendment and Termination

- 7.1 The parties shall have the right at any time to amend this Agreement by an instrument in writing and no change in the scope of the services hereunder shall be permitted or undertaken unless agreed to by the parties in such a written amendment.
- 7.2 No amendment shall authorize any part of a Plan participant's account to be used for, or diverted to, purposes other than for the exclusive benefit of the participant or his or her beneficiaries except as otherwise permitted under the Code and, as applicable, ERISA.
- 7.3 Termination of a participant's Plan account shall be effected by a distribution of all assets in the account pursuant to the terms of the Plan and this Agreement.

Article VIII. Miscellaneous Provisions

- 8.1 TIAA-CREF Services shall deliver, or cause to be delivered to the Plan participants and beneficiaries, all notices, prospectuses, financial statements, proxies and proxy soliciting materials received by TIAA-CREF Services relating to the mutual fund shares held in their Plan accounts. Proxies shall be voted by, or in accordance with, the instructions of the participants or beneficiaries. If no instructions for voting proxies applicable to mutual fund shares are received, TIAA-CREF Services shall not exercise the voting rights for such shares and shall not be responsible for the failure to vote, or instruct the vote on such shares.

- 8.2 The Plan accounts shall be held for the exclusive benefit of all persons who shall be entitled to receive payments under the Plan. It shall be prohibited at any time for any part of the accounts (other than such amounts as are required or permitted to be used to pay Plan expenses) to be used for, or diverted to, purposes other than the exclusive benefit of Plan participants and their beneficiaries except as otherwise permitted under the Code and, as applicable, ERISA.
- 8.3 The participant's benefits under the participant's Plan account and TIAA-CREF annuity contracts used as funding options under the Plan shall be provided solely from such participant's Plan account and TIAA-CREF annuity contracts, and neither the Employer nor TIAA-CREF Services or TIAA-CREF shall have any other liability therefore.
- 8.4 No right or interest of a Plan participant or beneficiary in a Plan account under this Agreement shall be (a) assignable or transferable in any manner, (b) subject to any lien, or (c) liable for, or subject to any obligation or liability of any person except as otherwise permitted under the Code and, as applicable, ERISA. The preceding sentence shall not apply to an assignment, transfer, or attachment pursuant to a qualified domestic relations order (as defined in Section 414(p) of the Code) or to a lien or levy on behalf of the Internal Revenue Service.
- 8.5 Notices required to be given by the parties hereunder shall be sufficiently given if made in writing to such address as each party shall from time to time specify in writing to the other party. Such Notices shall be effective when received.
- 8.6 This Agreement is intended to comply with Section 403(b) of the Code and, to the extent applicable, with ERISA and its terms shall be interpreted accordingly. Otherwise, to the extent not preempted by ERISA, the laws of the State of New York shall control the interpretation and performance of the terms of this Agreement. However, neither TIAA-CREF Services, any of its subsidiaries or affiliates nor any mutual fund provider or TIAA-CREF assumes any responsibility as to the efficacy or legal sufficiency of this Agreement under federal, state or local law.
- 8.7 If any provision of this Agreement shall be held or made invalid by a court decision, statute, rule or otherwise, the remainder of this Agreement shall not be affected thereby.
- 8.8 This Agreement may be executed simultaneously in two or more counterparts, each of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement
to be effective as of the Effective Date specified in Article I.

FOR THE Employer

By: _____

Title: _____ Date: _____

TIAA-CREF INDIVIDUAL & INSTITUTIONAL SERVICES, INC.

By: _____

Title: _____ Date: _____

Appendix A
Plan Funding Options

Fund Name

- TIAA Traditional Annuity
- CREF Stock Variable Annuity
- CREF Global Equities Variable Annuity
- CREF Equity Index Variable Annuity
- CREF Growth Variable Annuity
- TIAA Real Estate Variable Annuity
- CREF Social Choice Variable Annuity
- CREF Bond Market Variable Annuity
- CREF Inflation-Linked Bond Variable Annuity
- CREF Money Market Variable Annuity
- Vanguard Asset Allocation Fund Investor Shares
- Vanguard Explorer Fund Admiral Shares
- DFA US Small Cap Value Portfolio
- DFA US Micro Cap Portfolio
- DFA Emerging Markets Portfolio
- DFA International Small Company Portfolio

Accumulations in mutual funds not managed by TIAA-CREF are subject to an additional annual administrative charge. This charge, which is currently 0.34% (34 basis points), is subject to change and will be reflected on a participant's Quarterly Review statement. This approach emphasizes "full disclosure" in plan expenses. All TIAA-CREF administrative arrangements operate on an "at-cost" basis with a uniform cost structure across all funds and all plans.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

| |
|-------------------------|
| SECTION: 24 |
| DATE: Sept. 16, 2003 |

RECOMMENDATION

ELECTION OF BOARD OFFICER

In accordance with the Board of Regents By-Laws, Article IV, Section 4.07, it is recommended that the Board of Regents appoint _____ as Interim Treasurer to the Board of Regents.

| Chapter Name | Chapter No. | Page |
|-------------------------------------|-------------|----------|
| POWERS & LIMITATIONS OF THE REGENTS | 1.5 | 10 of 15 |
| Issue: | | |
| BYLAWS | | |

4.07 Treasurer*

The Board shall appoint a Treasurer to the Board who shall serve at the pleasure of the Board. The Treasurer is charged with the responsibility for the collection, custody and accounting for all monies due the University. The Treasurer is authorized to sign checks for the expenditure of funds approved by the Board of Regents and to refuse expenditures not authorized by the Board or by budgets approved by the Board.

4.08

The Treasurer shall sign all formal applications for grants of funds for research, extension or other University purposes as directed by the Board prior to the President's signature being placed on such documents.

4.09

The Treasurer shall prepare an annual financial report at the close of each fiscal year and such other interim reports as the President and Board of Regents may request.

4.10

The Treasurer shall perform such other duties as may be required by the President and the Board of Regents.