

**EASTERN MICHIGAN UNIVERSITY**

**Board of Regents**

201 Welch Hall

(734) 487-2410

Tuesday, January 20, 2004

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

**AGENDA**

Call to Order  
Roll Call Attendance

Tab A Communications  
Lunch

Reconvene Regular Board Meeting  
Call to Order  
Roll Call Attendance

Tab B Minutes of December 2, 2003, Regular Board Meeting

Tab C 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      REPORTS:    Interim Budget Status (FC)
- Section 7      REPORTS:    Information and Communications Technology Initiatives (FC)
- Section 8      Academic Affairs Administrative/Professional Appointments/Transfers (EPC)
- Section 9      Staff Appointments (EPC)
- Section 10     Separations/Retirements (EPC)
- Section 11     Emeritus Staff Status (EPC)

## **REGULAR AGENDA**

### Student Affairs Committee

- Section 12      Monthly Report and Minutes (SAC)

### Educational Policies Committee:

- Section 13      Monthly Report and Minutes (EPC)
- Section 14      New Policies and Policy Revisions (EPC)

### Faculty Affairs Committee:

- Section 15      Monthly Report and Minutes (FAC)

### Finance Committee:

- Section 16      Monthly Reports (FC)
- Section 17      REPORTS: 2002-03 Financial Report on EMU Charter Schools (FC)
- Section 18      Amendment: Flexible Benefit Plan (FC)
- Section 19      POLICIES: Revisions Recommended for Approval (FC)

### New Business:

- Section 20      Election of Board Officers

# EASTERN MICHIGAN UNIVERSITY

## Board of Regents' Meeting

The preliminary minutes of the December 2, 2003, Board of Regents Meeting.

The Regular Meeting of the Eastern Michigan University Board of Regents was called to order by Chair Incarnati at 12:38 p.m. in Room 201, Welch Hall, Ypsilanti, Michigan.

Chairman Incarnati asked Secretary Aymond for an attendance call.

The Board Members present were:

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

The Board Member absent was: Regent Steven Gordon

Members of the Administration present were:

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

## COMMUNICATIONS

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

Gloria Klught requested that the Board vote to enable the participants of MPSERS to have an automatic payroll deduction. This application needs to be approved before December 31, 2003 and would allow the members to purchase retirement credits

Alena Frey, a Member of the Student Leader Group, spoke about a Lansing meeting to discuss the proposed new student center. She read a letter to the Honorable Scott Shackleton concerning the treatment of EMU by the Joint Capital Outlay Subcommittee.

The Communications portion of the agenda concluded at 12:48 p.m.

The Board agreed to reconvene the Meeting at 2:00 p.m.  
The Board recessed for lunch.

The Regular Meeting of the Eastern Michigan University Board of Regents was reconvened at 2:09 p.m. and an attendance roll call was taken.

The Board Members present were:  
Chairman Philip Incarnati  
Vice Chair Rosalind Griffin  
Regent Joseph Antonini  
Regent Jan Brandon  
Regent Michael Morris  
Regent Sharon Rothwell  
Regent Karen Valvo

The Board Member absent was:  
Regent Steven Gordon

## PRESIDENTIAL SCHOLARS

The 2003-2004 Presidential Scholars were introduced to the Board and the audience.

Shana Baber  
Livonia, MI

Daniel Mathis  
Monroe, MI

Carrie Bowen  
Lincoln Park, MI

Michelle McCourt  
Grafton, OH

Ruth Chrisom  
Farmington, MI

Leigh Soltis  
Livonia, MI

Christine Fairbanks  
Manchester, MI

Nichole Vasu  
Troy, MI

Dean Garrity  
Livonia, MI

Christopher Vraniak  
Plymouth, MI

Gordon Garrity  
Detroit, MI

Ellen Gutman  
Sylvania, OH

Serina Kramer  
Chelsea, MI

Rachel Lebron  
Belleville, MI

Christopher Lewis  
Westland, MI

## MINUTES OF THE JUNE 17, 2003, BOARD MEETING

Regent Morris moved and Regent Rothwell seconded to approve the minutes of the September 16, 2003 Board Meeting.

### Motion Carried.

## PRESIDENT'S REPORT

The other day I noticed a student at one of the tables in the Union wearing a t-shirt with two-inch high letters proclaiming, "So little time, so much to do." With the calendar showing so few days left before winter commencement and the end of the semester, I think we can all relate to that message.

This has been a semester of firsts for EMU; sandwiched between a myriad of programs and activities.

Through University Advancement, we have launched a new Donor Relations Program and a new program in Planned Giving.

We have been working aggressively this fall on fundraising and alumni initiatives involving large numbers of our friends, donors, graduates and prospects. With leadership and assistance from the Foundation staff and Alumni Relations, we have had two very successful alumni outreach events off campus (Oakland County and Chicago) in addition to a wide range of events (approximately 60 in all) associated with Homecoming. Special efforts are underway to bring past donors closer to the University through our new Donor Relations Program and its related events to honor our redesigned giving societies. Together with pre-football receptions involving alumni; civic, political and business leaders; high school counselors; students; and faculty; over 1,800 people have been in attendance at University House functions alone.

In addition to Donor Relations, the new Planned Giving Program has inaugurated its Heritage Society and we have seen the first major product from the new prospect identification system in the form of a \$200,000 scholarship endowment for the Special Education Program. This is the most significant endowment gift in recent years.

We also recently launched the annual Faculty and Staff Giving Program with a kickoff event, campus-wide "cookie drop" and a special website. This is being led ably by our co-chairs, Jackie Tracy and Mike Erwin, who have challenged us all to increase our giving to support students and programs. For the past three years, the number of gifts from faculty and staff and total funds raised have increased each year.

Coupled with the recent completion of the privately funded “Ring of Honor” in Rynearson Stadium and another successful on-air fundraiser for WEMU, we are off to a good start during challenging economic times.

I am pleased to report a very significant development—that we have received another \$2.1 million in support of our Coatings Research Institute in the latest federal appropriation for the Department of Defense, that funds now have begun to flow in support of our new Center for Community Building and Civic Engagement (\$1 million from the Department of Justice), and that some of our other proposals are receiving favorable attention.

Beyond this special appropriation process with Congress, we have inaugurated our initiative to attract larger, collaborative, interdisciplinary competitive grants from federal agencies. Various meetings have occurred in Washington and on campus, and our faculty and staff are in the early stages of developing proposals to meet selective federal deadlines in areas where we have the greatest strength and opportunities.

In September, I also had the honor of delivering my first State of the University address and presenting the University’s first-ever Institutional Values Awards. I already have shared with you a copy of my address, so I will not spend time reporting on that. However, I think it is important to note that my primary message—that the University needs higher standards for what we know to be effective educational practices, a challenging academic climate with high expectations, enriched educational experiences, a supportive campus environment, active and collaborative learning, and high student-faculty interaction – serves as a test against which we are making strategic decisions.

A highlight of the State of the University program was the presentation of our inaugural class of Institutional Values Awardees. This campus-wide program, designed to honor individuals and teams who exemplify EMU’s institutional values, was a product of our strategic planning process. The Institutional Values Award is the highest-honor the University bestows and has been generously supported by the EMU Foundation.

Our inaugural class of winners included:

- Akosua Slough, a clerical staff member in the College of Education, who won the award for *Continuous Improvement, Innovation and/or Customer Service*;
- Kathleen Russell, director of the LGBT office, who won in the category of *Diversity, Human Dignity, Multicultural/International Involvement*;
- The Developmental Math Team recognized for *Contributions to the Quality of Student Learning Experiences*;
- Elvia Krajewski-Jaime, a professor of Social Work, who won for *Public Engagement and Community Service*;
- Gerald Hartenburg, a professional-technical employee in Biology, received the award for a *Support Role in Teaching, Learning, Scholarship, Research and/or Creative Activity*, and the
- Undergraduate Symposium XXIII Cross Divisional Team recognized for *Team Excellence*.

Adding to a busy fall were activities surrounding the international conference of the Coalition of Urban and Metropolitan Universities. For the first time in its history, EMU was selected to serve as host for this prestigious event involving participants from across the United States and several foreign countries and we gathered at Eagle Crest for three days of intensive discussions and information sharing regarding challenges faced by this unique group of universities. As I have noted on several occasions, I believe that urban and metropolitan universities are destined to become the next great wave of educational institutions, following the tradition of the normal schools, the land grants and the major research universities. I am pleased that EMU has taken a leadership role in helping to define this agenda for the future of higher education.

Our semester of firsts continued in October with the dedication of the EMU-Brighton Center. Although not our first off-campus center, EMU-Brighton is our first permanent location in the demographically rich I-96/US-23 corridor. EMU is also the first, four-year institution to establish a presence in Livingston County. Our initial classes have been successful, and we believe our collaborative activities with Lansing Community College and the various K-12 districts will have an even greater impact on enrollment.

On the heels of the Brighton Center opening, we hosted our first EMU/Community Leaders Forum at which campus leaders presented updates on outreach initiatives. This forum provided an additional venue at which we were able to share the EMU story, especially as it relates to the positive difference we make in the region. I would like to thank Regents Brandon and Valvo for their participation at the forum and for encouraging local leaders to attend.

The EMU VISION Office and the Office of Academic Service-Learning have partnered with the Ann Arbor Area Community Foundation, the Ypsilanti Public Schools and the Neutral Zone Teen Center to write and receive a new grant from the Kellogg Foundation called "Ypsilanti Youth Empowered to Act." This new project is designed to engage the energy and vision of young people to create community change in the city. A board of Ypsilanti youth works with adult allies to identify issues affecting youth in the community and promote civic action and engagement.

Several events in October and November, although not firsts, brought thousands of friends and alumni to campus.

An entire week of activities contributed to one of the most successful Homecoming celebrations in years. In addition to the traditional pep rally, football game and king and queen competition, Homecoming 2003 featured a number of marquee events including the 100<sup>th</sup> anniversary of Sherzer Hall, the class of 1953's 50<sup>th</sup> anniversary, the 40<sup>th</sup> anniversary of the department of Communication and Theatre Arts and the dedication of John Pappas' sculpture, *Icarus*.

Family Day featured more than 60 events that showcased "how learning can be fun." This annual event drew more than 4,000 children and parents to the campus.



On Family Day, we also welcomed the families of more than 300 students who were honored at the Freshman Convocation of Excellence. As part of this program, we also honored 10 high school teachers and counselors as Exceptional Educators, and recognized two donors who have contributed significantly to our scholarship programs.

We hosted the largest-ever group of campus visitors (over 1,500), including 650 prospective students, at Explore Eastern in early November. This is the first time our visit program has been marketed to prospective graduate students, and when coupled with our new high school counselor cultivation program involving two-day visits to the campus, it should have a favorable impact on enrollments.

Another first for EMU was our participation in the “Congress to Campus” program. This November event brought former U.S. Representatives to campus to meet with EMU and high school students to offer their insights into the complex world of congressional politics. It was linked to a “Call to Serve” job fair developed by Career Services aimed at promoting public service careers for EMU students.

Unfortunately, one of the most critical “firsts” for the University is one that will have a significant long-term term impact on how we do our professional work of educating students. I refer to starting the fiscal year with our state appropriation reduced by 10 percent and facing up to an additional 6 percent cut in our appropriation mid-year, further tempered by enrollment mix revenue challenges.

These are serious times for higher education and Eastern Michigan University. A few weeks ago I shared with you a copy of a communication I sent to faculty and staff, and that we shared with our alumni, in which I outlined the importance of higher education to the economic vitality of the state. The letter also outlined the steps the University has taken to control costs and create a student safety net through financial aid.

The Presidents Council, our Alumni Legislative Connection, state student organizations, and many others are actively engaged in this issue, as we are. Nevertheless, we once again have initiated internal budget contingency planning activities to respond to budget cuts during the current fiscal year. As we did in the past, we are approaching the required cuts in a strategic manner with the goal being to protect mission critical programs, activities and services, to enhance revenue and to protect the academic quality of the University. Clearly, we will not emerge from this new round of cuts as the same University. There will be layoffs and program cuts, and we will be doing more with less. I will share details with you as they are finalized over the next several weeks.

As we focus on the serious budget challenges we face, and our day-to-day operational demands, it is often too easy to forget to celebrate all the good things and great people that make up EMU. With that in mind, I would like to close my report by thanking so many across the campus and in Intercollegiate Athletics who made it possible for EMU to receive an unconditional 10 year certification from the NCAA, and by quickly recognizing several faculty, staff, students and alumni for recent awards.

Rebecca Sipe, associate professor and director of undergraduate studies in the Department of English Language and Literature, was named the 2003 Michigan Professor of the Year by the Council for Advancement and Support of Education and the Carnegie Foundation for the Advancement of Teaching. This is the third year since 1985, when the state awards were created, that an EMU professor has been named Michigan Professor of the Year.

The Michigan Earth Science Teachers Association named Carl Ojala, Professor of Geography and Geology, Outstanding Michigan Earth Science Teacher. Although the award normally goes to a high school teacher, Ojala was honored because he has taught so many of the K-12 teachers in the state.

Dave Diles, Athletic Director, received the 2003 General Robert R. Neyland Outstanding Athletic Director Award by the All-American Football Foundation.

Jim Vick, Vice President for Student Affairs, was honored with a DTE Community Luminary Award for his 22 years of work with Ypsilanti Meals on Wheels.

Michael McGuire, professor of music and coordinator of the music therapy program, was named the 2003 Service Award winner by the American Music Therapy Association.

Mary Ann Watson, a nationally-known media historian and professor of telecommunication and film, was recently featured on the PBS documentary, "JFK: Breaking the News."

Gavin Thompson, a senior from West Sussex, England, won his second consecutive MAC Cross Country individual title.

Cellar Roots and the Eastern Echo, our student literary-art magazine and newspaper, each won a national Pacemaker award from the College Media Advisers.

Marilyn Svaluto, who holds three degrees from EMU, was named a "Principal of the Year" by the National Association of Secondary School Principals. She is principal at Davidson Middle School in Southgate.

John Knuth, who received his master's degree in physical education, was inducted into the Michigan High School Coaches' Association Hall of Fame.

Tina Brooks Green, 34<sup>th</sup> District Court chief judge and EMU grad is the president-elect of the Michigan District Judges' Association.

I'd like to congratulate these individuals and programs for the honor they bring to the University. They indeed represent what is great about EMU. In closing, I would like to thank the Board for their continued support of our endeavors and to wish each of you a safe and happy holiday season. I look forward to seeing you at Commencement on December 14.

## TREASURER'S REPORT

### Section 1

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

**Motion Carried.**

## INTERNAL AUDIT

### Section 2

Regent Antonini moved and Regent Brandon seconded that the Internal Audit report for September through November 2003, be received and placed on file.

**Motion Carried.**

## GRANTS/CONTRACTS

### Section 3

Regent Antonini moved and Regent Brandon seconded that 72 grants and contracts totaling \$3,537,923 for the period 9/1/03 through 10/31/03 be accepted.

**Motion Carried.**

## CONSTRUCTION PROJECTS PROGRESS

### Section 4

Regent Antonini moved and Regent Brandon seconded that the Board receive and place on file the Construction Projects Progress Report for the period ending October 31, 2003.

**Motion Carried.**

**ACCOUNTS RECEIVABLE**

**Section 5**

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

**Motion Carried.**

**REPORT: Information and Communications Technology**

**Section 6**

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

**Motion Carried.**

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

**Section 7**

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

**ADMINISTRATIVE PROFESSIONAL HIRING REPORT**

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

**Motion Carried.**

## STAFF APPOINTMENTS

ini moved and Regent Brandon seconded that the Board of Regents  
ppointments for the period September 3, 2003 through November 13,  
following lists..

EASTERN MICHIGAN UNIVERSITY  
STAFF APPOINTMENTS

DATE: 11/13/03 BOARD REPORT

ALPHABETICAL LISTING WITHIN CLASSIFICATION LEVEL WITHIN EMPLOYEE GROUP

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

**LAST NAME FIRST NAME DEPARTMENT E CLASS GRADE JOB TITLE HIRE DATE ANN. SALARY % RACE SEX REASON**

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

Motion Carried.

## STAFF APPOINTMENTS

### Section 8

Regent Antonini moved and Regent Brandon seconded that the Board of Regents approve the 29 staff appointments for the period September 3, 2003 through November 13, 2003 as shown on the following lists..



EASTERN MICHIGAN UNIVERSITY  
SEPARATION AGREEMENTS

DATE: 11/11/03

BOARD REPORT  
ALPHABETICAL LISTING WITHIN CLASSIFICATION LEVEL WITHIN EMPLOYEE GROUP

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

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

## EMERITUS FACULTY STATUS

### Section 10

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

Benjamin Hourani

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

John R. Hubbard (Posthumously)

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

Eugene Jaworski

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

James Roff

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

Zakhour Youssef

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

Robert M. Ward

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

**Motion Carried.**

## EMERITUS STAFF STATUS

### Section 11

Regent Antonini moved and Regent Brandon seconded that the Board grant Emeritus Staff Status to the following two staff members listed below.

Rosella Bannister

Director, National Institute of Consumer Education (NICE)

Gwendolyn M. Reichbach

Executive Director, National Institute of Consumer Education (NICE)

**Motion Carried.**

## STUDENT AFFAIRS COMMITTEE

### Section 12

Regent Brandon moved and Regent Antonini seconded that the Agenda for December 2, 2003, and the Minutes of September 16, 2003, be received and placed on file.

**Motion Carried.**

## EDUCATIONAL POLICIES COMMITTEE

### Section 13

Regent Valvo moved and Regent Antonini seconded that the Educational Policies Agenda for December 2, 2003, and the minutes of the September 16, 2003, meeting be received and placed on file.

**Motion Carried.**

## APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS

### Section 14

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

**Motion Carried.**

## 2002-2003 CHARTER SCHOOLS ANNUAL REPORT

### Section 15

Regent Valvo moved and Regent Antonini seconded that the Board approve the 2002-03 Charter Schools Annual Report.

**Motion Carried.**

## AFFIRMATIVE ACTION REPORT

### Section 16

Regent Valvo moved and Regent Antonini seconded that the Board accept the Affirmative Action Report.

**Motion Carried.**

## BOARD POLICIES RECOMMENDED FOR APPROVAL

### Section 17

Regent Valvo recommended the approval of the revision of ten policies, approved the deletion of two policies, and the approval of eight new policies. The Electronic Mail Policy is to be tabled for further review. Regent Rothwell seconded the motion. The policies are listed on the following pages.

**Motion Carried.**

**EASTERN MICHIGAN UNIVERSITY  
REVISED BOARD POLICIES**

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

**EASTERN MICHIGAN UNIVERSITY  
REVISED BOARD POLICIES**


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

**EASTERN MICHIGAN UNIVERSITY  
REVISED BOARD POLICIES**

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

11/17/03



<b>Effective Date</b>		<b>Date of Revision</b>			<b>Policies, Rules And Regulations</b>
9-12-66		4-27-88			
<b>Chapter Name</b>			<b>Chapter No.</b>	<b>Page</b>	
EMPLOYMENT/AFFIRMATIVE ACTION			3.6.1	Page 1 of 1	
<b>Issue</b>					
STUDENT EMPLOYMENT					

**UNIVERSITY POLICY STATEMENT**

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

**UNIVERSITY PRACTICE**

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


**RESPONSIBILITY FOR IMPLEMENTATION**

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

**SCOPE OF POLICY COVERAGE**

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

<b>Authority for Creation or Revision</b>
Minutes of the Board of Regents, September 12, 1966; para. .423M.
Minutes of the Board of Regents, May 19, 1976; para. .1644M.
Minutes of the Board of Regents, April 27, 1988; para. .3712M.

<b>Effective Date</b>		<b>Date of Revision</b>			<b>Policies, Rules And Regulations</b>
12-10-71		1-16-01			
<b>Chapter Name</b>		<b>Chapter No.</b>		<b>Page</b>	
EMPLOYMENT/AFFIRMATIVE ACTION		3.7.2		Page 1 of 3	
<b>Issue</b>					
ALCOHOL AND OTHER DRUG POLICY					

**UNIVERSITY POLICY STATEMENT:**

The University is committed to promoting and maintaining a work and academic environment that is free from illegal alcohol and drug use and abuse, in accordance with all federal, state and local laws. Students and employees are prohibited from reporting to work or working under the influence of alcohol or drugs.

Employees may not consume, possess, distribute or be under the influence of alcoholic beverages on University property or while on University business (except at University functions at which use of alcohol is approved). Employees, students and campus visitors aged twenty-one (21) years or older, consuming alcohol at University functions or while on University business, where such use is approved, are expected to use alcohol responsibly and not engage in illegal, unprofessional or disruptive behavior.

Students and campus visitors who have attained the legal drinking age of twenty-one (21) years of age may possess and consume alcoholic beverages only at approved University functions or in residence hall rooms of students who have attained the legal drinking age. Those under twenty-one (21) years of age are not permitted to consume or possess alcoholic beverages at any time.

Students, employees and visitors are prohibited from dispensing, selling or supplying alcoholic beverages to a person under the legal drinking age as defined by Michigan law.

Students, employees and visitors are prohibited from possessing, consuming, manufacturing, dispensing, or being under the influence of illegal drugs or engaging in improper self-medication while on University property or University business.

Any member of the University community who violates this policy is subject to both prosecution and punishment under federal, state and local laws and to disciplinary proceedings by the University.

This policy is not designed to punish people for seeking rehabilitation. All information about those individuals who voluntarily avail themselves of drug or alcohol counseling or rehabilitation services will remain confidential. Seeking counseling or rehabilitation will not be used as a basis for disciplinary action or be used against an individual in any way.

University employees and students who violate this policy shall be informed about and referred to services to assist them in determining whether they are abusing drugs and alcohol or are chemically dependent. If a problem is found to exist, the individual will be referred to resources to assist him/her in overcoming the drug or alcohol abuse pattern. This referral or assessment shall not limit the University's ability to pursue appropriate disciplinary action, up to and including termination or expulsion, when an employee or student has violated this policy or any other University policy.

Chapter Name	Chapter No.	Page
EMPLOYMENT/AFFIRMATIVE ACTION	3.7.2	Page 2 of 3
Issue		
ALCOHOL AND DRUG POLICY		

This policy shall not add to or supersede union contracts or established employee work rules.

**UNIVERSITY PRACTICE:**

In order to comply with this policy, Eastern Michigan University will:

1. Disseminate a copy of the University Alcohol and Other Drug (AOD) policy to all employees and students on an annual basis.
2. Disseminate a copy of EMU's policy on notification to parents of drug and alcohol violations related to the Family Educational Rights and Privacy Act (FERPA) to all students on an annual basis.
3. Conduct educational programs aimed at preventing alcohol abuse and drug use and abuse and inform the University community about the dangers and health risks of alcohol and other drug use.
4. Provide information on an annual basis on available counseling, treatment and rehabilitation or re-entry programs, and facilitate and encourage use of appropriate resources by all employees and students.
5. Provide a description of all applicable local, state, federal and University sanctions for unlawful manufacture, consumption, possession or distribution of illicit drugs, prescription drugs and alcohol.
6. Require employees who are working on federally funded projects and who are convicted of violating any criminal drug statute while at the workplace or while on work-related activities, to notify their immediate supervisor within five (5) days. EMU will then notify the appropriate federal agency about such a violation.
7. Conduct a biennial review of its alcohol and other drug program as required by the Drug-Free School and Communities Act Amendment of 1989 to determine the effectiveness of, and implement necessary changes to, the AOD program, and to ensure that consistent enforcement of disciplinary sanctions for violating standards of conduct are appropriately applied.
8. When alcohol is served or sold at approved University functions:
  - A. Alcoholic beverages shall not dominate the advertising or be the primary focus of any event.
  - B. Food and non-alcoholic beverage alternatives shall be available.
  - C. Precautionary measures shall be implemented to ensure that alcoholic beverages are not accessible to persons under the legal drinking age.
  - D. The sponsoring person/group shall comply with applicable rules and regulations of the Michigan Liquor Control Commission.

Chapter Name	Chapter No.	Page
EMPLOYMENT/AFFIRMATIVE ACTION	3.7.2	Page 3 of 3
<b>Issue</b>		
ALCOHOL AND DRUG POLICY		

9. Establish standards related to the extent of alcohol marketing on campus in these three areas: alcohol advertising, alcohol industry promotions and alcohol industry official sponsorship.

**RESPONSIBILITY FOR IMPLEMENTATION:**


The President of the University has overall responsibility for the implementation and administration of this policy and has delegated its overall management to the Executive Director of Human Resources and the Dean of Students. In addition, the President or his/her designee will generate a review of the institution's alcohol and other drug program as required by law.

**SCOPE OF POLICY COVERAGE:**

This policy applies to all current University employees, students and visitors. The University will have jurisdiction over student-related misconduct that occurs on University premises and/or at University-sponsored activities, but may also address off-campus behavior if the University determines that the behavior, or the continued presence of the student impairs, obstructs, interferes with, or adversely affects the mission, processes or functions of the University. Additional regulations on this subject may be found and may supersede this policy for employees covered by collective bargaining agreements.

**Authority for Creation or Revision**

Minutes of the Board of Regents, December 10, 1971; para. 1058M.  
 Minutes of the Board of Regents, January 11, 1975; para. .1471M.  
 Minutes of the Board of Regents, January 17, 1979; para. .2039M.  
 Minutes of the Board of Regents, September 27, 1989; para. 4070M.  
 Minutes of the Board of Regents, September 25, 1990; para. .4256M.  
 Minutes of the Board of Regents, January 16, 2001; para. .5766M.

<b>Effective Date</b>	<b>Date of Revision</b>		<b>Policies, Rules And Regulations</b>
11-5-91			
<b>Chapter Name</b>	<b>Chapter No.</b>	<b>Page</b>	
EMPLOYMENT/AFFIRMATIVE ACTION	3.7.3	Page 1 of 2	
<b>Issue</b>			
COMMUNICABLE DISEASES			

**UNIVERSITY POLICY STATEMENT**

The University recognizes that current and prospective employees and students with communicable diseases (including but not limited to hepatitis, HIV infection, meningitis, tuberculosis and influenza) may wish to pursue or continue in as many activities as their condition allows, including work and educational pursuits.

The University further recognizes its responsibility to provide a safe workplace and classroom environment for all employees and students. Those students and employees with communicable diseases should be allowed access to University programs, services and facilities in an unrestricted manner as long as their presence poses no threat to the health or safety of others; and they are physically able to do so.

Eastern Michigan University promotes an environment free from discrimination/harassment by complying with all applicable state and federal laws governing individuals diagnosed with communicable diseases.

Under Michigan law, all records, reports and data pertaining to testing, diagnosis, care, treatment and research will be held confidential.

**UNIVERSITY PRACTICE**

University practices for implementing and administering this policy are:

1. Employment decisions will be based on lawful practices following the principles and guidelines for equal employment opportunity and affirmative action.
2. Non-discriminatory practices will be followed in:
  - a. Personnel actions and benefit programs
  - b. Admission decisions
  - c. Housing assignments and related services
  - d. University programs and services not specified above.
3. Applicable waste management guidelines and blood and body fluid precautions will be followed.
4. Education relating to the prevention and transmission of communicable diseases will be made available. Resources/referrals are available to employees and students through University Health Services.

Chapter Name	Chapter No.	Page
EMPLOYMENT/AFFIRMATIVE ACTION	3.7.3	Page 2 of 2
<b>Issue</b>		
COMMUNICABLE DISEASES		


**RESPONSIBILITY FOR IMPLEMENTATION**

The President has overall responsibility for the implementation of this policy and has delegated its overall management to the Executive Director of Human Resources and the Director of University Health Services.

**SCOPE OF POLICY COVERAGE**

This policy applies to all current and prospective University employees and students.

Authority for Creation or Revision
Minutes of the Board of Regents, November 5, 1991; para. .4460M.

<b>Effective Date</b>		<b>Date of Revision</b>		<h1>Policies, Rules And Regulations</h1>
1-16-74				
<b>Chapter Name</b>		<b>Chapter No.</b>	<b>Page</b>	
STUDENT PROGRAMS AND REQUIREMENTS		8.3	Page 1 of 2	
<b>Issue</b>				
PROHIBITION AGAINST DISCRIMINATION ON THE BASIS OF DISABILITY				

**UNIVERSITY POLICY STATEMENT:**

It is the policy of the University to provide equal educational opportunities to all students.

In accordance with University policy, and applicable federal and state laws prohibiting discrimination based on disability, all University personnel are responsible for ensuring that any qualified student with a disability is not denied employment on campus or participation in any program, service or activity under their supervision. Similarly, all students and student organizations shall be responsible for ensuring that no student is denied participation in a student organization or student-sponsored activity on the basis of disability.

**UNIVERSITY PRACTICE:**

- A. In order to comply with this policy, Eastern Michigan University will:
1. Publish notice of the University's policy against discrimination on the basis of disability. The notice will inform all members of the University of their responsibility to accommodate students with disabilities and will provide the contact information for the University's Access Services office.
  2. Respond to student requests for accommodation through the Office of Access Services. Access Services will determine appropriate accommodations in accordance with relevant legal and University standards.
  3. Develop and disseminate accommodation guidelines to faculty and hold training sessions on issues related to equal access for students with disabilities.
  4. Inform faculty about the accommodations policy and advise faculty of their responsibility to include information in course syllabi explaining the University's responsibility to accommodate students with disabilities in compliance with federal, state and local laws.
  5. Develop and implement a process through the Access Services office for addressing student requests for accommodations.
- B. Non-students with disabilities and students with disabilities requesting accommodations for non-academic related programs, services or events should be referred to the individual responsible for arranging accommodations for that specific program, service or event. If the

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.3	Page 2 of 2
<b>Issue</b>		
PROHIBITION AGAINST DISCRIMINATION ON THE BASIS OF DISABILITY		

accommodation requested is beyond the means or authority of the program, service or event, the individual handling the request shall be referred to Access Services.

- C. If a requested accommodation is beyond the means or authority of Access Services to implement, Access Services will report the requested accommodation to the Dean of Students, who will forward the request to the Vice President for Student Affairs for consideration.

**RESPONSIBILITY FOR IMPLEMENTATION:**

The President of the University has overall responsibility for implementation of this policy and has delegated its overall management to the Vice President for Student Affairs. The Dean of Students and the Access Services Director are responsible for the daily administration of the policy. In addition, each vice president, dean, director, department head, hiring authority, supervisor and student organization leader is responsible for maintaining compliance with this policy. The Director of Student Judicial Services and the Director of Diversity and Affirmative Action are responsible for investigating any violations of this policy.


**SCOPE OF POLICY COVERAGE:**

This policy shall apply to all members of the University community, including students, faculty, staff, administrators and university units as well as to all University programs, services, employment and activities.

**Authority for Creation or Revision**

Minutes of the Board of Regents, January 16, 1974; para. .1318M.



<b>Effective Date</b>		<b>Date of Revision</b>			<b>Policies, Rules And Regulations</b>
4-19-72					
<b>Chapter Name</b>			<b>Chapter No.</b>	<b>Page</b>	
STUDENT PROGRAMS AND REQUIREMENTS			8.4.1	Page 1 of 2	
<b>Issue</b>					
STUDENT ORGANIZATION RECOGNITION					

## UNIVERSITY POLICY STATEMENT

A student organization consists of a number of students who have complied with University requirements for registration and/or recognition. Student organizations must be recognized each year by the University in order to use University facilities, services and resources and to participate in Student Government during the year. Student organizations are not considered a part of the University for tax exemption purposes or for other purposes.

## UNIVERSITY PRACTICE

- A. University procedures are established which govern the application, review and bestowal and dissolution of student organization recognition status, as well as to govern the collection, recording, maintenance, compilation, distribution and retention of student organization recognition data in accordance with this policy. University procedures are also established which govern the sanctions for violation of this policy.
- B. Each student organization seeking recognition must abide by the following general standards for recognition:
  1. Recognition may be granted by the Vice President for Student Affairs or his/her designee. Student organization files and recognition records are maintained and administered by the Office of Campus Life.
  2. Any organization shall be considered for official University recognition if the organization's objectives are compatible with the objectives of the University and if the organization completes all required information for recognition.
  3. Membership in an Eastern Michigan University organization must be open to any Eastern Michigan University student regardless of race, color, religion, sex, physical disability or sexual orientation. Exceptions to this policy include religious sectarian and social fraternities and sororities that are permitted by federal and state law to discriminate on the basis of sex.
  4. The organization's name cannot begin with "EMU" or "Eastern Michigan University" or any other derivation. The organizations may use the University's name following the name of the organization.
  5. An organization cannot be organized for the purpose of furthering the private financial gain of an individual or select group of individuals.

Chapter Name	Chapter No.	Page
STUDENT PROGRAMS AND REQUIREMENTS	8.4.1	Page 2 of 2
<b>Issue</b>		
STUDENT ORGANIZATION RECOGNITION		

6. Student organizations are not allowed to use any derivation of the University name related to external banking relationships.
  7. An organization must have a minimum of five members to be recognized and considered "active."
  8. In order to be eligible for funding, no less than 75 percent of the organization's membership must be comprised of EMU enrolled students.
  9. Each organization must have a student organization advisor who is an Eastern Michigan University faculty or staff member or is an enrolled EMU graduate student.
  10. All organizations recognized by the University agree to abide by all applicable University policies.
  11. All organizations recognized by the University agree to abide by the University Student Conduct Code provisions applicable to Student Organizations.
- C. A student organization's recognition may be terminated by:
1. Written request of the student organization's executive officers.
  2. Failure to meet its financial obligations to the University, as per any appropriate University policy governing financial debts.
  3. Decision of the Vice President for Student Affairs.


### **RESPONSIBILITY FOR IMPLEMENTATION**

The Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The Director of Student Judicial Services is responsible for administering the Student Conduct Code as it applies to a violation of this policy.

### **SCOPE OF POLICY COVERAGE**

This policy applies to all student organizations at Eastern Michigan University.

<b>Authority for Creation or Revision</b>

<b>Effective Date</b>		<b>Date of Revision</b>			<b>Policies, Rules And Regulations</b>
4-19-72					
<b>Chapter Name</b>			<b>Chapter No.</b>		<b>Page</b>
STUDENT PROGRAMS AND REQUIREMENTS			8.4.3		Page 1 of 2
<b>Issue</b>					
STUDENT ORGANIZATION FREE SPEECH AND SPEAKER POLICY					

### UNIVERSITY POLICY STATEMENT

It is the policy of Eastern Michigan University to encourage recognized student organizations to invite speakers to campus to address public meetings in the spirit of the free exchange of ideas and to promote the timely discussion of a wide variety of issues. This policy assumes that the views expressed should be stated openly in order to allow for critical evaluation.

Recognized student organizations are encouraged to invite speakers to the campus to address public meetings, subject to the following provisions:

- The speaker(s) must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under federal, state or local law. Advocating or urging the modification of the government of the United States or the State of Michigan, by violence or sabotage, is specifically prohibited. It is the responsibility of the student organization to inform speakers of these prohibitions.
- Any acts that are disruptive to the normal operations of the University including classes and University business or infringe upon the rights of others will not be tolerated.
- Sponsorship must be by a recognized student organization.

Violations of this policy by recognized student organizations may result in termination of recognition status by decision of the President of the University, upon recommendation of the Vice President for Student Affairs.

### UNIVERSITY PRACTICE

University procedures are established which govern the reservation of space for student organization events, in accordance with this policy. University procedures are also established which govern the sanctions for violation of this policy.

For the purposes of preserving a record of all such public meetings and in order to coordinate them with other events taking place on the university property, the sponsoring recognized student organization must make all arrangements for reservation of space, including outside space, through the Event Planning Office in McKenny Union and

Chapter Name	Chapter No.	Page
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<b>Issue</b>		
STUDENT ORGANIZATION FREE SPEECH AND SPEAKER POLICY		

Campus Life. Approved rallies and parades must be scheduled with the Department of Public Safety.

**RESPONSIBILITY FOR IMPLEMENTATION**

The Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The Director of Student Judicial Services is responsible for administering the Student Conduct Code as it applies to a violation of this policy. The Departments of Public Safety and Legal Affairs are responsible for helping to ensure compliance with local, state and federal laws.

**SCOPE OF POLICY COVERAGE:**

This policy applies to all student organizations at Eastern Michigan University.

Authority for Creation or Revision

Effective Date	Date of Revision
4-19-72	



# Policies, Rules And Regulations

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STUDENT PROGRAMS AND REQUIREMENTS	8.4.4	Page 1 of 1

Issue
STUDENT ORGANIZATION FUNDRAISING, SALES AND SOLICITATION

## UNIVERSITY POLICY STATEMENT

The University recognizes the need for and may grant permission to recognized student organizations to conduct fundraising activities for their organizations which have been determined to be acceptable and legal if the fundraising activities fall within all appropriate guidelines contained within this policy.

The use of University facilities for sales or solicitations for private gain is prohibited. Canvassing or solicitation of funds, sales or subscriptions is prohibited on the University campus, in University buildings and in residence halls unless prior written permission is granted by the Vice President for Student Affairs or his/her designee.

Funds raised by approved agencies and organizations within the general campus community and the campus proper must benefit the University as a whole and support an educational or public service function.

A violation of this policy by a recognized student organization may result in termination of its recognition status by decision of the President of the University, upon recommendation of the Vice President for Student Affairs.

## UNIVERSITY PRACTICE

University procedures are established which govern the registration of student organization fundraising and sales plans, as well as the authorization of licensed University marks, in accordance with this policy. University procedures are also established which govern the sanctions for violation of this policy.

## RESPONSIBILITY FOR IMPLEMENTATION


The Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The Director of Student Judicial Services is responsible for administering the Student Conduct Code as it applies to a violation of this policy. The Departments of Public Safety and Legal Affairs are responsible for helping to ensure compliance with local, state and federal laws.

## SCOPE OF POLICY COVERAGE:

This policy applies to all student organizations at Eastern Michigan University.

## Authority for Creation or Revision

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<b>Effective Date</b>		<b>Date of Revision</b>		<b>Policies, Rules And Regulations</b>
8-19-70				
<b>Chapter Name</b>		<b>Chapter No.</b>	<b>Page</b>	
STUDENT PROGRAMS AND REQUIREMENTS		8.5.1	Page 1 of 1	
<b>Issue</b>				
LIMITATIONS TO UNIVERSITY AUTHORITY: STUDENT BODY CONSTITUTION				

### **UNIVERSITY POLICY STATEMENT**

It is recognized by Eastern Michigan University that the student body has the right to establish and maintain a Student Body Constitution. The Student Body Constitution sets forth the structure and procedures of student government. The constitution gains no added authority by being referenced in the Policy Manual nor are the students hereby limited in their power to approve or implement changes to their constitution.

To the extent that the Student Body Constitution may be found to conflict with Board approved policy such as may occur in the provisions on judicial power, it is not controlling on the University, its governing board or administrators.

Student Government bears the legal responsibility for its actions and for its oversight of the Student Body Constitution.

### **UNIVERSITY PRACTICE**

Student Government will be responsible for maintaining the Student Body Constitution. The Constitution is a reflection of the structure and procedures of Student Government.


### **RESPONSIBILITY FOR IMPLEMENTATION**

The Dean of Students is responsible for the overall implementation, administration and interpretation of the policy. Student Government is responsible for the daily administration of this policy.

### **SCOPE OF POLICY COVERAGE**

This policy applies to all students at Eastern Michigan University.

<b>Authority for Creation or Revision</b>

<b>Effective Date</b>		<b>Date of Revision</b>		<b>Policies, Rules And Regulations</b>
4-19-72				
<b>Chapter Name</b>		<b>Chapter No.</b>	<b>Page</b>	
AUXILIARY OPERATIONS		14.2.1	Page 1 of 1	
		<b>Issue</b>		
		RESIDENCE HALL ELIGIBILITY		

**UNIVERSITY POLICY STATEMENT**

All first-year unmarried students shall be required to live in University residence halls, contingent on space availability. Sophomore students may be required to live on campus as well, space permitting. Exceptions may be granted to students who are:

- a. commuting from the permanent home of their parents/guardian;
- b. 21 years of age or older; or
- c. veterans who have served on active duty.

All students living in University residence halls assume responsibility for their own hours.

**UNIVERSITY PRACTICE**

Occupancy in a University residence hall is restricted to currently enrolled students at Eastern Michigan University. Occupants other than currently enrolled Eastern students are allowed on an exception basis. However, priority will be maintained for current Eastern students. Each resident is required to make application and sign a contract for the appropriate term. As such, the resident agrees to make the designated prepayment and agrees to the payment of fees as established for the term(s) of occupancy according to the current payment schedule. Additionally, the residents are responsible for compliance with all terms and conditions set forth in the contract and the Residence Hall Handbook.


**RESPONSIBILITY FOR IMPLEMENTATION**

Housing management staff members are responsible for implementing this policy and for granting waivers in a fair and consistent manner within policy guidelines.

**SCOPE OF POLICY COVERAGE**

This policy shall apply to first-year and sophomore students.

<b>Authority for Creation or Revision</b>

<b>Effective Date</b>		<b>Date of Revision</b>			<b>Policies, Rules And Regulations</b>
5-17-72					
<b>Chapter Name</b>			<b>Chapter No.</b>		<b>Page</b>
AUXILIARY OPERATIONS			14.2.3		Page 1 of 1
<b>Issue</b>					
UNIVERSITY APARTMENTS ELIGIBILITY					

**UNIVERSITY POLICY STATEMENT**

University Housing apartments are available for sophomore, junior, senior and graduate students. Married students with or without children must present a valid marriage certificate prior to apartment assignment. A student mother or student father who has legal custody of a dependent child or children also may reside in University apartments. Birth certificates of children may be required before assignment.

University faculty and staff are eligible to lease as space permits.

Eastern Michigan University is not responsible for lost, stolen or damaged personal property of apartment tenants during occupancy of a University apartment. Tenants wishing to protect themselves from the possibility of property loss should be covered with the appropriate renter's insurance.

University Housing apartment facilities are for the exclusive use of tenants and guests in accordance with the current terms and conditions, and other University policies. The University reserves the right to terminate a lease as set forth in its policies and in accordance with the laws of the State of Michigan.

**UNIVERSITY PRACTICE**

Each tenant is required to make application and sign a lease for the appropriate length of occupancy. As such the tenant agrees to make appropriate payment of fees as established, according to the current payment schedule. The tenant is responsible for compliance with all terms and conditions set forth in the lease, the Guide to Apartment Living Handbook and with all federal, state and local regulations on health, safety and other matters, concerning activities on, or conditions of, the leased premises.

**RESPONSIBILITY FOR IMPLEMENTATION**

The University Housing management staff members are responsible for implementing this policy.

**SCOPE OF POLICY COVERAGE**

This policy applies to all tenants leasing an apartment.

<b>Authority for Creation or Revision</b>
Minutes of the Board of Regents, may 17, 1972; para. .1109M



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

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

**EASTERN MICHIGAN UNIVERSITY  
NEW BOARD POLICIES**

<b>Policy Name</b>	<b>Rationale for Preparing New Policy</b>
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**

<b>Policy Name</b>	<b>Rationale for Preparing New Policy</b>
Policy on Policies	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.
Printing and Reprographics	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.
Student Employment Grievance Policy	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.

**EASTERN MICHIGAN UNIVERSITY  
NEW BOARD POLICIES**

<b>Policy Name</b>	<b>Rationale for Preparing New Policy</b>
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

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

<b>Authority for Creation or Revision</b>

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

<b>Authority for Creation or Revision</b>

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

<b>Authority for Creation or Revision</b>



Effective Date	Date of Revision
9/16/03	



# Policies, Rules And Regulations

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**

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

<b>Authority for Creation or Revision</b>



# Policies, Rules And Regulations

Effective Date	Date of Revision
9-16-03	

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

Issue
PRINTING AND REPROGRAPHICS

## UNIVERSITY POLICY STATEMENT

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

## UNIVERSITY PRACTICE

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

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


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

## RESPONSIBILITY FOR IMPLEMENTATION

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

## SCOPE OF POLICY COVERAGE:

This policy applies to all university employees.

<b>Effective Date</b>		<b>Date of Revision</b>			<b>Policies, Rules And Regulations</b>
9/16/03					
<b>Chapter Name</b>			<b>Chapter No.</b>		<b>Page</b>
EMPLOYMENT/AFFIRMATIVE ACTION					Page 1 of 1
<b>Issue</b>					
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.

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

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

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## FACULTY AFFAIRS COMMITTEE

### Section 18

Regent Brandon moved and Regent Antonini seconded that the Faculty Affairs Committee Agenda for December 2, 2003, and the Minutes of the September 16, 2003, meeting be received and placed on file.

**Motion Carried.**

## FINANCE COMMITTEE

### Section 19

Regent Antonini moved and Regent Rothwell seconded that the Working Agenda for December 2, 2003 and the minutes of the September 16, 2003, Finance Committee meeting be received and placed on file.

**Motion Carried.**

## FY 2005 APPROPRIATION REQUEST

### Section 20

Regent Antonini moved and Regent Brandon seconded that the Board approve the FY 2005 Appropriation Request.

**Motion Carried.**

## FY 2005 CAPITAL OUTLAY BUDGET REQUEST

### Section 21

Regent Antonini moved and Regent Rothwell seconded that the Board approve the FY 2005 Capital Outlay budget Request. The modernization of Pray-Harrold has been identified as the University's top capital project.

**Motion Carried.**

**REPORT: 2002 – 2003 EASTERN MICHIGAN  
UNIVERSITY FOUNDATION**

**Section 22**

Regent Antonini moved and Regent Valvo seconded that the Board receive and place on file the EMU Foundation Annual Report for the year ended June 30, 2003.

**Motion Carried.**

**2002 – 2003 EAGLE CREST MANAGEMENT CORPORATION  
ANNUAL REPORT**

**Section 23**

Regent Antonini moved and Regent Rothwell seconded that the 2003 Eagle Crest Management Corporation Annual Report be received and placed on file.

**Motion Carried.**

**POLICIES RECOMMENDED FOR APPROVAL**


**Section 24**

Regent Antonini moved for the Board to accept one new policy for approval, three revised policies and the Policies concerning the selection of an External Auditor and Resident Classification are to be tabled for further discussion or revision. Regent Brandon seconded the motion. The policies are listed following.

**Motion Carried.**

**EASTERN MICHIGAN UNIVERSITY  
NEW BOARD POLICY**

<b>Policy Number</b>	<b>Policy Name</b>	<b>Rationale for New Policy</b>
11	Responsibility for Non-University Property	This new policy is being proposed to clarify the University's position (and past practice) on non-University property (i.e., the University is not responsible for loss, theft or damage to property not owed by the University).

Effective Date		Date of Revision	 <b>Policies, Rules And Regulations</b>
		12-2-03	
Chapter Name		Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS		11	Page 1 of 1
Issue			
RESPONSIBILITY FOR NON-UNIVERSITY PROPERTY			

**UNIVERSITY POLICY STATEMENT:**

Eastern Michigan University's insurance covers only University-owned property.

**UNIVERSITY PRACTICE:**

The University's insurance covers all property owned by the University and does not cover non-University owned property (except in instances where the terms of a properly negotiated and signed contract might provide otherwise) such as, but not limited to the following:

1. Paintings and objects of art placed on semi-permanent display on the campus where ownership is not passed to the University
2. Personal property of students, employees and guests of the University
3. Property of vendors and service entities

**RESPONSIBILITY FOR IMPLEMENTATION:**

The Vice President for Business and Finance, or his/her designee(s), has overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.


**SCOPE OF POLICY COVERAGE:**

This policy covers all non-University owned property not covered by a discrete and properly negotiated and signed contract that provides otherwise.

Authority for Creation or Revision

**EASTERN MICHIGAN UNIVERSITY  
REVISED BOARD POLICIES**

<b>Policy Number</b>	<b>Policy Name</b>	<b>Rationale for Revising Policies</b>
11.1.3	Banking Services	This policy has not been dramatically changed from its present state. The requirement that all funds collected for EMU must be properly deposited has been added to the practice section of the policy. The "Responsibility for Implementation" section was re-written in the EMU format.
11.1.4	Reserves	The present policy, written in a procedural format and mentioning specific reserves, has been re-written in the EMU format. The revised policy focuses on the review of all reserves in order to protect the interests of the University. The revised policy also references generally accepted accounting principles (GAAP) and external audit reviews, whereas the current policy referenced specific limits.
11.1.5	Selection of External Auditor	The present policy has been re-written in the EMU format. The policy statement clarifies the specific responsibility of the Board of Regents for the appointment of the external auditors. The requirement to select new auditors every five years has been deleted, leaving the length of appointment at the discretion of the Board. The practice section, as opposed to the policy statement, addresses the administration's role in the selection process.
12.1.1	Residence Classification for Tuition Purposes	The present policy, written in a procedural format, has been re-written in the EMU format strictly as a policy statement. The procedure has been deleted from the policy, but has been revised and is ready for implementation.

<b>Effective Date</b>		<b>Date of Revision</b>			<b>Policies, Rules And Regulations</b>
1-10-66		12-02-03			
<b>Chapter Name</b>			<b>Chapter No.</b>	<b>Page</b>	
BUSINESS & FINANCIAL OPERATIONS			11.1.3	Page 1 of 1	
<b>Issue</b>					
BANKING SERVICES					

**UNIVERSITY POLICY STATEMENT:**

Eastern Michigan University shall employ regulated banking services to assist in the administration of its fiscal operations.

**UNIVERSITY PRACTICE:**

University practices for implementing this policy include:

1. Selection of financial institutions to perform banking services shall be based upon at a minimum, evaluation of the financial institution's:
  - A. Fiscal condition
  - B. Internal processing procedures and controls
  - C. Scope of services offered
  - D. Cost effectiveness of services
  - E. Convenience of location
2. No account shall be established with a banking institution under the name of Eastern Michigan University without the explicit authorization of the Vice President for Business and Finance.
3. All funds collected on behalf of Eastern Michigan University must be deposited into an approved University bank account.

**RESPONSIBILITY FOR IMPLEMENTATION:**


The Vice President for Business and Finance, or his/her designee(s), has overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

**SCOPE OF POLICY COVERAGE:**

This policy applies to all banking services contracted by Eastern Michigan University.

**Authority for Creation or Revision**

Minutes of the Board of Regents: January 10, 1966. para. .334M;  
 Minutes of the Board of Regents: March 15, 1972, para. .1086M;  
 Minutes of the Board of Regents: December 8, 1976; para. .1726M;  
 Minutes of the Board of Regents: November 19, 1980; para. .2329M;  
 Minutes of the Board of Regents: April 26, 1989; para. .3994M.

<b>Effective Date</b>		<b>Date of Revision</b>		<b>Policies, Rules And Regulations</b>
2-21-73		12-02-03		
<b>Chapter Name</b>		<b>Chapter No.</b>	<b>Page</b>	
BUSINESS & FINANCIAL OPERATIONS		11.1.4	Page 1 of 1	
<b>Issue</b>				
RESERVES				

**UNIVERSITY POLICY STATEMENT:**

Eastern Michigan University will maintain financial reserves, properly recorded in its general ledger system, adequate enough to protect the University's interests in accordance with generally accepted accounting principles.

**UNIVERSITY PRACTICE:**

Throughout the year, and at fiscal year-end in tandem with the University's external auditors, general ledger reserve balances will be reviewed and evaluated against both reported liabilities and incurred but not reported liabilities. Funding of these liabilities will be budgeted annually and adjusted as needed.

Reserves include, but are not limited to, self-insured coverages such as employee health benefits, general liability, property loss, errors and omissions, unemployment compensation, workers' compensation, sick and vacation leave accruals, and other potential liabilities.


**RESPONSIBILITY FOR IMPLEMENTATION:**

The Vice President for Business and Finance, or his/her designee(s), has overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

**SCOPE OF POLICY COVERAGE:**

This policy applies to all Eastern Michigan University financial reserves.

<b>Authority for Creation or Revision</b>
Minutes of the Board of Regents, February 21, 1973; para. .1194M. Minutes of the Board of Regents, June 22, 1977; response to Audit of Construction.

<b>Effective Date</b>		<b>Date of Revision</b>			<b>Policies, Rules And Regulations</b>
11-15-78		12-02-03			
<b>Chapter Name</b>			<b>Chapter No.</b>	<b>Page</b>	
BUSINESS & FINANCIAL OPERATIONS			11.1.5	Page 1 of 1	
<b>Issue</b>					
SELECTION OF EXTERNAL AUDITOR					

**UNIVERSITY POLICY STATEMENT:**

External auditors shall be appointed by the Board of Regents to perform the annual financial audits.

**UNIVERSITY PRACTICE:**

At least every five years the administration shall invite proposals from qualified audit firms, conduct a formal evaluation, and make a recommendation to the Board of Regents for final consideration.

**RESPONSIBILITY FOR IMPLEMENTATION:**


The Vice President for Business and Finance, or his/her designee(s), has overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

**SCOPE OF POLICY COVERAGE:**

This policy applies to the annual audits of Eastern Michigan University.

<b>Authority for Creation or Revision</b>
Minutes of the Board of Regents, November 15, 1978; para. .2013M Minutes of the Board of Regents, January 28, 1981; para. .2345M



<b>Effective Date</b>		<b>Date of Revision</b>		<b>Policies, Rules And Regulations</b>
11-17-71		12-02-03		
<b>Chapter Name</b>		<b>Chapter No.</b>	<b>Page</b>	
TUITION, FEES, FINES, DEPOSITS, & REFUNDS		12.1.1	Page 1 of 1	
<b>Issue</b>				
RESIDENCE CLASSIFICATION FOR TUITION PURPOSES				

**UNIVERSITY POLICY STATEMENT:**

A person enrolling at Eastern Michigan University will be classified as a resident or non-resident for tuition purposes. Residency will be determined in accordance with the University Residency Procedure. Residency classification for tuition purposes does not apply to online courses.

**UNIVERSITY PRACTICE:**

As described in the University Residency Procedure, residency will be determined in the Admissions Office at the time a student is initially admitted to the University. Students have the right to appeal the decision through the appeals office (designated by those responsible for the implementation of this policy), and if still not satisfied, appeal to a final authority, the Residency Appeals Committee.

**RESPONSIBILITY FOR IMPLEMENTATION:**

The Vice President for Business and Finance and the Vice President for Enrollment Services, or their designee(s), have overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

**SCOPE OF POLICY COVERAGE:**

The policy applies to all admitted students.

<b>Authority for Creation or Revision</b>
Minutes of the Board of Regents, November 17, 1971; para. .1047M Minutes of the Board of Regents, August 26, 1987; para. .3537M

RESIDENCE CLASSIFICATION FOR TUITION PURPOSES  
PROPOSED PROCEDURE

I. GUIDELINES FOR DETERMINING RESIDENCE CLASSIFICATION

No student is eligible for classification as a resident for tuition purposes unless the student has demonstrated that he/she has established domicile in Michigan. Demonstration of a Michigan domicile is generally evaluated as follows:

A. Minors and Dependents over 18

The domicile of a student who is not yet 18 years of age follows that of the student's parents or legal guardian. If that student's parents or legal guardians would qualify in accordance with the University's Guidelines for Determining Residence Classification, that student shall be considered a Michigan resident for tuition purposes.

Students 18 years of age or over who are claimed as dependents for federal income tax purposes by their parents or guardians at the time of registration and for the tax year preceding the year in which they register will be classified for tuition purposes as though they were minors.

B. Independent Students

An independent student 18 years of age or older is considered eligible for resident classification if the student has demonstrated that he/she has established domicile in Michigan.

C. Spouse

The domicile of a student who otherwise would be classified as nonresident for tuition purposes will follow that of the student's spouse, if the spouse is eligible for classification as a Michigan resident for tuition purposes. (Applicable only to U.S. citizens or to aliens admitted to the United States in accordance with Subsection E.)

D. Aliens

An alien (non-citizen) student shall be eligible for classification as a Michigan resident for tuition purposes if he/she is domiciled in the United States and also qualifies in accordance with the University's Guidelines for Determining Residence Classification.

In order to demonstrate that he/she is domiciled in the United States, the student must be a permanent resident, or an alien with one of the following visa classifications, or an alien with other documentation from the Immigration and Naturalization Service (INS) that reflects such status.

Visa classifications: E-1 – treaty trader, spouse and children; E-2 – treaty investor, spouse and children; G-4 – international organization officer, or employee and members of immediate family; H-1 - temporary worker of distinguished merit and ability; H-2 - temporary worker performing services unavailable in the U.S.; H-3 - trainee; H-4 - spouse or child of H-1, H-2, or H-3; J-1 - exchange visitor (limited to persons engaged as trainee, teacher, professor,

or research scholar); J-2 - spouse or child of J-1 as limited above; L-1 - intracompany transferee; L-2 - spouse or child of L-1.

E. Migrant

Migrant status is one factor considered when determining if a student is domiciled in Michigan for tuition purposes. Michigan migrants are defined as individuals who have made their livelihood in seasonal work in the state of Michigan, and have traveled interstate for this purpose. Migrant students shall be considered Michigan residents for tuition purposes if they or their parents or legal guardian were employed IN MICHIGAN for at least two months during each of three of the preceding five years. Verification of employment as migrant workers should be secured from the Michigan Farm Labor and Rural Manpower Services Office. Other appropriate evidence also may be considered to establish their status as a migrant worker.

F. Spouse or Dependent of a U.S. Military Service Person

The spouse or dependent of a person currently serving in a branch of the U.S. Military Service (excluding reserve programs) or of a person who died while serving in a branch of the U.S. Military Service shall be eligible for classification as a Michigan resident for tuition purposes if that military service person qualified in accordance with the University's Guidelines for Determining Residence Classification immediately before entering the Military Service as a Michigan resident.

G. U.S. Military Service Veteran

A veteran of a branch of the U.S. Military Service (excluding reserve programs) shall be eligible for classification as a Michigan resident for tuition purposes if that person qualified in accordance with the University's Guidelines for Determining Residence Classification immediately before entering the Military Service as a Michigan resident.

H. The following criteria shall be applied when reviewing a student's classification. It is recognized that one of the following criteria shall, standing alone, necessarily be controlling. All factors indicating an intent to make Michigan the student's domicile will be considered by the University in classifying a student.

1. Domicile in Michigan of family, guardian, or other relatives or persons legally responsible for the student.
2. Former domicile in Michigan and maintenance of significant connections therein while absent.
3. Self-supporting reliance upon Michigan sources for financial support. (Verification of Michigan income tax liability must be provided.)
4. Continuous presence in Michigan during periods when not enrolled as a student.
5. Long-term military commitments in Michigan.
6. Acceptance of an offer of permanent employment in Michigan. (In a position not normally filled by a student.)

7. Ownership of real estate in Michigan.

I. Please note: The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to affect classification of a student as a resident.

8. Voting or registration for voting.

9. Employment in any position normally held by a student.

10. The lease of living quarters.

11. A statement of intention to acquire a domicile in Michigan.

12. Automobile registration, Drivers License.

13. Other public record, e.g., birth records.

## II. GUIDELINES FOR DETERMINING A CHANGE IN RESIDENCE CLASSIFICATION

A student's residence status may be reviewed at each subsequent registration. If a student's circumstances should change to the extent that he/she would no longer be considered a Michigan resident for tuition purposes, as herein described, that student shall be reclassified as a nonresident for tuition purposes 12 months thereafter.

Since a student normally comes to Eastern Michigan University for the primary or sole purpose of attending the University rather than to establish domicile in Michigan, one who enrolls in the University as a nonresident shall continue to be so classified throughout his/her attendance as a student, unless and until he/she demonstrates that his/her previous domicile has been abandoned and a Michigan domicile is established.

It shall be the responsibility of all students, prior to registering, to raise questions in the Student Accounting Office regarding their right to be registered as a resident for tuition purposes. An appeal must be submitted by the 100% add/drop date of the semester in question. Appeals received after this date will be considered for the next appropriate semester.

A tuition reciprocity agreement with Ohio, entered into by the Michigan State Board of Education and the Ohio Board of Regents in 1980, allows an Ohio resident to attend Eastern Michigan University at Michigan resident tuition rates.

**MEETING ADJOURNED**

Regent Incarnati moved and Regent Valvo seconded that the Regular Meeting of the Board of Regents be adjourned at 2:34 p.m. The next meeting of the Board of Regents will be January 20, 2004 in Room 201, Welch Hall.

Respectfully Submitted,

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Dana C. Aymond  
Secretary to the Board of Regents

**COMMUNICATIONS SECTION**

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

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 1

DATE:

January 20, 2004

**RECOMMENDATION**

**REPORT: TREASURER'S**

**ACTION REQUESTED**

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

**STAFF SUMMARY**

As of December 31, 2003, Cash and Investments totaled \$126,214,713 and were invested to return a total annualized return of 1.84%. Summarized below is Eastern's latest investment performance compared to the established benchmarks.

- |   |       |
|---|-------|
| • Short-Term MMF Weighted Average Total Return        | 0.99% |
| • Benchmark: Money Fund Report's Prime Inst. Average  | 0.72% |
| • Short-Term Bond Funds Weighted Average Total Return | 1.74% |
| • Benchmark: Weighted Average Of Fund's Benchmarks    | 1.20% |
| • Intermediate Duration Government Agency Bonds       | 4.56% |
| • Benchmark: Five Year Treasury Note                  | 3.25% |

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

- |   |   |
|---|---|
| • The portfolio has no investments in equities.         | • 0% of the portfolio is in variable rate obligations.                    |
| • The portfolio has no leveraged investments.           | • Average weighted credit quality of the portfolio is AA+.                |
| • The portfolio has no speculative derivatives.         | • Average weighted maturity of the portfolio is approximately 1.95 years. |
| • 100% of the portfolio is in fixed income obligations. |   |

Cash and investments (excluding bond proceeds) as of December 31, 2003 decreased by \$281,556 when compared to December 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**  
 December 31, 2003

	Date Settled	Mature/ Call Date	Account Balance		Annualized YTD Actual Total Return	Prior Month Annual. YTD Total Return
			Dollars	Pct. Total		
<b>Cash</b>						
<b>EMU</b>						
Comerica Bank/U.S. Bank	n/a	n/a	\$40,667,950.39	32.22%		
<b>Eagle Crest</b>						
Citizen's Bank	n/a	n/a	\$595,338.67	0.47%		
Total Cash			<u>\$41,263,289.06</u>	<u>32.69%</u>		
<b>Investments</b>						
<b>Money Market Funds</b>						
Dreyfus Institutional Preferred	Daily	n/a	\$9,846,013.72	7.80%	0.9994%	0.9974%
Banc One Prime Money Market Fund	Daily	n/a	957,199.54	0.76%	0.9092%	0.8923%
Total Money Market Funds			<u>\$10,803,213.26</u>	<u>8.56%</u>	0.9914%	0.9898%
<b>Short-Term (0-5 Year) Bond Funds</b>						
DFA One-Year Fixed Income (Ultrashort)	Monthly	n/a	\$19,961,149.65	15.82%	1.0458%	0.3216%
One Group Ultra Short-Term Fund (Ultrashort)	Monthly	n/a	40,525,246.03	32.11%	2.0728%	1.6675%
Vanguard Short-Term Corporate	Monthly	n/a	7,660,877.55	6.07%	1.7916%	0.7178%
Total Short Term Funds			<u>\$68,147,273.23</u>	<u>53.99%</u>	1.7406%	1.1673%
<b>Int. Term (5 Year) Agency Bonds</b>						
Federal Home Loan Bank (6/21/04 Call)	6/21/02	6/21/07	\$3,000,000.00	2.38%	5.0000%	5.0000%
Federal Home Loan Bank (8/13/03 Call)	2/13/03	8/13/08	3,000,937.50	2.38%	4.1000%	4.1000%
Total Agency Bonds			<u>\$6,000,937.50</u>	<u>4.75%</u>	4.5596%	4.5500%
Total Non-Cash Investments			<u>\$84,951,423.99</u>	<u>67.31%</u>	1.8440%	1.3791%
<b>Total Cash And Investments</b>			<u>\$126,214,713.05</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**  
 December 31, 2003

	Dreyfus Inst. Pref.	One Group Prime MM Fund	DFA 1 Yr. Fixed	One Group Ultra Short Fund	Vanguard S/T Corp.	Total Funds At Present Mix
<b>Fund Size/EMU Investment</b>						
Total Fund Net Assets	\$9,852,282,756	\$9,772,360,000	\$1,457,730,000	\$2,295,320,000	\$15,591,386,056	\$38,969,078,812
<b>EMU's Investment</b>	<b>\$9,846,013.72</b>	<b>\$957,199.54</b>	<b>\$19,961,149.65</b>	<b>\$40,525,246.03</b>	<b>\$7,660,877.55</b>	<b>\$78,950,486.49</b>
EMU Percent Of Total Fund	0.10%	0.01%	1.37%	1.77%	0.05%	0.20%
<b>Memo:</b>						
EMU Investment At 12/31/02	\$7,436,462.94	\$0.00	\$25,741,889.04	\$0.00	\$7,346,340.00	\$40,524,691.98
Present O/(U) 12/31/02 Investment	2,409,550.78	957,199.54	(5,780,739.39)	40,525,246.03	314,537.55	38,425,794.51
EMU Investment At 7/1/03	\$10,092,585.55	\$374,786.85	\$26,197,856.24	\$40,688,489.72	\$7,592,807.67	\$84,946,526.03
Present O/(U) 7/1/03 Investment	(246,571.83)	582,412.69	(6,236,706.59)	(163,243.69)	68,069.88	(5,996,039.54)

**Inception/Investment Dates**

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

**Ratings/Liquidity**

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

**Portfolio Mix/Maturity**

Commercial Paper/Notes	18.98%	4 Stars	5 Stars	5 Stars	0.00%
Time Deposits	24.99%	AAA	AAA	AA	0.00%
Bank CD's/Short Term Bank Notes	43.34%	Next Day	Next Day	Next Day	0.00%
Bank Repos	0.00%				0.00%
U.S. Treasuries	0.00%				0.00%
U.S. Government Agencies	12.68%				0.50%
Corporate Bonds	0.00%				0.00%
Mortgage/Asset Backed Securities	0.00%				63.90%
Variable Rate Demand Instruments	0.00%				36.10%
Funding Agreements	0.00%				0.00%
Taxable Municipals	0.00%				0.00%
Cash/Other	0.01%				0.00%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

Weighted Average Maturity

Years

52 Days

47 Days

344 Days

2.89 Years

2.2 Years

1.95

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 2
DATE: January 20, 2004

**RECOMMENDATION**

**REPORT: INTERNAL AUDIT**

**ACTION REQUESTED**

It is recommended that the Internal Auditor's activity report for the period November 2003 through January 2004 be received and placed on file.

**STAFF SUMMARY**

The report for the Conflict of Interest internal audit has been issued. The report includes no findings or corresponding recommendations to improve controls.

Also attached is a report prepared by University management on the status of recommendations made from the previous Investments audit completed in October 2003. As noted in the report, management has agreed with the internal auditor's recommendations and has found that all of the recommendations have been implemented. In addition, a follow-up status report is included regarding recommendations from the Benefit Administration and Cash Disbursement audits, which had not been fully implemented by the December Board meeting.

Enclosed are the updated internal audit schedules, including budget and actual hours as well as budget and actual fees billed, for the periods ending September 30, 2003 and September 30, 2004.

**FISCAL IMPLICATIONS**

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

**ADMINISTRATIVE RECOMMENDATION**

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

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University Executive Officer

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Date



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

Date: December 11, 2003

To: Regent Philip A. Incarnati  
Chair, Board of Regents

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

**Re: CONFLICT OF INTEREST**

RECEIVED

DEC 15 2003

OFFICE OF THE VICE PRESIDENT  
FOR BUSINESS & FINANCE  
EASTERN MICHIGAN UNIVERSITY

We have completed our Conflict of Interest review in accordance with University Policies 1.6 Conflict of Interest: Board of Regents, 3.1.6 Conflict of Interest, and 3.1.7 Conflict of Interest: Senior Administrators. Our objective was to evaluate adherence to the policies based on disclosures received. The scope of our review included the University's Board of Regents, President, and Administrative Professionals (AP) ranked as AP10 and above.

We distributed a copy of the applicable University policy and a Disclosure Statement to each individual and requested they return the Disclosure Statement with their signature acknowledging their understanding and adherence to the policy. Any potential conflicts were to be documented on the Disclosure Statement by the individual. Eight returned Disclosure Statements with disclosures.

We independently evaluated the eight Disclosure Statements and consulted with University general legal counsel. We concluded that there does not appear to be any substantial or material conflicts of interest based on the information disclosed.

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

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

cc: Board of Regents  
President, Samuel A. Kirkpatrick  
Interim Vice President of Business and Finance, John Beaghan

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

Timing		Budget Hours	Through 11/30/03	Item
Work Pfm'd	Report		Actual Hours	
Various	Various	100.00	77.00	Planning, Risk Analysis & Administrative Planning/Scheduling Audits Board Meetings, Other Meetings, etc. Risk Assessment for following years
Completed	Jan-03	40.00	35.10	Conflict of Interest Statements Board of Regents, President & Administrative Professionals 10 & above
Completed	Jan-03	200.00	158.30	Cash Receipts
Completed	Mar-03	60.00	58.00	Ticket Sales (including special events) Quirk Auditorium Advance Sales At Game Sales
Completed	Mar-03	80.00	90.00	Regulatory/Compliance
Completed	Jun-03	100.00	95.80	Purchasing - General
Completed	Jun-03	80.00	70.70	Purchasing - Food Service
Completed	Jun-03	50.00	69.80	Purchasing - Library
Completed	Sep-03	150.00	129.55	HR - Benefits Administration
Completed	Dec-03	100.00	62.10	Risk Management
			20.30	Incurred through 9/30/2003
			82.40	Incurred through 9/30/2004
			Total	Total
Completed	Sep-03	200.00	120.80	Cash Disbursements
Pending	Pending	80.00	0.00	Parking Revenues/Cash Controls
Various	Various	160.00	0.00	Special Projects
Various	Various	100.00	0.00	Contingencies
<b>Total Budgeted Hours</b>		<b>1,500.00</b>	<b>987.45</b>	<b>Total Actual Hours Incurred</b>
		<b>\$ 80.00</b>	<b>\$ 80.00</b>	<b>Contracted Dollar Amount Per Hour</b>
<b>Budgeted Dollars</b>		<b>\$ 120,000.00</b>	<b>\$ 78,996.00</b>	<b>Actual Dollars Billed</b>

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

<u>Timing</u>		<u>Budget Hours</u>	<u>Through 11/30/03</u>	<u>Item</u>
<u>Work Pfd</u>	<u>Report</u>		<u>Actual Hours</u>	
Various	Various	100.00	8.60	Planning, Risk Analysis & Administrative Planning/Scheduling Audits Board Meetings, Other Meetings, etc. Risk Assessment for following years
Completed	Dec-03	60.00	48.80	Investments
Nov-03	Jan-04	40.00		Conflict of Interest Statements Board of Regents, President & Administrative Professionals 10 & above
			14.50	Incurred through 9/30/2003
			14.70	Incurred through 9/30/2004
			<u>29.20</u>	Total
Dec-03	Mar-04	60.00		Health Center
Jan-04	Mar-04	60.00		Ticket Sales (including special events) Quirk Auditorium Advance Sales At Game Sales
Jan-04	Mar-04	100.00		Software Licensing
Feb-04	Mar-04	200.00		Payroll
Mar-04	Jun-04	160.00		ICT Network Security
Apr-04	Jun-04	80.00		Grants and Contracts
May-04	Jun-04	40.00		Child Care Center
May-04	Sep-04	200.00		Charter Schools
Jun-04	Sep-04	80.00		University Apartments
Jul-04	Sep-04	80.00		Physical Plant - Bidding/Selection of Contracts
Jul-04	Sep-04	100.00		Business/ICT Contingency Planning
Various	Various	160.00		Special Projects
Various	Various	100.00		Contingencies
<b>Total Budgeted Hours</b>		<u>1,620.00</u>	<u>86.60</u>	<b>Total Actual Hours Incurred</b>
		\$ 83.00	\$ 83.00	<b>Contracted Dollar Amount Per Hour</b>
<b>Budgeted Dollars</b>		<u>\$ 134,460.00</u>	<u>\$ 7,187.80</u>	<b>Actual Dollars Billed</b>

4.

# STATUS OF AUDIT RECOMMENDATION

January 20, 2004

## **Investments**

Prepared by  
Vice President for Business and Finance Office

**INTERNAL AUDIT RECOMMENDATION STATUS**

AUDIT PERFORMED: **INVESTMENTS**

DATE COMPLETED: **OCTOBER 31, 2003**

**1. RECOMMENDATION:**

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

**MANAGEMENT'S RESPONSE:**

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

**IMPLEMENTATION STATUS:**

The reconciliations for the month of November for the following investment accounts were reviewed:

- 1. Merrill Lynch
- 2. DFA
- 3. Vanguard
- 4. Banc One Money Market Fund
- 5. Banc One Ultra Short-Term Fund
- 6. Agency Bonds

The account reconciliations for all investments were completed by December 15. The only other investment account, the Dreyfus Money Market Fund, is reconciled as a part of the Comerica Bank account reconciliations. The Comerica Bank accounts automatically "sweep" excess funds into the Dreyfus account on a daily basis. This account is reconciled within thirty days, consistent with the other bank accounts.

**VERIFICATION DATE:** December 15, 2003

Audit recommendations verified by:

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



6.

# STATUS OF AUDIT RECOMMENDATION

January 20, 2004 Update To  
December 2, 2003 Initial Status Report

**Benefit Administration**  
**Cash Disbursement**

Prepared by  
Vice President for Business and Finance Office

7.

## INTERNAL AUDIT RECOMMENDATION STATUS

AUDIT PERFORMED:       **BENEFIT ADMINISTRATION**

DATE COMPLETED:       **JULY 22, 2003**

**1. RECOMMENDATION:**

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

**MANAGEMENT'S RESPONSE:**

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

**IMPLEMENTATION STATUS:**

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

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

**VERIFICATION DATE:** November 18, 2003

**IMPLEMENTATION STATUS FOLLOW-UP:**

The Benefits Office has established a procedure so that the vacation and sick pay accruals for a sample of all applicable employee groups are tested each month. The monthly audit report is completed and filed in the office of the Director of Benefits.

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

**VERIFICATION DATE:** December 23, 2003

8.

There were four recommendations that the internal auditors made in regard to Benefit Administration. The second and fourth recommendations had been implemented when this status report was initially reviewed at the December 2, 2003 Board of Regents meeting.

**3. RECOMMENDATION:**

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

**MANAGEMENT'S RESPONSE:**

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

**IMPLEMENTATION STATUS:**

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

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

**VERIFICATION DATE:** November 18, 2003

**IMPLEMENTATION STATUS FOLLOW-UP:**

The Benefits Office has established a procedure so that the PAF's for terminated employees are logged as received. This log is then reconciled with the monthly statements from Delta Dental, as well as with the statements from EMU's healthcare providers. The Benefits Office checks to make sure that terminated employees have been removed from coverage under EMU's policies, and that the coverage was terminated in a timely manner.

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

**VERIFICATION DATE:** December 23, 2003

## INTERNAL AUDIT RECOMMENDATION STATUS

9.

AUDIT PERFORMED: CASH DISBURSEMENTS

DATE COMPLETED: AUGUST 20, 2003

### **1. RECOMMENDATION:**

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

### **MANAGEMENT'S RESPONSE:**

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

### **IMPLEMENTATION STATUS:**

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

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

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

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

**VERIFICATION DATE:** November 10, 2003

**IMPLEMENTATION STATUS FOLLOW-UP:**

All bank reconciliations for the month of November 2003 were completed within 30 days except for Comerica Account 22 – Concentration Account. As mentioned in the Internal Audit Status Report for the December 2 Board meeting, this account is being analyzed and is expected to be fully reconciled within the established deadline.

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

**VERIFICATION DATE:** January 6, 2004

**2. RECOMMENDATION:**

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

**MANAGEMENT RESPONSE:**

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

**IMPLEMENTATION STATUS:**

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

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

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

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

**VERIFICATION DATE:** November 10, 2003

**IMPLEMENTATION STATUS FOLLOW-UP:**

Review of the log as of January 9, 2004 showed that all items have been posted to Banner. The procedure is in place to log the in-coming and out-going wire transfers, and this report is being reviewed with the Accounting Manager on a regular basis.

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

**VERIFICATION DATE:** January 9, 2004

Audit recommendations verified by:

\_\_\_\_\_  
Steve Holda

Assistant to the Vice President for Business & Finance

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 3
DATE: January 20, 2004

**RECOMMENDATION**

**REPORT: GRANTS/CONTRACTS**

**ACTION REQUESTED**

It is recommended that 60 grants and contracts totaling \$2,695,116 for the period 11/01/03 through 12/31/03 be accepted.

**SUMMARY**

One-hundred percent sponsor-funded grants and contracts in the amount of \$2,335,313 were awarded to the University during the period 11/01/03 through 12/31/03. Grants and contracts awarded to the University that required EMU cost-sharing and/or in-kind contributions totaled \$359,803.

- Summary of Grants and Contracts (pp. 2-5)
- Grants & Contracts Progress Report (p. 6)
- November 2003 Proposal Activity (pp. 7-12)
- December 2003 Proposal Activity (pp. 13-18)

**FISCAL IMPLICATIONS**

This action approves allocating University matching funds in the amount of \$406 as cash contributions for projects awarded during the period 11/01/03 through 12/31/03, for a fiscal year-to-date total of \$110,961 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

1/20/2004

(Reported for FY 2004)

100% Sponsored

Title Grantor/Contractor	Director	Administrator	Amount
Advanced Coatings Research U.S. Army TACOM	Ted Provder Jamil Baghdachi John Texter Vijay Mannari	Ted Provder	\$824,634
Developing an Ecology for Preparing Tomorrow's Teachers for Technology, Year 3 Primary Funding Spring Arbor University	Ellen Hoffman	Ellen Hoffman	\$721,833
Partnerships in Character Education--Local Educational Agency Grants--Year Two Warren Consolidated School District	Phyllis Noda	Charles M. Monsma	\$251,374
UAW Delphi Shoemaker 2004 UAW-GM Center for Human Resources	Melanie Ferren	Melanie Ferren	\$117,737
Building Michigan's Research Capacity to Study Dissemination of Evidence-Based Practice in Public Mental Health Services for Children Michigan Department of Community Health	Kay Hodges	Kay Hodges	\$48,205
UAW-Ford UAW-Ford National Programs Center	Pamela Hill	Ronald Kerrigan	\$24,600
American Axle and Manufacturing Inc. American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$24,375
Visteon Corporation-Milan Plant Visteon Corporation	Pamela Hill	Ronald Kerrigan	\$20,700
American Axle & Manufacturing American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$17,325
Trim Masters Trim Masters Inc.	Barbara Hopkins	Barbara Hopkins	\$17,100
Warren-Conner contract work, October 2003, Amendment No. 4 Warren Conner Development Coalition, Inc.	Yichun Xie	Yichun Xie	\$16,640
UAW-GM Center for Human Resources UAW-GM Center for Human Resources	Pamela Hill	Ronald Kerrigan	\$16,000
Community Foundation for Southeastern Michigan: The Promise of Nursing Program Community Foundation for Southeastern Michigan	Barbara Scheffer	Barbara Scheffer	\$15,000
ThyssenKrupp ThyssenKrupp-Waupaca	Barbara Hopkins	Barbara Hopkins	\$14,850
UAW-Ford UAW-Ford National Programs Center	Pamela Hill	Ronald Kerrigan	\$12,300
Lear Corporation Lear Corporation	Barbara Hopkins	Barbara Hopkins	\$9,350
Hitachi Automotive Products, Inc Hitachi Automotive Products (USA), Inc.	Barbara Hopkins	Barbara Hopkins	\$9,350
Siemens Westinghouse Siemens Westinghouse	Barbara Hopkins	Barbara Hopkins	\$8,950

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GRANTS AND CONTRACTS: AWARD REPORT FOR 1/20/2004



<b>Title</b>	<b>Director</b>	<b>Administrator</b>	<b>Amount</b>
Siemens Westinghouse Siemens Westinghouse	Barbara Hopkins	Barbara Hopkins	\$8,950
UAW-Ford NPC UAW-Ford National Programs Center	Pamela Hill	Ronald Kerrigan	\$8,200
Yazaki North America Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$7,350
MOEN MOEN	Barbara Hopkins	Barbara Hopkins	\$6,800
ThyssenKrupp ThyssenKrupp-Waupaca	Barbara Hopkins	Barbara Hopkins	\$6,800
Visteon Corporation-Sterling Plant Visteon Corporation	Pamela Hill	Ronald Kerrigan	\$6,750
NACOM Inc. NACOM	Barbara Hopkins	Barbara Hopkins	\$6,600
MOEN MOEN	Barbara Hopkins	Barbara Hopkins	\$6,600
Siemens Westinghouse Siemens Westinghouse	Barbara Hopkins	Barbara Hopkins	\$6,600
NEAPCO NEAPCO	Barbara Hopkins	Barbara Hopkins	\$6,600
First Solar LLC First Solar LLC	Barbara Hopkins	Barbara Hopkins	\$6,600
International Truck & Engine Corporation International Truck & Engine Corp.	Barbara Hopkins	Barbara Hopkins	\$6,500
American Axle & Manufacturing American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$6,425
Nacam North America Corporation Nacam North America Corporation	Barbara Hopkins	Barbara Hopkins	\$5,380
Visteon Corporation Visteon Corporation	Barbara Hopkins	Barbara Hopkins	\$5,200
Terumo Cardiovascular Terumo Corporation	Barbara Hopkins	Barbara Hopkins	\$5,100
Ancor Information Management Ancor Information Management	Barbara Hopkins	Barbara Hopkins	\$5,100
Yazaki North America Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$4,800
Texas Encore Materials--Injection Molding Equipment Usage Texas Encore Materials, Inc.	Erik Lokensgard	Daniel Fields	\$4,600
Ford Lorain Assembly Ford Motor Co.	Pamela Hill	Ronald Kerrigan	\$4,500
American Axle and Manufacturing Inc. American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$4,390
American Axle & manufacturing Inc. American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$4,350
American Axle and Manufacturing Inc. American Axle & Manufacturing	Barbara Hopkins	Barbara Hopkins	\$4,350

<b>Title</b>	<b>Director</b>	<b>Administrator</b>	<b>Amount</b>
<b>Grantor/Contractor</b>			
Visteon Corporation-Sterling Plant Visteon Corporation	Pamela Hill	Ronald Kerrigan	\$4,100
DaimlerChrysler Daimler/Chrysler Corporation	Pamela Hill	Ronald Kerrigan	\$4,100
Yazaki North America Yazaki North America	Barbara Hopkins	Barbara Hopkins	\$2,850
Pfizer Pfizer, Inc.	Pamela Hill	Pamela Sidney	\$2,800
National Safety Council-S. Florida Chapter National Safety Council of South Florida	Pamela Hill	Pamela Sidney	\$2,300
Johnson Controls Johnson Controls	Pamela Hill	Ronald Kerrigan	\$2,250
Export Corporation Export Corporation	Pamela Hill	Arlene Cook	\$1,870
Small Contract for Greenfield Research, Inc. Greenfield Research, Inc.	Julie Becker	Julie Becker	\$1,600
National Safety Council-S. Florida Chapter National Safety Council of South Florida	Pamela Hill	Pamela Sidney	\$1,400
National Safety Council-S. Florida Chapter National Safety Council of South Florida	Pamela Hill	Pamela Sidney	\$1,100
NSF International-Injection Molding Equipment Usage NSF International	Erik Lokensgard	Daniel Fields	\$1,000
Small Contract for Steelcase, 100103-A Steelcase, Inc.	Julie Becker	Julie Becker	\$900
NSF International-Injection Molding Equipment Usage NSF International	Erik Lokensgard	Daniel Fields	\$175

**54 Grants and Contracts for a total of:        \$2,335,313**

4.

Eastern Michigan University  
 Summary of Grants and Contracts  
 1/20/2004  
 (Reported for FY 2004)  
 Requiring EMU Matching Funds

Title Funding Agency	Director	Administrator	EMU In-kind	EMU Cash	Sponsor	Total
Yes! for Prep; Skillman Leadership Program: EMU Technical Support and Leadership Consortium, Year 1 Skillman Foundation	Deborah Harmon Ethan Lowenstein Yvonne Calloway	Patricia Williams-Boyd	\$222,251		\$231,000	\$453,251
CPB HD Radio Seed Market Conversion Corporation for Public Broadcasting	Arthur Timko	Arthur Timko	\$54,341		\$75,000	\$129,341
Computer-based GIS/Mathematical Model for Use in Predicting Wetland Plant Community Responses to Proposed New Lake-Level Regulation Plans U.S. Geological Survey	Yichun Xie	Yichun Xie	\$3,472		\$29,973	\$33,445
Oncology Nursing Society Development of a Culturally-Sensitive Questionnaire on Mammography Use for Filipino-American Women	Tsu-Yin Wu	Tsu-Yin Wu	\$10,686	\$406	\$8,250	\$19,342
Oncology Nursing Society Rats and Mines: Further Exploration and Post-Gating Monitoring Michigan Department of Natural Resources	Allen Kurta	Allen Kurta	\$2,938		\$12,240	\$15,178
Raising Children to become English-Japanese Bilinguals, Year Two Japan Business Society of Detroit Foundation	Hitomi Oketani	Hitomi Oketani	\$1,700		\$3,340	\$5,040
<b>6 Grants/Contracts for a total of:</b>			<b>\$295,388</b>	<b>\$406</b>	<b>\$359,803</b>	<b>\$655,597</b>

**GRANTS AND CONTRACTS**  
**FY 2004 PROGRESS REPORT**  
 January 20, 2004

	FY2004 Activity through 12/31		FY2003 Activity through 12/31		FY2002 Activity through 12/31		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
<b>TABLE I: PROPOSALS</b>								
<b>Proposals Sorted by Activity</b>								
Research & Development Service	60	\$19,023,859	71	\$8,022,277	51	\$4,495,142	(11)	\$11,001,582
Corporate/Community Training	46	\$9,158,587	56	\$3,723,512	67	\$4,342,684	(10)	\$5,435,075
Instructional Support & Other	117	\$2,703,943	73	\$3,196,751	87	\$3,523,319	44	(\$492,808)
Total Proposals	18	\$1,432,456	25	\$2,362,058	16	\$876,204	(7)	(\$929,602)
	241	\$32,318,845	225	\$17,304,598	221	\$13,237,349	16	\$15,014,247
<b>Proposals Sorted by Sponsor Type</b>								
Federal	71	\$27,855,349	64	\$11,886,143	44	\$5,568,692	7	\$15,969,206
State	14	\$545,109	16	\$854,152	24	\$1,164,333	(2)	(\$309,043)
Foundations	17	\$727,279	11	\$937,008	24	\$1,585,861	6	(\$209,729)
Business & Industry	108	\$2,462,709	93	\$2,700,939	97	\$3,656,034	15	(\$238,230)
Local Govt. & Other Non-Profits	31	\$728,399	41	\$926,356	32	\$1,262,429	(10)	(\$197,957)
Total Proposals	241	\$32,318,845	225	\$17,304,598	221	\$13,237,349	16	\$15,014,247

	FY2004 Activity through 12/31		FY2003 Activity through 12/31		FY2002 Activity through 12/31		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
<b>TABLE II: AWARDS</b>								
<b>Awards Sorted by Activity</b>								
Research & Development Service	41	\$4,306,075	33	\$1,702,859	38	\$2,908,314	8	\$2,603,216
Corporate/Community Training	34	\$2,290,729	45	\$1,535,233	49	\$2,232,411	(11)	\$755,496
Instructional Support & Other	105	\$1,297,474	79	\$2,506,770	96	\$3,282,277	26	(\$1,209,296)
Total Awards	5	\$233,293	11	\$809,020	10	\$377,821	(6)	(\$575,727)
	185	\$8,127,571	168	\$6,553,882	193	\$8,800,823	17	\$1,573,689
<b>Awards Sorted by Sponsor Type</b>								
Federal	48	\$5,539,739	26	\$2,084,043	30	\$2,387,475	22	\$3,455,696
State	10	\$528,677	17	\$740,331	17	\$1,146,370	(7)	(\$211,654)
Foundations	8	\$305,492	5	\$515,495	6	\$577,732	3	(\$210,003)
Business & Industry	99	\$1,358,495	93	\$2,692,359	111	\$3,915,263	6	(\$1,333,864)
Local Govt. & Other Non-Profits	20	\$395,168	27	\$521,654	29	\$773,983	(7)	(\$126,486)
Total Awards	185	\$8,127,571	168	\$6,553,882	193	\$8,800,823	17	\$1,573,689

TABLE III: PENDING PROPOSALS		FY2004		FY2003		FY2004 vs. FY2003 Var.	
Pending as of December 31		No.	Dollar Value	No.	Dollar Value	No.	Dollar Value
		74	\$21,073,062	104	\$15,255,390	(30)	\$5,817,672

TABLE IV: PERFORMANCE VS. PLAN		FY2004 Projection		Actual-Proj. Variance	
Proposals		No.	Dollars	No.	Dollars
Awards		487	43,986,000	(3)	10,325,845
		383	15,203,000	(7)	526,071

TABLE V: GRANT/CONTRACT EXPENDITURES		FY2004		FY2004 vs. FY2003 Var.	
Expenditures as of November 30		No.	Dollars	No.	Dollars
		74	\$4,368,711	(3)	\$438,956
		185	\$4,893,190	(7)	\$438,956

6.

EASTERN MICHIGAN UNIVERSITY  
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 01/20/2004

Grant/Contract Activity for November 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040524	American Axle & Manufacturing	Center for Quality	Awarded 11/26/2003	\$6,425	\$6,425
20040531	American Axle & Manufacturing	Center for Quality	Awarded 11/26/2003	\$17,325	\$17,325
20040533	American Axle & Manufacturing	Center for Quality	Awarded 11/26/2003	\$4,350	\$4,350
20040123	Community Foundation for Southeastern Michigan	Nursing Education	Awarded 11/19/2003	\$15,000	\$15,000
20040503	Greenfield Research, Inc.	Textiles Research & Training Institute	Awarded 11/26/2003	\$1,600	\$1,600
20040525	International Truck & Engine Corp.	Center for Quality	Awarded 11/26/2003	\$6,500	\$6,500
20040404	Japan Business Society of Detroit Foundation	Foreign Languages & Bilingual Studies	Awarded 11/14/2003	\$3,340	\$3,340
20040532	Lear Corporation	Center for Quality	Awarded 11/26/2003	\$9,350	\$9,350
20030420	Michigan Department of Community Health	Psychology	Awarded 11/11/2003	\$48,205	\$48,205
20040530	MOEN	Center for Quality	Awarded 11/26/2003	\$6,800	\$6,800
20040527	NACOM	Center for Quality	Awarded 11/26/2003	\$6,600	\$6,600
20040539	National Safety Council of South Florida	Center for Organizational Risk Reduction	Awarded 11/26/2003	\$1,400	\$1,400
20040511	NSF International	Industrial Technology	Awarded 11/19/2003	\$1,000	\$1,000
20040513	NSF International	Industrial Technology	Awarded 11/19/2003	\$175	\$175
20040502	Steelcase, Inc.	Textiles Research & Training Institute	Awarded 11/16/2003	\$900	\$900
20040526	Terumo Corporation	Center for Quality	Awarded 11/26/2003	\$5,100	\$5,100
20040510	Texas Encore Materials, Inc.	Industrial Technology	Awarded 11/19/2003	\$4,600	\$4,600
20040534	ThyssenKrupp-Waupaca	Center for Quality	Awarded 11/26/2003	\$14,850	\$14,850

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040529	Trim Masters Inc.	Center for Quality	Awarded 11/26/2003	\$17,100	\$17,100
20031034	U.S. Army TACOM	Coatings Research Institute	Awarded 11/10/2003	\$824,634	\$824,634
20040323	U.S. Geological Survey	Institute for Geospatial Research & Education (IGRE)	Awarded 11/11/2003	\$29,973	\$29,973
20040537	UAW-Ford National Programs Center	Center for Organizational Risk Reduction	Awarded 11/26/2003	\$8,200	\$8,200
20040538	UAW-GM Center for Human Resources	Center for Organizational Risk Reduction	Awarded 11/26/2003	\$16,000	\$16,000
20040509	Visteon Corporation	Center for Organizational Risk Reduction	Awarded 11/26/2003	\$20,700	\$20,700
20040528	Visteon Corporation	Center for Quality	Awarded 11/26/2003	\$5,200	\$5,200
20040535	Visteon Corporation	Center for Organizational Risk Reduction	Awarded 11/26/2003	\$6,750	\$6,750
20040536	Visteon Corporation	Center for Organizational Risk Reduction	Awarded 11/26/2003	\$4,100	\$4,100
20040411	Warren Conner Development Coalition, Inc.	Institute for Geospatial Research & Education (IGRE)	Awarded 11/14/2003	\$16,640	\$16,640
20040124	National Science Foundation	HPERD	Denied 11/11/2003	\$890,820	\$0
20040515	Shell Oil Company	HECR Textiles Research & Training Institute	Denied 11/19/2003	\$29,620	\$0
20040419	U.S. Agency for International Development	Computer Information Systems	Denied 11/25/2003	\$4,960,632	\$0
20040139	Washtenaw County Government	Business & Technology Education EMU Foundation	Denied 11/20/2003	\$59,266	\$0
20040140	Washtenaw County Government	Campus Life	Denied 11/20/2003	\$61,983	\$0
20040329	American Bird Conservancy	Biology	Pending	\$4,680	\$0
20030738	American Chemical Society	Coatings Research Institute	Pending	\$50,000	\$0
20031201	American Society of Colleges & Universities	Undergraduate Studies American Humanics	Pending	\$5,500	\$0
20040328	Canadian Embassy	Geography & Geology	Pending	\$9,990	\$0
20040403	CDM	ICARD	Pending	\$5,500	\$0
20030807	Choice Hotels International Foundation	Campus Life	Pending	\$10,500	\$0

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR NOVEMBER 2003

8

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040410	City of Houston	Center for Regional and National Security	Pending	\$5,100	\$0
20040508	City of Ypsilanti	Political Science	Pending	\$1,200	\$0
20040512	Community Foundation for Southeastern Michigan	Communication & Theatre Arts Lesbian, Gay, Bisexual, Transgender Resource Center	Pending	\$7,500	\$0
20040112	Construction Industry Institute	Industrial Technology	Pending	\$50,000	\$0
20031235	Corporation for Public Broadcasting	WEMU Radio	Pending	\$75,000	\$0
20040225	Council of Graduate Schools, Washington DC	Graduate School	Pending	\$10,000	\$0
20021053	Environmental Protection Agency	CEITA	Pending	\$3,000	\$0
20021111	Environmental Protection Agency	Institute for Geospatial Research & Education (IGRE)	Pending	\$89,917	\$0
20040303	Fdn for Advancemnt of Meso-American Studies, Inc	Sociology, Anthropology and Criminology	Pending	\$7,763	\$0
20040405	Ford Foundation	African American Center for Applied Research & Services Sociology, Anthropology and Criminology	Pending	\$6,000	\$0
20040406	Ford Foundation	English Language & Literature	Pending	\$6,000	\$0
20030425	Ford Motor Co.	Office of the Dean of Technology	Pending	\$11,500	\$0
20031243	Great Lakes Fisheries Commission	Biology	Pending	\$61,336	\$0
20031250	Hamilton College, NY	Physics & Astronomy	Pending	\$8,580	\$0
20011144	Harry A. & Margaret D. Towsley Foundation	Alzheimer's Education Program	Pending	\$165,784	\$0
20040318	Henry Ford Community College	Mathematics	Pending	\$157,393	\$0
20040418	Individual Inventor	Industrial Technology	Pending	\$5,034	\$0
20040117	Innovative Technical Systems Corp., Northville, MI	Biology	Pending	\$32,998	\$0
20040319	Lesbian Health Fund	Psychology	Pending	\$9,515	\$0
20040226	Merit Network, Inc.	Institute for Geospatial Research & Education (IGRE)	Pending	\$4,900	\$0
20040227	Merit Network, Inc.	Institute for Geospatial Research & Education (IGRE)	Pending	\$6,500	\$0
20040424	Michigan Campus Compact	Undergraduate Education	Pending	\$2,500	\$0

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR NOVEMBER 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040506	Michigan Campus Compact	Sociology, Anthropology and Criminology	Pending	\$2,500	\$0
20040301	Michigan Department of Career Development	Business & Technology Education	Pending	\$65,800	\$0
20040304	Michigan Department of Career Development	Business & Technology Education	Pending	\$50,000	\$0
20040315	Michigan Department of Career Development	Business & Technology Education	Pending	\$7,000	\$0
20021232	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending	\$46,000	\$0
20031130	Michigan Department of Education	Teacher Education	Pending	\$199,998	\$0
20040504	Michigan Department of Natural Resources	Biology	Pending	\$12,240	\$0
20040518	Michigan Department of Natural Resources	Biology	Pending	\$10,000	\$0
20040105	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$98,319	\$0
20040106	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$98,556	\$0
20040107	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$45,940	\$0
20040108	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$36,698	\$0
20040114	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$28,114	\$0
20040116	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$29,879	\$0
20030709	Michigan Dept of Environmental Quality	Institute for Geospatial Research & Education (IGRE) Chemistry	Pending	\$151,018	\$0
20030710	Michigan Dept of Environmental Quality	Institute for Geospatial Research & Education (IGRE) Chemistry	Pending	\$336,204	\$0
20040516	Michigan Space Grant Consortium	Physics & Astronomy	Pending	\$4,227	\$0
20031008	Michigan Technological University	Business & Technology Education	Pending	\$1,238,535	\$0
20040409	Minority Business Development Agency, DOC	Office of the Dean of Business	Pending	\$721,797	\$0
20040115	National Endowment for the Humanities	Learning Resources & Technologies	Pending	\$152,562	\$0
20040412	National Institute of Justice	Sociology, Anthropology and Criminology	Pending	\$34,771	\$0

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR NOVEMBER 2003



Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20031137	National Institutes of Health	Psychology	Pending	\$143,000	\$0
20030838	National Science Foundation	Computer Science	Pending	\$182,514	\$0
20031232	National Science Foundation	Interdisciplinary Technology	Pending	\$75,000	\$0
20040104	National Science Foundation	Biology	Pending	\$299,995	\$0
20040109	National Science Foundation	Biology	Pending	\$441,182	\$0
20040111	National Science Foundation	Biology	Pending	\$254,532	\$0
20040118	National Science Foundation	Geography & Geology	Pending	\$48,125	\$0
20040119	National Science Foundation	Psychology	Pending	\$107,507	\$0
20040218	National Science Foundation	Sociology, Anthropology and Criminology	Pending	\$243,121	\$0
20040307	National Science Foundation	Chemistry	Pending	\$191,909	\$0
20040507	National Science Foundation	Coatings Research Institute Interdisciplinary Technology	Pending	\$99,776	\$0
20040540	National Science Foundation	Textiles Research & Training Institute	Pending	\$139,149	\$0
20030825	Office of Research Integrity	Office of Research Development Physics & Astronomy	Pending	\$25,000	\$0
20031108	Oncology Nursing Society	Nursing Education	Pending	\$8,250	\$0
20040420	People and Land	Institute for Geospatial Research & Education (IGRE)	Pending	\$103,759	\$0
20040144	Proctor and Gamble	Coatings Research Institute Biology	Pending	\$50,000	\$0
20040423	Rockefeller Brothers Fund	Business & Technology Education Office of the Dean of Technology	Pending	\$150,000	\$0
20031035	Sam Houston University	Interdisciplinary Technology	Pending	\$69,442	\$0
20040422	Skillman Foundation	Teacher Education	Pending	\$1,239,975	\$0
20040127	U. S. Department of Health and Human Services	Social Work	Pending	\$573,031	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040401	U.S. Department of State	Sociology, Anthropology and Criminology	Pending	\$135,791	\$0
20040416	UAW-American Axle Manufacturing	Workforce Education	Pending	\$81,407	\$0
20040417	UAW-American Axle Manufacturing	Workforce Education	Pending	\$176,953	\$0
20040302	UAW-Ford National Programs Center	Workforce Education	Pending	\$748,334	\$0
20040421	UAW-GM Center for Human Resources	Workforce Education	Pending	\$117,737	\$0
20040327	University Corporation for Atmospheric Research (Denver)	Teacher Education	Pending	\$101,295	\$0
20031113	University of Michigan	Counseling Services	Pending	\$179,880	\$0
20040219	University of Michigan	Sociology, Anthropology and Criminology	Pending	\$81,975	\$0
20040514	University of Michigan	Psychology	Pending	\$284,188	\$0
20040135	West Virginia University	Biology	Pending	\$149,585	\$0
20040326	Western Kentucky University	Teacher Education	Pending	\$106,266	\$0

Quantity of Awards: 28  
Sum of Awards: \$1,102,817

Quantity of Pending: 80  
Quantity of Denied: 5

12.

EASTERN MICHIGAN UNIVERSITY  
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 01/20/2004

Grant/Contract Activity for December 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040616	American Axle & Manufacturing	Center for Quality	Awarded 12/18/2003	\$4,390	\$4,390
20040617	American Axle & Manufacturing	Center for Quality	Awarded 12/18/2003	\$4,350	\$4,350
20040618	American Axle & Manufacturing	Center for Quality	Awarded 12/18/2003	\$24,375	\$24,375
20040619	Ancor Information Management	Center for Quality	Awarded 12/18/2003	\$5,100	\$5,100
20031235	Corporation for Public Broadcasting	WEMU Radio	Awarded 12/9/2003	\$75,000	\$75,000
20040631	Daimler/Chrysler Corporation	Center for Organizational Risk Reduction	Awarded 12/18/2003	\$4,100	\$4,100
20040637	Export Corporation	Center for Organizational Risk Reduction	Awarded 12/18/2003	\$1,870	\$1,870
20040622	First Solar LLC	Center for Quality	Awarded 12/18/2003	\$6,600	\$6,600
20040638	Ford Motor Co.	Center for Organizational Risk Reduction	Awarded 12/18/2003	\$4,500	\$4,500
20040608	Hitachi Automotive Products (USA), Inc.	Center for Quality	Awarded 12/18/2003	\$9,350	\$9,350
20040639	Johnson Controls	Center for Organizational Risk Reduction	Awarded 12/18/2003	\$2,250	\$2,250
20040504	Michigan Department of Natural Resources	Biology	Awarded 12/16/2003	\$12,240	\$12,240
20040607	MOEN	Center for Quality	Awarded 12/18/2003	\$6,600	\$6,600
20040627	Nacam North America Corporation	Center for Quality	Awarded 12/18/2003	\$5,380	\$5,380
20040633	National Safety Council of South Florida	Center for Organizational Risk Reduction	Awarded 12/18/2003	\$2,300	\$2,300
20040634	National Safety Council of South Florida	Center for Organizational Risk Reduction	Awarded 12/18/2003	\$1,100	\$1,100
20040610	NEAPCO	Center for Quality	Awarded 12/18/2003	\$6,600	\$6,600
20031108	Oncology Nursing Society	Nursing Education	Awarded 12/16/2003	\$8,250	\$8,250

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040632	Pfizer, Inc.	Center for Organizational Risk Reduction	Awarded 12/18/2003	\$2,800	\$2,800
20040609	Siemens Westinghouse	Center for Quality	Awarded 12/18/2003	\$6,600	\$6,600
20040624	Siemens Westinghouse	Center for Quality	Awarded 12/18/2003	\$8,950	\$8,950
20040625	Siemens Westinghouse	Center for Quality	Awarded 12/18/2003	\$8,950	\$8,950
20040422	Skillman Foundation	Teacher Education	Awarded 12/18/2003	\$231,000	\$231,000
20040523	Spring Arbor University	Teacher Education	Awarded 12/16/2003	\$721,833	\$721,833
20040606	ThyssenKrupp-Waupaca	Center for Quality	Awarded 12/18/2003	\$6,800	\$6,800
20040635	UAW-Ford National Programs Center	Center for Organizational Risk Reduction	Awarded 12/18/2003	\$12,300	\$12,300
20040636	UAW-Ford National Programs Center	Center for Organizational Risk Reduction	Awarded 12/18/2003	\$24,600	\$24,600
20040421	UAW-GM Center for Human Resources	Workforce Education	Awarded 12/16/2003	\$117,737	\$117,737
20040505	Warren Consolidated School District	BBTEP	Awarded 12/18/2003	\$251,374	\$251,374
20040620	Yazaki North America	Center for Quality	Awarded 12/18/2003	\$7,350	\$7,350
20040621	Yazaki North America	Center for Quality	Awarded 12/18/2003	\$4,800	\$4,800
20040626	Yazaki North America	Center for Quality	Awarded 12/18/2003	\$2,850	\$2,850
20040117	Innovative Technical Systems Corp., Northville, MI	Biology	Denied 12/16/2003	\$32,998	\$0
20031130	Michigan Department of Education	Teacher Education	Denied 12/16/2003	\$199,998	\$0
20030709	Michigan Dept of Environmental Quality	Institute for Geospatial Research & Education (IGRE) Chemistry	Denied 12/8/2003	\$151,018	\$0
20030710	Michigan Dept of Environmental Quality	Institute for Geospatial Research & Education (IGRE) Chemistry	Denied 12/8/2003	\$336,204	\$0
20031137	National Institutes of Health	Psychology	Denied 12/2/2003	\$143,000	\$0

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR DECEMBER 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20030838	National Science Foundation	Computer Science	Denied 12/16/2003	\$182,514	\$0
20040111	National Science Foundation	Biology	Denied 12/2/2003	\$254,532	\$
20040420	People and Land	Institute for Geospatial Research & Education (IGRE)	Denied 12/8/2003	\$103,759	\$0
20040219	University of Michigan	Sociology, Anthropology and Criminology	Denied 12/16/2003	\$81,975	\$0
20040329	American Bird Conservancy	Biology	Pending	\$4,680	\$0
20030738	American Chemical Society	Coatings Research Institute	Pending	\$50,000	\$0
20031201	American Society of Colleges & Universities	Undergraduate Studies American Humanics	Pending	\$5,500	\$0
20040541	Ayes, Lewis, Norris, and May, Inc.	Geography & Geology	Pending	\$1,000	\$0
20040328	Canadian Embassy	Geography & Geology	Pending	\$9,990	\$0
20040403	CDM	ICARD	Pending	\$5,500	\$0
20030807	Choice Hotels International Foundation	Campus Life	Pending	\$10,500	\$0
20040410	City of Houston	Center for Regional and National Security	Pending	\$5,100	\$0
20040508	City of Ypsilanti	Political Science	Pending	\$1,200	\$0
20040512	Community Foundation for Southeastern Michigan	Communication & Theatre Arts Lesbian, Gay, Bisexual, Transgender Resource Center	Pending	\$7,500	\$0
20040112	Construction Industry Institute	Industrial Technology	Pending	\$50,000	\$0
20040225	Council of Graduate Schools, Washington DC	Graduate School	Pending	\$10,000	\$0
20021053	Environmental Protection Agency	CEITA	Pending	\$3,000	\$0
20021111	Environmental Protection Agency	Institute for Geospatial Research & Education (IGRE)	Pending	\$89,917	\$0
20040303	Fdtn for Advancemt of Meso-American Studies, Inc	Sociology, Anthropology and Criminology	Pending	\$7,763	\$0
20040405	Ford Foundation	African American Center for Applied Research & Services Sociology, Anthropology and Criminology	Pending	\$6,000	\$0
20040406	Ford Foundation	English Language & Literature	Pending	\$6,000	\$0
20030425	Ford Motor Co.	Office of the Dean of Technology	Pending	\$11,500	\$0

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR DECEMBER 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040603	Grand Valley State University	Office of the Dean of Business	Pending	\$441,194	\$0
20031243	Great Lakes Fisheries Commission	Biology	Pending	\$61,336	\$0
20031250	Hamilton College, NY	Physics & Astronomy	Pending	\$8,580	\$0
20011144	Harry A. & Margaret D. Towsley Foundation	Alzheimer's Education Program	Pending	\$165,784	\$0
20040318	Henry Ford Community College	Mathematics	Pending	\$157,393	\$0
20040418	Individual Inventor	Industrial Technology	Pending	\$5,034	\$0
20040520	Individual Inventor	Industrial Technology	Pending	\$9,052	\$0
20040319	Lesbian Health Fund	Psychology	Pending	\$9,515	\$0
20040226	Merit Network, Inc.	Institute for Geospatial Research & Education (IGRE)	Pending	\$4,900	\$0
20040227	Merit Network, Inc.	Institute for Geospatial Research & Education (IGRE)	Pending	\$6,500	\$0
20040424	Michigan Campus Compact	Undergraduate Education	Pending	\$2,500	\$0
20040506	Michigan Campus Compact	Sociology, Anthropology and Criminology	Pending	\$2,500	\$0
20040301	Michigan Department of Career Development	Business & Technology Education	Pending	\$65,800	\$0
20040304	Michigan Department of Career Development	Business & Technology Education	Pending	\$50,000	\$0
20040315	Michigan Department of Career Development	Business & Technology Education	Pending	\$7,000	\$0
20021232	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Pending	\$46,000	\$0
20040518	Michigan Department of Natural Resources	Biology	Pending	\$10,000	\$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

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR DECEMBER 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20040516	Michigan Space Grant Consortium	Physics & Astronomy	Pending	\$4,227	\$0
20031008	Michigan Technological University	Business & Technology Education	Pending	\$1,238,535	\$0
20040409	Minority Business Development Agency, DOC	Office of the Dean of Business	Pending	\$721,797	\$0
20040115	National Endowment for the Humanities	Learning Resources & Technologies	Pending	\$152,562	\$0
20040412	National Institute of Justice	Sociology, Anthropology and Criminology	Pending	\$34,771	\$0
20031232	National Science Foundation	Interdisciplinary Technology	Pending	\$75,000	\$0
20040104	National Science Foundation	Biology	Pending	\$299,995	\$0
20040109	National Science Foundation	Biology	Pending	\$441,182	\$0
20040118	National Science Foundation	Geography & Geology	Pending	\$48,125	\$0
20040119	National Science Foundation	Psychology	Pending	\$107,507	\$0
20040218	National Science Foundation	Sociology, Anthropology and Criminology	Pending	\$243,121	\$0
20040307	National Science Foundation	Chemistry	Pending	\$191,909	\$0
20040507	National Science Foundation	Coatings Research Institute Interdisciplinary Technology	Pending	\$99,776	\$0
20040540	National Science Foundation	Textiles Research & Training Institute	Pending	\$139,149	\$0
20040601	National Science Foundation	Chemistry	Pending	\$67,429	\$0
20040604	National Science Foundation	Physics & Astronomy	Pending	\$178,393	\$0
20040629	National Science Foundation	Mathematics Teacher Education	Pending	\$11,820,540	\$0
20030825	Office of Research Integrity	Office of Research Development Physics & Astronomy	Pending	\$25,000	\$0
20040144	Proctor and Gamble	Coatings Research Institute Biology	Pending	\$50,000	\$0
20040423	Rockefeller Brothers Fund	Business & Technology Education Office of the Dean of Technology	Pending	\$150,000	\$0

GRANTS AND CONTRACTS  
ACTIVITY REPORT FOR DECEMBER 2003

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20031035	Sam Houston University	Interdisciplinary Technology	Pending	\$69,442	\$0
20040522	The Japan Foundation	Foreign Languages & Bilingual Studies	Pending	\$12,170	\$0
20040127	U. S. Department of Health and Human Services	Social Work	Pending	\$573,031	\$0
20040401	U.S. Department of State	Sociology, Anthropology and Criminology	Pending	\$135,791	\$0
20040602	U.S. Department of State	Political Science	Pending	\$689,958	\$0
20040416	UAW-American Axle Manufacturing	Workforce Education	Pending	\$81,407	\$0
20040417	UAW-American Axle Manufacturing	Workforce Education	Pending	\$176,953	\$0
20040302	UAW-Ford National Programs Center	Workforce Education	Pending	\$748,334	\$0
20040327	University Corporation for Atmospheric Research (Denver)	Teacher Education	Pending	\$101,295	\$0
20031113	University of Michigan	Counseling Services	Pending	\$179,880	\$0
20040514	University of Michigan	Psychology	Pending	\$284,188	\$0
20040135	West Virginia University	Biology	Pending	\$149,585	\$0
20040326	Western Kentucky University	Teacher Education	Pending	\$106,266	\$0

Quantity of Awards: 32  
Sum of Awards: \$1,592,299

Quantity of Pending: 74  
Quantity of Denied: 9



**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 4
DATE:  January 20, 2004

**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 December 31, 2003.

**STAFF SUMMARY**

The new student union building project (Student Center), which includes the demolition of Pine Grove, remains on-hold. At this time, the project has been taken off of the Joint Capital Outlay Subcommittee agenda until further information and resources have been collected. Upon approval, the University and Design-Build team will be poised to sign all contracts which will be placed on file with the Facilities Department and the University will enter into the full contract amounts for the projects listed. The McKenny Union re-assignment project also remains on hold. The University is currently reviewing issues related to the continual deterioration that is occurring in the facility and reviewing options to alleviate these concerns until the project is approved and started.

The Mark Jefferson cooling coil replacement project is in progress. One of the three cooling coils have been removed and replaced. The anticipated completion for the remaining portion of the project is Sept. 2004.

The Campus Concept Plan is being finalized. Timing of presentation to the Board of Regents has been revised, and will occur in March 2004.

The campus classroom upgrade project is continuing with furniture selections, technology improvements and bidding procedures in progress. The anticipated completion for this project is September, 2004.

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

**FISCAL IMPLICATIONS**

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

**ADMINISTRATIVE RECOMMENDATION**

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

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

\_\_\_\_\_  
Date

**CONSTRUCTION PROJECTS PROGRESS REPORT**

December 31, 2003

Projects In Progress (Greater Than Or Equal To \$50,000)	Original Budget	Revised Project Budget	Actual Expenditures To Date	Forecast Of Final Cost	Forecast U/(O) Revised Budget
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**Best Fire Alarm Replacement**

Fund Number: U24600

Projected Completion Date: September 2003

Status: Installation of new fire alarm equipment/devices is completed and functional. Final accounting in progress.

\$ 197,737.00	\$ 197,737.00	\$ 139,282.89	\$ 146,486.81	\$ 51,250.19
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**Brown-Munson Apartment Renovations**

Fund No: A03300

Projected Completion Date: December 2003

Status: Upgrade and modernization of apartments complete under this phase of the project.

\$ 872,841.00	\$ 252,238.00	\$ 252,238.00	\$ 252,238.00	\$ -
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**Buell Modernization**

Fund Number: U22900

Projected Completion Date: September 2005

Status: Window replacement has been completed with the renovation of all of the student rooms in progress.

\$ 682,923.00	\$ 894,111.00	\$ 563,614.02	\$ 894,111.00	\$ -
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**Campus Classroom Upgrade 2003**

Fund Number: U25600

Projected Completion Date: September, 2004

Status: Prioritization of project list is in progress with the bid process beginning for furniture, blinds and whiteboards purchase and installation.

\$ 700,000.00	\$ 700,000.00	\$ 8,159.13	\$ 700,000.00	\$ -
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**Campus Classroom Upgrade 2004**

Fund Number: TBD

Projected Completion Date: September, 2004

Status: Prioritization of project list is in progress. Additional funds have been allocated for furniture and classroom upgrades. Budget reductions to this project are being considered in response to the expected FY 2004 appropriation decrease.

\$ 700,000.00	\$ 700,000.00	\$ -	\$ 700,000.00	\$ -
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**CONSTRUCTION PROJECTS PROGRESS REPORT**

December 31, 2003

Projects In Progress (Greater Than Or Equal To \$50,000)	Original Budget	Revised Project Budget	Actual Expenditures To Date	Forecast Of Final Cost	Forecast U/(O) Revised Budget
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**Campus Classroom Instrumentation Upgrades 2004**

Fund Number: U28750

Projected Completion Date: September, 2004

Status: Prioritization of project list is in progress.

**Campus Master (Concept) Plan**

Fund Number: U26350

Projected Completion Date: January 2004

Status: Presentation of the final concept plan to the Board of Regents is planned for March 2004.

**Cornell Court Apartment Renovations**

Fund No: A03450

Projected Completion Date: December 2003

Status: Upgrade and modernization of apartments complete under this phase of the project.

**Dining Commons III Fire Alarm Replacement**

Fund Number: U24650

Projected Completion Date: September 2003

Status: All repairs and installation of new devices/controls are complete and functional. Final accounting in progress.

**Goddard Transformer Replacement**

Fund Number: U24700

Projected Completion Date: May 2004

Status: Engineering design has been started to replace open buss 4800v transformers.

**Mark Jefferson Elevator Control Repair**

Fund Number: U09400

Projected Completion Date: September 2004

Status: Project has begun with circuit control repairs in progress.

2

**CONSTRUCTION PROJECTS PROGRESS REPORT**

December 31, 2003

Projects In Progress (Greater Than Or Equal To \$50,000)	Original Budget	Revised Project Budget	Actual Expenditures To Date	Forecast Of Final Cost	Forecast U/(O) Revised Budget
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**Mark Jefferson Lighting Upgrade/Energy Conservation Measures**

Fund Number: U27500

Projected Completion Date: September 2004

Status: The repair and replacement of lighting fixtures will be bid. Replacement of T-12 to T-8 fixtures will be completed.

\$ 245,000.00	\$ 245,000.00	\$ -	\$ 245,000.00	\$ -
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**McKenny Reassignment**

Fund Number: U26750

Projected Completion Date: TBD

Status: The project has been placed on-hold until State approval and authorization.

\$ 8,400,000.00	\$ 8,400,000.00	\$ -	\$ 8,400,000.00	\$ -
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**New Student Union**

Fund Number: U26800

Projected Completion Date: TBD

Status: The project has been placed on-hold until State approval and authorization.

\$36,600,000.00	\$36,600,000.00	\$ 101,879.34	\$36,600,000.00	\$ -
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**Parking And Paving 2003**

Fund Number: U17600

Projected Completion Date: September 2004

Status: The softball field project along with all parking lots started last year have been completed. The South Pease parking lot project will commence in the spring, 2004, with an anticipated completion of August, 2004.

\$ 6,644,000.00	\$ 5,444,000.00	\$ 4,497,431.40	\$ 5,444,000.00	\$ -
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**Mark Jefferson Elevator Control And Cable Rebuild**

Fund Number: U27800

Projected Completion Date: September 2004

Status: Modernization of the elevator electrical and mechanical systems.

\$ 270,000.00	\$ 270,000.00	\$ -	\$ 270,000.00	\$ -
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**Quirk Elevator/ADA Improvements**

Fund Number: U27750

Projected Completion Date: September 2004

Status: The design and construction to make Quirk a fully accessible ADA compliant building has begun.

\$ 220,000.00	\$ 220,000.00	\$ -	\$ 220,000.00	\$ -
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**CONSTRUCTION PROJECTS PROGRESS REPORT**

December 31, 2003

**Projects In Progress (Greater Than Or Equal To \$50,000)**

**Mark Jefferson HVAC Unit Coil Replacement**

Fund Number: U26900

Projected Completion Date: September 2004

Status: One air handling unit/cooling coil has been replaced, with the remaining two units to be completed by September 2004.

**Mark Jefferson Cooling Tower Replacement**

Fund Number: U26950

Projected Completion Date: June 2004

Status: Bids have been received and are presently being reviewed.

**Quirk Fire Alarm System Replacement**

Fund Number: U22500

Projected Completion Date: June 2003

Status: New pulls/strobes and communication devices have been installed. The project is complete and operational. Final accounting in progress.

**Security Camera Installation**

Fund No: U22350

Projected Completion Date: March 2003

Status: Installation of new security cameras and equipment in North Campus Lot 1 and adjacent buildings is complete. The system is operational and the final punch list is being completed, and the final project accounting is in progress.

**Sill Renovation For Rooms 107 & 111**

Fund Number: U26300

Projected Completion Date: October 2003

Status: The construction phase has been completed with the installation of furniture and the installation of telecommunications and data also finished. Final accounting in progress.

	Original Budget	Revised Project Budget	Actual Expenditures To Date	Forecast Of Final Cost	Forecast U/(O) Revised Budget
Mark Jefferson HVAC Unit Coil Replacement	\$ 430,000.00	\$ 430,000.00	\$ 6,112.45	\$ 430,000.00	\$ -
Mark Jefferson Cooling Tower Replacement	\$ 280,000.00	\$ 280,000.00	\$ -	\$ 280,000.00	\$ -
Quirk Fire Alarm System Replacement	\$ 99,000.00	\$ 99,000.00	\$ 86,698.49	\$ 99,000.00	\$ -
Security Camera Installation	\$ 50,000.00	\$ 50,000.00	\$ 26,000.00	\$ 50,000.00	\$ -
Sill Renovation For Rooms 107 & 111	\$ 60,000.00	\$ 60,000.00	\$ 32,229.10	\$ 50,000.00	\$ 10,000.00

**CONSTRUCTION PROJECTS PROGRESS REPORT**

December 31, 2003

Projects In Progress (Greater Than Or Equal To \$50,000)	Original Budget	Revised Project Budget	Actual Expenditures To Date	Forecast Of Final Cost	Forecast U/(O) Revised Budget
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**University House**

Fund Number: U07150

Projected Completion Date: June 2003

Status: Project has been completed and is in-use. Final accounting in progress. Paving and landscaping retainage being held through Spring 2004 for warranty coverage.

\$ 3,500,000.00	\$ 3,500,000.00	\$ 3,575,769.89	\$ 3,584,345.62	\$ (84,345.62)
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**Utility Duct Bank Installation/DTE**

Fund Number: G00005 126300

Projected Completion Date: April 2003

Status: The project has been completed and is functional. DTE will invoice EMU for the remaining \$101,200 in January and February 2004.

\$ 539,000.00	\$ 581,200.00	\$ 480,000.00	\$ 581,200.00	\$ -
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**Westview Apartments Renovation**

Fund Number: A03400

Projected Completion Date: December 2003

Status: Upgrade and modernization of apartments complete under this phase of the project.

\$ 119,000.00	\$ 119,000.00	\$ 110,155.00	\$ 110,155.00	\$ 8,845.00
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**601 W. Forest Hot Water Heating System**

Fund Number: U25800

Projected Completion Date: July 2004

Status: System design is in progress.

\$ 85,000.00	\$ 85,000.00	\$ -	\$ 85,000.00	\$ -
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**Campus Security Upgrade**

Fund Number: U23800

Projected Completion Date: July 2003

Status: Complete

\$ 100,000.00	\$ 100,000.00	\$ 90,272.38	\$ 90,272.38	\$ 9,727.62
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**CONSTRUCTION PROJECTS PROGRESS REPORT**

December 31, 2003

Projects In Progress (Greater Than Or Equal To \$50,000)	Original Budget	Revised Project Budget	Actual Expenditures To Date	Forecast Of Final Cost	Forecast U/(O) Revised Budget
<b><u>Campus Site Preservations &amp; Beautification For West Campus</u></b> Fund Number: U23850 Projected Completion Date: June 2004 Status: Paving and landscaping retainage being held through Spring 2004 for warranty coverage.	\$ 900,000.00	\$ 900,000.00	\$ 810,542.94	\$ 900,000.00	\$ -
<b><u>Campus Utility Infrastructure Improvements</u></b> Fund Number: U23750 Projected Completion Date: December 2003 Status: Complete	\$ 200,000.00	\$ 235,368.07	\$ 235,368.07	\$ 235,368.07	\$ -
<b><u>Transitional Zone Prep.</u></b> Fund Number: U23700 Projected Completion Date: June 2004 Status: In progress	\$ 150,000.00	\$ 150,000.00	\$ 124,239.80	\$ 150,000.00	\$ -
<b><u>Cornell Court Apartments Heating Improvements</u></b> Fund Number: U25300 Projected Completion Date: tbd Status: On hold due to budgetary issues.	\$ 76,000.00	\$ 76,000.00	\$ -	\$ 76,000.00	\$ -
<b><u>DC2 Counter And Walk-In Cooler Replacement</u></b> Fund Number: U20679 Projected Completion Date: July 2003 Status: Complete	\$ 54,900.00	\$ 69,874.71	\$ 69,874.71	\$ 69,874.71	\$ -
<b><u>Downing -- Remove And Replace Original Windows</u></b> Fund Number: U25850 Projected Completion Date: September 2003 Status: Final accounting in progress.	\$ 192,000.00	\$ 192,000.00	\$ 152,506.70	\$ 192,000.00	\$ -

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**CONSTRUCTION PROJECTS PROGRESS REPORT**

December 31, 2003

	Original Budget	Revised Project Budget	Actual Expenditures To Date	Forecast Of Final Cost	Forecast U/(O) Revised Budget
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**Projects In Progress (Greater Than Or Equal To \$50,000)**

**Ford -- Remove And Replace Original Windows**

Fund Number: U23900

Projected Completion Date: September 2004

Status: Bid documents are presently being prepared.

\$	297,000.00	\$	297,000.00	\$	-	\$	297,000.00	\$	-
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**Goddard -- Replace Fire Alarm System**

Fund Number: U22650

Projected Completion Date: May 1, 2003

Status: The work has been completed and the final accounting for this project is in progress.

\$	190,000.00	\$	190,000.00	\$	164,929.27	\$	190,000.00	\$	-
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**Hoyt -- Replace Fire Alarm System**

Fund Number: U20680

Projected Completion Date: October 2003

Status: Complete.

\$	188,000.00	\$	209,345.63	\$	209,345.63	\$	209,345.63	\$	-
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**KEEC Dormitory Roof Repairs**

Fund Number: U28250

Projected Completion Date: September 2004

Status: Work in progress to add roof framing and sheathing to the original structure.

\$	104,758.00	\$	104,758.00	\$	13,260.56	\$	104,758.00	\$	-
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**Olds Rec. Center -- Stabilize And Repair Wall**

Fund Number: U17200

Projected Completion Date: September 2004

Status: In progress

\$	80,000.00	\$	80,000.00	\$	1,181.00	\$	80,000.00	\$	-
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**Pray Harrold -- Repair Southeast Entrance**

Fund Number: U27250

Projected Completion Date: December 2003

Status: The work has been completed and the final accounting for this project is in progress.

\$	134,105.00	\$	134,105.00	\$	67,946.57	\$	134,105.00	\$	-
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**CONSTRUCTION PROJECTS PROGRESS REPORT**

December 31, 2003

Projects In Progress (Greater Than Or Equal To \$50,000)	Original Budget	Revised Project Budget	Actual Expenditures To Date	Forecast Of Final Cost	Forecast U/(O) Revised Budget
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**Pray Harrold -- Reconstruct The Concrete Floor On The Southwest Side**

Fund Number: U24550  
 Projected Completion Date: September 2003  
 Status: Complete

\$ 100,000.00	\$ 125,662.00	\$ 125,662.00	\$ 125,662.00	\$ 125,662.00	\$ -
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**Rackham HVAC And Electrical System Upgrades**

Fund Number: U21150  
 Projected Completion Date: August 2004  
 Status: In progress

\$ 93,559.00	\$ 105,559.00	\$ 101,934.01	\$ 105,559.00	\$ -	\$ -
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**Rackham -- Replace Fire Alarm System**

Fund Number: U20663  
 Projected Completion Date: September 2003  
 Status: The work has been completed and the final accounting for this project is in progress.

\$ 100,000.00	\$ 100,000.00	\$ 95,560.64	\$ 100,000.00	\$ -	\$ -
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**Sill Hall Roof And Flashing Repairs**

Fund Number: U21600  
 Projected Completion Date: August 2004  
 Status: Scope of work presently being defined.

\$ 65,000.00	\$ 65,000.00	\$ 3,867.63	\$ 65,000.00	\$ -	\$ -
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**Tunnel System -- Repair Condensate And Steam Leaks**

Fund Number: U21850  
 Projected Completion Date: August 2004  
 Status: Repair of steam and condensate line leaks are being completed.

\$ 50,000.00	\$ 50,000.00	\$ 34,296.67	\$ 50,000.00	\$ -	\$ -
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**Tunnel System -- Repair/Replace Steam Pipe Supports**

Fund Number: U22550  
 Projected Completion Date: August 2004  
 Status: Repair of structural steam metal supports and standards as required are on-going.

\$ 55,000.00	\$ 55,000.00	\$ 42,688.03	\$ 55,000.00	\$ -	\$ -
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**CONSTRUCTION PROJECTS PROGRESS REPORT**

December 31, 2003

Projects In Progress (Greater Than Or Equal To \$50,000)	Original Budget	Revised Project Budget	Actual Expenditures To Date	Forecast Of Final Cost	Forecast U/(O) Revised Budget
<b><u>Westview Apts. Heating Maintenance For Fiscal Year 2003</u></b> Fund Number: U25250 Projected Completion Date: August 2004 Status: The repair of Westview apartment units, including mechanical controls and electrical repairs, is on-going.	\$ 80,000.00	\$ 80,000.00	\$ -	\$ 80,000.00	\$ -
<b><u>Westview Apts. Heating Maintenance For Fiscal Year 2004</u></b> Fund Number: U25350 Projected Completion Date: August 2004 Status: The repair of Westview apartment units, including mechanical controls and electrical repairs, is on-going.	\$ 184,000.00	\$ 109,000.00	\$ -	\$ 109,000.00	\$ -
<b><u>Technology Infrastructure Enhancement</u></b> Fund Number: U28850 Projected Completion Date: March 2004 Status: Purchasing Committee Approved Wiltec on December 16, 2003.	\$ 464,500.00	\$ 312,400.00	\$ -	\$ 312,400.00	\$ -
<b>TOTAL PROJECTS IN PROGRESS</b>	\$65,396,386.00	\$63,587,618.41	\$12,473,872.98	\$63,574,141.22	\$ 13,477.19

**Notes:**

1. Revised Project Budget equals the Original Budget plus all approved changes to the budget.
2. Projects are added to the report when a funding source has been identified and a plant fund account authorized and assigned to the project.
3. The project status will be reported as "Completed" when the "actual expenditures to date" equals the "forecast", with no additional expenditures or work anticipated on the project.
4. A project whose status has been reported as complete to the Board, will be removed from the report for the next Board meeting.

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**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 5
DATE: January 20, 2004

**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 December 31, 2003, be received and placed on file.

**STAFF SUMMARY**

The Student Accounts Receivable Ratio Analysis reflects that the December 31, 2003 net receivable balance is \$22,159,000 or 16.87 percent of revenue as compared to \$13,239,000 or 11.38 percent of revenue as of December 31, 2002, which is a 5.49 percent increase. The report shows an increase of 1.75 percent as compared to the five-year average of percent.

The large variance between this year and last year is caused by a difference in billing dates for the winter semester from one year to the next. The winter 2003 bill due date was December 17 while the winter 2004 bill due date was January 6. The 2004 due date was delayed two weeks because of Banner implementation. The University is working to get the student bill due dates back in line with the established schedule, and hope to accomplish this within the next two months.

**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

	2002-03		2003-04		5 Year Average		5 Year Average	
	Revenue	Net Receivable	Revenue	Net Receivable	Percent	Percent	Percent	Percent
July	\$ 53,949	\$ 49,708	\$ 59,893	\$ 65,059	92.14%	70.61%	108.63%	68.70%
August	60,783	29,549	67,734	32,961	48.61%	48.90%	48.66%	50.20%
September	63,937	19,313	71,290	24,673	30.21%	33.44%	34.61%	34.34%
October	64,898	12,540	71,669	14,901	19.32%	20.40%	20.79%	20.65%
November	97,391	45,709	76,078	15,001	46.93%	23.29%	19.72%	23.74%
December	116,363	13,239	131,317	22,159	11.38%	15.47%	16.87%	15.12%
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 December 31, 2003**

**Aging Report**

	Current	60-120 Days	121-180 Days	181-360 Days	Total
Gross Receivable	\$15,763,148	\$2,655,398	\$3,334,040	\$1,920,358	\$23,672,944
Allowance	151,381	227,072	378,454	756,907	1,513,815
Net Receivable	\$15,611,767	\$2,428,326	\$2,955,586	\$1,163,451	\$22,159,129
12/31/02 Balance	\$8,108,199	\$1,914,191	\$2,337,171	\$879,225	\$13,238,786

**Revenue Summary**

	Fiscal Year To Date	Prior Year To Date	Variance
<u>General and Designated Fund Revenue</u>			
Tuition & Required Fees	\$106,322,105	\$93,882,864	13.25%
Other Student Fees	2,151,972	1,798,616	19.65%
Total	108,474,077	95,681,480	13.37%
<u>Other Funds Revenue</u>			
Room & Board	21,048,199	19,263,184	9.27%
Miscellaneous	1,794,342	1,418,251	26.52%
Total	22,842,541	20,681,435	10.45%
Total Revenue	\$131,316,618	\$116,362,915	12.85%

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

Agency	Cumulative Inventory @ December 2003	Cumulative Inventory @ December 2002
AssetCare	-	-
Credit Bureau of Ypsilanti	1,402,091	1,885,745
Enterprise Recovery	3,346,864	2,870,101
General Revenue Corporation	2,740,367	1,633,295
H. W. Ketchum Collection	(1,318)	1,269,655
Immediate Credit Recovery	-	1,121
National Enterprise Systems	2,281,350	1,362,742
World Credit, Inc.	684	684
<b>TOTALS</b>	<b>\$9,770,037</b>	<b>\$9,023,342</b>
Five Year Revenue	\$606,170,248	\$547,849,748
Five Year % of Revenue	1.61%	1.65%

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**Eastern Michigan University**  
Collection Agency Comparison

**Net Assignments**

Agency	Y-T-D December 2003	Y-T-D December 2002
AssetCare	-	-
Credit Bureau of Ypsilanti	6,181	(1,337)
Enterprise Recovery	108,433	731,893
General Revenue Corporation	383,142	452,580
H. W. Ketchum Collection	29	(38,179)
Immediate Credit Recovery	-	(3,616)
National Enterprise Systems	26,286	1,052,525
World Credit, Inc.	-	722
<b>TOTALS</b>	<b>\$524,070</b>	<b>\$2,194,588</b>

**Recoveries**

Agency	Y-T-D December 2003	Y-T-D December 2002
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	34,006	58,914
Enterprise Recovery	165,996	252,284
General Revenue Corporation	145,265	193,933
H. W. Ketchum Collection	1,346	12,781
Immediate Credit Recovery	-	1,406
National Enterprise Systems	122,442	112,746
World Credit, Inc.	-	38
<b>TOTALS</b>	<b>\$469,055</b>	<b>\$632,102</b>

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**Eastern Michigan University**  
Collection Agency Comparison

**Collection Expense**

Agency	Y-T-D December 2003	Y-T-D December 2002
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	20,249	23,107
Enterprise Recovery	42,089	62,490
General Revenue Corporation	40,423	51,929
H. W. Ketchum Collection	673	3,429
Immediate Credit Recovery	-	375
National Enterprise Systems	46,988	39,376
World Credit, Inc.	-	19
<b>TOTALS</b>	<b>\$150,422</b>	<b>\$180,725</b>

5.



**Eastern Michigan University**  
**Collection Agency Inventory Rollforward**  
**2003-04**

Agency	Beginning Inventory November 2003	+December 2003 Assignments	-December 2003 Recoveries	=Ending Inventory December 2003
AssetCare	\$ -	\$ -	\$ -	\$ -
Credit Bureau of Ypsilanti	1,405,297	-	3,206	1,402,091
Enterprise Recovery	3,341,201	61,035	55,373	3,346,863
General Revenue Corporation	2,750,010	7,942	17,588	2,740,363
H. W. Ketchum Collection	(9,030)	-	-	(9,030)
Immediate Credit Recovery	-	-	-	-
National Enterprise Systems	2,308,375	(4,030)	15,280	2,289,065
World Credit, Inc.	684	-	-	684
<b>TOTALS</b>	<b>\$9,796,538</b>	<b>\$64,946</b>	<b>\$91,447</b>	<b>\$9,770,037</b>

**2002-03 (Prior Year)**

Agency	Beginning Inventory November 2002	+December 2002 Assignments	-December 2002 Recoveries	=Ending Inventory December 2002
AssetCare	\$ -	\$ -	\$ -	\$ -
Credit Bureau of Ypsilanti	1,883,138	2,608	-	1,885,746
Enterprise Recovery	3,263,608	(8,064)	53,060	3,202,485
General Revenue Corporation	1,689,566	(18,956)	37,315	1,633,295
H. W. Ketchum Collection	955,138	(17,868)	-	937,270
Immediate Credit Recovery	4,036	(2,829)	87	1,120
National Enterprise System	1,362,987	(247)	-	1,362,741
World Credit, Inc.	684	-	-	684
<b>TOTALS</b>	<b>\$9,159,159</b>	<b>(\$45,356)</b>	<b>\$90,461</b>	<b>\$9,023,342</b>

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: <i>b</i>
DATE: January 20, 2004

**RECOMMENDATION**

**FISCAL 2004 GENERAL FUND BUDGET STATUS REPORT**

**ACTION REQUESTED**

It is requested that the Fiscal 2004 General Fund Budget Interim Status Report as of November 30, 2003 be accepted and placed on file.

**STAFF SUMMARY**

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

As a result of executive order # 2003-23, FY04 appropriations from the State of Michigan will be reduced by 5% or \$3,943,700. Payments over the remainder of the fiscal year will reflect the reduced level.

Combined Official Summer and year-to-date Fall 2003 enrollments total 282,795 Student Credit Hours(SCH), versus plan of 288,339 SCH. Tuition and fee revenues to-date are below plan by approximately \$760,000 for summer and fall.

Other revenue collections to date are consistent with the plan.

General Fund expenditures and transfers are accumulating according to plan at \$81.2 million.

Salaries and wages have been closely managed within budget. Staff salary savings, which result from position vacancies, are expected to meet plan.

Reductions in spending are consistent with the loss of appropriation and tuition revenues.

**FISCAL IMPLICATIONS**

Revenues and Expenditures are generally consistent within the operating plan except as noted. The reduction in appropriation funding from the State of Michigan and tuition shortfalls will be offset by reductions in spending authorization. It is anticipated that a balanced budget will be realized at year-end.

**ADMINISTRATIVE RECOMMENDATION**

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

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

\_\_\_\_\_  
Date

1.

**Fiscal 2004 General Fund Interim Budget Status Report  
July 1, 2003 through November 30, 2003**

The General Fund budget interim status report compares budget to actual revenues and expenditures. The data contained within represents posted activity to the Financial System through November 30, 2003. Reported enrollments include official summer and late fall term. Winter enrollment reporting is excluded from this review.

**Summary**

Through November, expenditures continue to accumulate at the originally planned rate. Tuition and fee revenue through fall 2003 is short of the plan by \$760,000 which projected through winter and spring terms, could result in a tuition shortfall for the year of \$1.8 million. The State of Michigan has reduced the current year appropriation to the University by 5% or \$3,943,674. A contingency plan reducing operating budgets by \$5.8 million is being developed and executed to bring revenues and expenditures into balance.

**REVENUES**

In June of 2003 the Board of Regents approved the General Fund Revenue budget of \$197,207,676.

General Fund Revenue Budget	\$197,207,676
Prior Year Carry forward Authorizations	<u>\$5,976,979</u>
Revised Spending Budget	<b><u>\$203,184,655</u></b>

Appropriation Reduction to Base (5% of Base)	(\$3,943,674)
Tuition/Fee Projected Shortfall	<u>(\$1,800,000)</u>

Revised Revenue Expectation **\$197,440,981**

Prior year carry-forward authorizations, the appropriation reduction and tuition shortfall is expected to reduce revenue to \$197,440,981.

Through the end of this reporting period, \$78.2 million in current year has been recorded versus the plan of \$78.9 million.

**Appropriation**

The University's FY2003 appropriation from the State of Michigan, as originally approved in June of this year, totaled \$78,873,480. Executive order 2003-23, proposed by the Governor with legislative approval, will reduce the university's base appropriation by 5% or \$3,943,674. The revised appropriation expectation now totals \$74,929,806.

Through November, \$14.3 million or 18.2% of the revised appropriation budget has been received. Planned revenues were forecast at \$14.3 million through the same period. Accumulations are within plan.

The appropriation reduction, once enacted, is expected to be spread equally over the remaining payments to the University.

**Enrollments/Tuition**

The original Enrollment Plan forecasted 574,074 student credit hours representing \$110,540,174 in tuition and fee revenue net of uncollectables.

Tuition revenues for summer and unofficial fall terms is \$760,000 short of plan at \$54.4 million, on 282,795 SCH versus the plan of 288,339 SCH. The tuition shortfall is largely a result of international student losses, attributable to geo-political and economic factors and a variance from plan in mix between graduate and undergraduate enrollment.

**Other Revenues**

Other General Fund revenues, including miscellaneous student fees (Library, registration fees, etc.) are accumulating at normal rates.

**EXPENDITURES**

The Board of Regents approved the fiscal 2004 General Fund operating budget in June of 2003 totaling \$197,196,980. In September of 2003 the Board authorized carry forwards from the prior year of \$5,976,979, increasing the spending authority to \$203,173,960.

The reduction in appropriation funding and projected tuition shortfalls to plan this year will result in the need for expenditure reductions of \$5.8 Million, reducing the planned spending authorization to \$197.4 million.

General Fund Operating Budget	\$197,196,980
Carry forward Authorizations	<u>\$5,976,979</u>
Total Original Spending Authority	<b><u>\$203,173,960</u></b>
Planned Expenditure Reductions	(\$5,800,000)
Revised FY04 Spending Authority	<b><u>\$197,373,960</u></b>

General Fund expenditures and transfers total \$81.2 million or 39.9% of the total spending authorization. Planned expenditures through November totaled \$81.6 million, which represents 40.1% of the adjusted budget. This level of spending is consistent with historical experience.

Overall spending to date is generally consistent with the plan.

### **Personal Services**

Personal service budgets and authorized positions are centrally controlled and closely monitored. Authorized positions and expenditures for both faculty and staff are within plan. To-date total compensation for faculty, staff and other personal services totals \$54.4 million versus the planned level of \$55.2 million.

Staff salary savings from vacant positions have fallen sharply. At the end of the November reporting period, 44.0 FTE were unfilled versus 89.2 FTE unfilled last year at this time. This planned reduction in work force was a direct result of the \$8.8 million FY04 appropriation reduction. Staff salary recoupment, including benefits, is still expected to meet plan.

### **SS&M/Travel/Equipment**

Support expenditures to date are occurring at a rate slightly faster than our historical experience. We anticipate utility costs to exceed plan based upon significant increases in water and fuel costs and electric consumption. Expenditures are generally consistent within normal parameters.

### **Financial Aid**

Financial aid expenditures total \$ 7.2 million or 48.4% of the funding provided. The Office of Financial Aid anticipates that all financial aid resources will be distributed as planned.

### **Extended Programs**

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

Continuing Education/Extended Learning program expenditures total \$5.4 million or 45% of the \$12.0 million budget. Tuition revenue to-date of \$8.7 million represents 72% of the \$12.2 million revenue plan. Enrollments and operations at this time are consistent with the operating plan.

### **Expenditure Reduction Planning**

The funding shortfall in the current fiscal year is forecast at \$5.8 million. Expenditure reductions and revenue enhancements offset this anticipated shortfall. Expenditure reductions will be accomplished using both base and non-recurring sources. These include non-recurring carry forward balances, delays in executing non-revenue enhancing strategic initiatives, use of available reserves and elimination or reduction in funding for SS&M, Equipment and Travel. Base (recurring) actions include personnel reductions and other benefit cost avoidances including reduced MPERS health care.

## CONCLUSION

After 5 months, subject to the exceptions previously identified, revenues and expenditures are generally consistent with the operating plan. Actions are being taken to reduce spending in line with the anticipated tuition shortfall to plan and appropriation funding reduction.

The contingency plans to balance this year operations are being put finalized with reductions in both base and non-base expenditures.

1/09/2004 gbor04nov1c	EASTERN MICHIGAN UNIVERSITY GENERAL FUND BUDGET INTERIM STATUS REPORT JULY-NOVEMBER										YTD Actual O/(U) Plan		
	FISCAL 2004 Original Budget		FY2004 Budget Revision		FY2004 Revised Budget		FY2004 Actual 11/30/03		FY2004 % of Budget			Historically Derived Plan Avg % of Budget YTD Plan	
	FY2004 Original Budget	FY2004 Budget Revision	FY2004 Revised Budget	FY2004 Actual 11/30/03	FY2004 % of Budget	Historically Derived Plan Avg % of Budget	YTD Plan						
<b>Revenues</b>													
Appropriation	\$78,873,480	\$0	\$78,873,480	\$14,340,602	18.18%	18.18%	14,340,602	0					
Tuition and Fees*	\$110,540,174	\$0	\$110,540,174	\$54,434,840	49.24%	49.24%	55,192,339	(757,499)					
Other Revenue	\$6,833,522	\$0	\$6,833,522	\$3,482,380	50.96%	49.29%	3,368,515	113,865					
Designated Fund Transfer	\$960,500	\$0	\$960,500	\$0	0.00%	0.00%	0	0					
<b>Total Revenue</b>	<b>\$197,207,676</b>	<b>\$0</b>	<b>\$197,207,676</b>	<b>\$72,257,822</b>	<b>37.41%</b>	<b>36.90%</b>	<b>72,901,456</b>	<b>(643,634)</b>					
Carry-Forward Funding		\$5,976,980	\$5,976,980	\$5,976,980	100.00%	100.00%	5,976,980	0					
<b>Total Approved Funding</b>	<b>\$197,207,676</b>	<b>\$0</b>	<b>\$203,184,656</b>	<b>\$78,234,802</b>	<b>39.25%</b>	<b>38.80%</b>	<b>78,878,436</b>	<b>(643,634)</b>					
<b>Expenditures</b>													
Faculty Salaries	\$58,999,904	(\$41,093)	\$58,958,811	\$20,938,751	35.51%	36.05%	21,266,932	(328,181)					
Staff Salaries	\$43,395,500	\$695,984	\$44,091,484	\$18,903,291	42.87%	42.10%	18,562,515	340,776					
Other Personal Services	\$1,648,494	\$32,007	\$1,680,501	\$876,759	52.17%	62.58%	1,031,639	(154,880)					
Student Help	\$6,809,033	\$106,241	\$6,915,274	\$3,218,283	46.54%	40.01%	2,724,315	493,968					
Benefits	\$35,476,622	\$449,536	\$35,926,158	\$14,223,400	39.59%	39.70%	14,262,685	(39,285)					
<b>Sub-Total Compensation</b>	<b>\$146,329,553</b>	<b>\$1,242,675</b>	<b>\$147,572,228</b>	<b>\$58,160,484</b>	<b>39.41%</b>	<b>39.10%</b>	<b>57,848,086</b>	<b>312,398</b>					
SS&M/Travel/Equipment	\$28,278,862	\$4,641,686	\$32,920,548	\$12,515,042	38.02%	39.43%	12,982,037	(466,995)					
Utilities	\$4,791,559	\$157,000	\$4,948,559	\$1,798,054	36.33%	32.60%	1,613,430	184,624					
Financial Aid	\$14,809,453	\$10,236	\$14,819,689	\$7,170,588	48.39%	49.45%	7,328,277	(157,689)					
Distribution to EMU Foundat	\$1,902,336	\$0	\$1,902,336	\$1,850,000	97.25%	100.00%	1,850,000	0					
Recharges	(\$2,000,000)	(\$132,678)	(\$2,132,678)	(\$884,448)	41.47%	38.11%	(812,731)	(71,717)					
General Fee Transfers	\$0	(\$571,473)	(\$571,473)	(\$978,181)	171.47%	116.00%	(978,181)	0					
Other Transfers	\$3,085,217	\$629,534	\$3,714,751	\$1,525,996	41.08%	47.80%	1,775,691	(249,695)					
<b>Sub-Total Operating Exp.</b>	<b>\$50,867,427</b>	<b>\$4,734,305</b>	<b>\$55,601,732</b>	<b>\$22,997,051</b>	<b>41.36%</b>	<b>42.70%</b>	<b>23,758,524</b>	<b>(\$761,473)</b>					
<b>Total Expenditures</b>	<b>\$197,196,980</b>	<b>\$5,976,980</b>	<b>\$203,173,960</b>	<b>\$81,157,535</b>	<b>39.94%</b>	<b>40.10%</b>	<b>81,606,610</b>	<b>(449,075)</b>					
* Tuition YTD revenues includes only Summer & Fall FY03 budget carryover approved @ 9/03 Board Meeting													

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 7
DATE: January 20, 2004

**RECOMMENDATION**

**REPORT: Information and Communications Technology Initiatives**

**ACTION REQUESTED**

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

**STAFF SUMMARY**

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

All initiatives are currently meeting schedule targets and budgets.

**FISCAL IMPLICATIONS**

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

**ADMINISTRATIVE RECOMMENDATION**

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

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

\_\_\_\_\_  
Date



## **ICT STRATEGIC INITIATIVES PROGRESS REPORT**

**November 15, 2003 through January 7, 2004**

### **ENTERPRISE NETWORKING INFRASTRUCTURE**

- Fiber Optic upgrades planned and engineered. Bid has been awarded.

### **FACULTY, STAFF AND STUDENT LAB PC REFRESHMENT**

- 355 Intel and 40 Apple systems replaced.

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

- **Student**
  - Process Improvement Assessment completed December 11, 2003.
- **Financial Aid**
  - Tentatively scheduled Process Improvement Assessment for three days between January 26 and February 5, 2004.
- **Finance**
  - Process Improvement Assessment report received 11/21/03.
- **Advancement**
  - Conversion of gift and pledge data in progress.
- **Human Resources**
  - Scheduled Process Improvement Assessment – February 3-5, 2004

### **WebCT / Campus Pipeline / Banner Integration**

- WebCT Vista training opened to all faculty.

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

- 12 eFellows applications received and funded for Winter, 2004.

EASTERN MICHIGAN UNIVERSITY  
ICT INITIATIVE  
NOVEMBER 2003 STATUS

	Actual		FY 2004		FY 2005 - FY 2006 Projected		Total		Total		Total Projection O/(U) Plan
	FY 2002		Forecast		FY 2005		2002 - 2006 Plan		2002 - 2006 Projection		
	Revised Plan	Forecast	Forecast O/(U) Plan	Forecast O/(U) Plan	FY 2005	FY 2006	2002 - 2006 Plan	2002 - 2006 Projection	2002 - 2006 Projection		
<b>Sources Of Funding</b>											
FY 2000 Supplemental/Other Carryover	\$2,547,092	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$2,547,092	\$47,092		
LRT Carry-over	659,032	0	0	0	0	0	550,000	659,032	109,032		
Gift Revenue	0	0	0	0	0	0	190,000	0	(190,000)		
Loan (Internal Or External)	0	1,633,535	1,741,374	343,802	(765,618)	(1,211,719)	0	0	0		
Technology Fee (\$10 Per Credit Hour)	5,290,413	5,449,104	5,093,970	5,448,662	5,448,662	5,448,662	25,215,151	27,085,503	1,870,352		
<b>Total Sources Of Funding</b>	<b>\$8,496,537</b>	<b>\$7,082,639</b>	<b>\$6,835,344</b>	<b>\$5,792,464</b>	<b>\$4,683,044</b>	<b>\$4,236,943</b>	<b>\$28,455,151</b>	<b>\$30,291,627</b>	<b>\$1,836,476</b>		

	Actual		FY 2004		FY 2005 - FY 2006 Projected		Total		Total		Total Projection O/(U) Plan
	FY 2002		Forecast		FY 2005		2002 - 2006 Plan		2002 - 2006 Projection		
	Revised Plan	Forecast	Forecast O/(U) Plan	Forecast O/(U) Plan	FY 2005	FY 2006	2002 - 2006 Plan	2002 - 2006 Projection	2002 - 2006 Projection		
<b>Uses Of Funding</b>											
Infrastructure	\$1,233,320	\$1,797,141	\$1,964,539	\$1,919,074	\$1,665,000	\$0	\$6,660,000	\$6,614,535	\$(45,465)		
Computer Refreshment	770,975	954,722	1,274,303	1,274,303	1,000,000	1,000,000	5,000,000	5,000,000	0		
Portal/Applications	3,876,877	3,228,370	1,715,831	1,238,215	619,696	13,075	8,678,540	8,976,233	297,693		
Tech/Support Staff	0	129,687	0	166,400	173,056	179,978	0	649,121	649,121		
Professional Development/Training	0	155,850	483,150	213,000	213,000	213,000	1,065,000	794,850	(270,150)		
Extended Student Lab Hours	31,811	50,948	153,241	81,775	85,100	88,500	409,600	338,134	(71,466)		
<b>Sub-Total Non-LRT Uses</b>	<b>\$5,912,983</b>	<b>\$6,316,718</b>	<b>\$5,591,064</b>	<b>\$4,892,767</b>	<b>\$3,755,852</b>	<b>\$1,494,553</b>	<b>\$21,813,140</b>	<b>\$22,372,873</b>	<b>\$559,733</b>		
Learning Resource Tech. Operations	801,203	727,835	935,298	845,534	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	1,788,330	1,808,185	19,855		
Interest	0	12,252	308,982	54,163	47,836	18,176	595,459	132,427	(463,032)		
<b>Total Uses Of Funding</b>	<b>\$7,448,401</b>	<b>\$8,130,775</b>	<b>\$6,835,344</b>	<b>\$5,792,464</b>	<b>\$4,683,044</b>	<b>\$2,377,259</b>	<b>\$28,455,151</b>	<b>\$28,431,943</b>	<b>\$(23,208)</b>		

<b>Net Sources/Uses</b>	
Net Sources/(Uses) In Fiscal Year	\$1,048,136
ICT Initiative Carryforward Reserve	0
Reserve Adj. For Net Sources/(Uses)	\$1,048,136

<b>Technology Loan</b>	
Approved Technology Loan	\$2,350,000
Actual/Forecast Technology Loan	0

Approved Technology Loan	\$0
Actual/Forecast Technology Loan	\$0

Approved Technology Loan	\$0
Actual/Forecast Technology Loan	\$0

2.

SECTION: 8

DATE:

January 20, 2004

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

**RECOMMENDATION**

**ADMINISTRATIVE PROFESSIONAL TRANSFER**

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

**ACTION REQUESTED**

It is recommended that the Board of Regents approve one (1) Administrative/Professional transfer at the rank, salary, and effective date shown on the attached listing.

**FISCAL IMPLICATIONS**

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

**ADMINISTRATIVE RECOMMENDATION**

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

\_\_\_\_\_  
University Executive Officer  
Provost and Vice President for Academic Affairs

\_\_\_\_\_  
Date

**ADMINISTRATIVE PROFESSIONAL TRANSFERS**

<u>Last Name</u>	<u>First Name</u>	<u>Race/Gender</u>	<u>Rank</u>	<u>Salary</u>	<u>Department</u>
Morgan	Elisabeth	W/F	AP13a	\$88,000.00	Foreign Languages & Bilingual Studies

## ADMINISTRATIVE PROFESSIONAL TRANSFER

<u>Name</u>	<u>Race</u>	<u>Gender</u>
<u>Elisabeth Morgan</u>	W	F

Department Head in the Department of Foreign Languages and Bilingual Studies effective January 1, 2004 at an annual base salary of \$88,000.00.

### Education

Ph.D.	State University of New York at Buffalo, 2/1990
Ed.M.	State University of New York at Buffalo, 9/1984
B.A.	Potsdam College, June 1980

### Experience

2002-Present	Interim Academic Dept Head, Department of Foreign Languages and Bilingual Studies, Eastern Michigan University
2000-2002	Undergraduate Studies Coordinator, Professor
8/94 - 7/00	<b>Associate Professor</b> Department of Foreign Languages and Bilingual Studies, Eastern Michigan University
1/91 - 8/94	<b>Assistant Professor</b> Department of Foreign Languages and Bilingual Studies, Eastern Michigan University
9/90 - 12/90	<b>Lecturer</b> , English Language Institute, Wayne State University, Detroit, Michigan
8/89 - 8/90	<b>Lecturer</b> Certificate Program in Teaching English as a Foreign Language, Intensive English Language Institute, University at Buffalo
1/87 - 8/90	<b>Senior Lecturer</b> , Intensive English Language Institute, University at Buffalo
9/87 - 5/89	<b>Lecturer</b> , Department of Learning and Instruction, University at Buffalo

**BOARD OF REGENTS  
EASTERN MICHIGAN UNIVERSITY**

<b>SECTION:</b> 9
<b>DATE:</b> 1/20/04

**RECOMMENDATION**

**STAFF APPOINTMENTS**

**ACTION REQUESTED**

It is recommended that the Board of Regents approve 14 staff appointments for the reporting period of November 14, 2003 through December 31, 2003.

**STAFF SUMMARY**

Of the 14 appointments, 7 (50 percent) are females, 7 (50 percent) are males. Demographics of the total group indicate 10 Caucasians (71 percent), 3 African Americans (22 percent) and 1 Hispanic (7 percent).

**FISCAL IMPLICATIONS**

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

**ADMINISTRATIVE RECOMMENDATION**

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

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

\_\_\_\_\_  
Date

EASTERN MICHIGAN UNIVERSITY  
STAFF APPOINTMENTS

DATE: 1/2/04 BOARD REPORT

ALPHABETICAL LISTING WITHIN CLASSIFICATION LEVEL WITHIN EMPLOYEE GROUP

NAME	DEPARTMENT	E CLASS	GRADE	JOB TITLE	HIRE DATE	ANN. SALARY	%	RACE	SEX	REASON
Bush, Bradford	Intercollegiate Athletics	AC	12	Asst. Coach, Football	12/16/2003	\$42,264.00	100	WH	M	HIRE - NEW STAFF/FACULTY
Isphording, Scott	Intercollegiate Athletics	AC	12	Asst. Coach, Football	12/16/2003	\$42,264.00	100	WH	M	HIRE - NEW STAFF/FACULTY
MacPherson, Matthew	Intercollegiate Athletics	AC	12	Asst. Coach, Football	12/16/2003	\$41,764.00	100	WH	M	HIRE - NEW STAFF/FACULTY
Symington, Christopher	Intercollegiate Athletics	AC	12	Asst. Coach, Football	12/16/2003	\$55,000.00	100	WH	M	HIRE - NEW STAFF/FACULTY
Genyk, Jeff G	I/C Ath Admin	AC	18	Head Coach (Fib/Men's Bsktbl)	12/01/2003	\$133,000.00	100	WH	M	HIRE - NEW STAFF/FACULTY
Rebennack, Elizabeth J	Center For Quality	CS	04	Secretary II	12/08/2003	\$23,113.00	100	WH	F	HIRE - NEW STAFF/FACULTY
Romick, Nancy L	Psychology	CS	04	Secretary II	11/24/2003	\$23,113.00	100	HI	F	HIRE - NEW STAFF/FACULTY
Adams, Terry L	Custodial Services	FM	06	Custodian	11/30/2003	\$22,318.40	100	WH	F	HIRE - NEW STAFF/FACULTY
Harrell II, Michael D	Dining Services	FM	06	Cook	11/19/2003	\$26,291.20	100	WH	M	HIRE - NEW STAFF/FACULTY
Collier, Sonya	Icard	PT	06	Site Coordinator	12/23/2003	\$22,105.00	80	BL	F	HIRE - NEW STAFF/FACULTY
Harris, Crystal	Physical Plant	PT	06	Custodian	12/07/2003	\$22,318.00	100	WH	F	HIRE - NEW STAFF/FACULTY
Stevens, Claresta	Grant Accounting	PT	06	Accountant I	11/17/2003	\$31,638.00	100	BL	F	HIRE - NEW STAFF/FACULTY
Taylor, Margaret	Heer	PT	06	Administrative Assistant II	11/26/2003	\$27,630.78	100	WH	F	HIRE - NEW STAFF/FACULTY
King, Eric A	Ce Reg Ctr Detroit	PT	08	Mgr CE/Detroit Program	11/17/2003	\$36,500.00	100	BL	M	HIRE - NEW STAFF/FACULTY

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

SECTION: 10

DATE: 1/20/04

**RECOMMENDATION**

**SEPARATIONS/RETIREMENTS**

**ACTIONS REQUESTED**

It is recommended that the Board of Regents approve 15 separations and retirements for the reporting period November 14, 2003 through December 31, 2003.

**STAFF SUMMARY**

Of the 15 separations and retirements there are 4 (27 percent) females and 11 (73 percent) males. Demographics of the total group indicate 7 Caucasians (48 percent), 6 African Americans (40 percent), 1 Hispanics (6 percent) and 1 American Indian or Alaskan Native (6 percent).

**FISCAL IMPLICATIONS**

None

**DECEASED**

Kathleen Kootsillas/C.O.E. Clinic, Senior Secretary

**ADMINISTRATIVE RECOMMENDATION**

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

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

\_\_\_\_\_  
Date



EASTERN MICHIGAN UNIVERSITY  
SEPARATIONS & RETIREMENTS

DATE: 1/2/04 BOARD REPORT

ALPHABETICAL LISTING WITHIN CLASSIFICATION LEVEL WITHIN EMPLOYEE GROUP

SEPARATION

NAME	DEPARTMENT	E CLASS	GROUP	JOB TITLE	HIRE DATE	ANN. SALARY %	RACE	SEX	REASON	
Diaco, Robert	I/C Ath Admin	AC	12	Asst Coach(Ftbl/Mn-Wm Bsktbl)	3/1/2001	\$ 51,500.00	100	WH	M	TERM AT WILL SEPARATION
Elston, Joseph M	I/C Ath Admin	AC	12	Asst Coach(Ftbl/Mn-Wm Bsktbl)	5/14/2001	\$ 51,500.00	100	WH	M	TERM AT WILL SEPARATION
Farmer, Steven	I/C Ath Admin	AC	12	Asst Coach(Ftbl/Mn-Wmn Bkstbl)	3/17/2003	\$ 48,000.00	100	NA	M	TERM AT WILL SEPARATION
Holton, Larry G	I/C Ath Admin	AC	12	Asst Coach(Ftbl/Mn-Wmn Bsktbl)	8/13/2003	\$ 50,000.00	100	BL	M	TERM AT WILL SEPARATION
Lavan, Alton	I/C Ath Admin	AC	12	Asst Coach(Ftbl/Mn-Wm Bsktbl)	3/1/2002	\$ 50,000.00	100	BL	M	TERM AT WILL SEPARATION
Oden, Anthony	I/C Ath Admin	AC	12	Asst Coach(Ftbl/Mn-Wmn Bsktbl)	2/26/2003	\$ 50,000.00	100	BL	M	TERM AT WILL SEPARATION
Woodson, Mark	I/C Ath Admin	AC	12	Asst Coach(Ftbl/Mn-Wm Bsktbl)	12/20/1999	\$ 50,000.00	100	BL	M	TERM AT WILL SEPARATION
Rose, Timothy J	I/C Ath Admin	AC	13	Asst Head Coach(Ftbl/Mn-Wm Bsk)	2/1/2003	\$ 73,000.00	100	WH	M	TERM AT WILL SEPARATION
Salem, Timothy	I/C Ath Admin	AC	13	Asst Head Coach(Ftbl/Mn-Wm Bsk)	4/9/2003	\$ 73,000.00	100	WH	M	TERM AT WILL SEPARATION
Green, Annetta M	Business & Tech EcCS	CS	05	Sr Secretary	4/19/1994	\$ 26,118.00	100	BL	F	TERM PERSONAL
Kootsillas, Kathleen	C.O.E.-Clinic	CS	05	Senior Secretary	10/28/1986	\$ 26,214.96	100	WH	F	TERM DECEASED
Rollins, Fabian N	Cont Ed Livonia	CS	05	Customer Service Rep II	8/20/2002	\$ 26,118.00	100	BL	M	TERM PERSONAL
Obaldo, Lucia	Custodial Services	FM	06	Custodian	9/7/2000	\$ 26,291.20	100	HI	F	TERM INVOLUNTARY
Phillips, Claude	Custodial Services	FM	06	Custodian	10/12/2003	\$ 22,318.40	100	WH	M	TERM PERSONAL

SEPARATION

NAME	DEPARTMENT	E CLASS	GROUP	JOB TITLE	HIRE DATE	ANN. SALARY %	RACE	SEX	REASON
Parsons, Abigail	Campus Life	PT	07	Prog Coord Orientation	7/8/2002	\$ 34,145.00	100	WH	F TERM PERSONAL

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: //
DATE: January 20, 2004

**RECOMMENDATION**

**EMERITUS STAFF STATUS**

**ACTION REQUESTED**

It is recommended that the Board of Regents grant emeritus staff status posthumously to two former staff members: Mary C. Brooks, director, Risk Management and Workers Compensation and Velma G. Clarke, administrative associate, College of Arts and Sciences.

**STAFF SUMMARY**

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

Mary C. Brooks served the University with great distinction for 25 years, the last 13 years as director of Risk Management. Velma G. Clarke served the University with great distinction for 30 years, the last 26 years as administrative associate in the College of Arts and Sciences.

**FISCAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

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

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

\_\_\_\_\_  
Date

**EASTERN MICHIGAN UNIVERSITY  
EMERITUS STAFF STATUS RECOMMENDATION**

THE DEPARTMENT/OFFICE OF UNIVERSITY RELATIONS RECOMMENDS THE  
AWARDING OF **EMERITUS STAFF STATUS** TO THE FOLLOWING RETIRING STAFF MEMBER:

NAME OF STAFF MEMBER: Mary C. Brooks

POSITION/CLASSIFICATION: Director, Risk Management & Workers Compensation

DATE OF HIRE AT EMU: 1978 RETIREMENT DATE: Deceased 10/18/03

NUMBER OF YEARS AT EMU: 25

PLEASE COMPLETE THE FOLLOWING INFORMATION ON THE RETIRING STAFF MEMBER FOR WHOM  
YOU ARE SUBMITTING THIS RECOMMENDATION. THIS INFORMATION IS NEEDED FOR INCLUSION IN  
THE EMU FACULTY/STAFF/STUDENT DIRECTORY.

HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME TELEPHONE NUMBER: Not Applicable

E-MAIL ADDRESS: Not Applicable

DEGREE(S)/COLLEGE(S): BACHELOR'S DEGREE, WAYNE STATE UNIVERSITY  
MASTER'S DEGREE, CENTRAL MICHIGAN UNIVERSITY

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

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

HUMAN RESOURCES DEPARTMENT  
202 BOWEN FIELD HOUSE

RECOMMENDED BY (PLEASE PRINT) \_\_\_\_\_ January 7, 2004  
DATE

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

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

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

## **MARY C. BROOKS**

Mary C. Brooks joined the staff of Eastern Michigan University in 1978 as a budget analyst. Within a few months she was promoted to the position of manager of Service Operations. Later she served as assistant to the vice president for Business and Finance and then director of Risk Management and Workers Compensation.

Mary was born in Pensacola, Florida, October 3, 1942. After graduating from high school, she joined the United States Air Force and served in Nebraska, Maine and Japan. Following her honorable discharge from the Air Force she moved to Detroit.

After working as a bank teller and for Kaiser Broadcasting Company, she decided to pursue a career in business and finance. She received her associate's degree in accounting from Wayne County Community College and a bachelor's degree in business administration from Wayne State University in 1977, while working for Michigan Consolidated Gas Company. She went on to earn her master's degree in public administration from Central Michigan University.

Mary was a long-time active member of the National Association of Black Accountants, serving in leadership roles on the membership, finance and scholarship committees. During her tenure, she helped the organization raise thousands of dollars for scholarships. The Association recognized Mary with many awards and citations for her exemplary service.

At Eastern Michigan University, Mary was a consummate professional and leader who served the University with dedication and distinction. One of her most significant accomplishments was helping to create the Michigan Higher Education Group Self-Insurance and Risk Management Facility known as Michigan Universities Self-Insurance Corporation (M.U.S.I.C).

Mary Brooks lost her battle with cancer October 18, 2003.

**EASTERN MICHIGAN UNIVERSITY  
EMERITUS STAFF STATUS RECOMMENDATION**

THE DEPARTMENT/OFFICE OF UNIVERSITY RELATIONS RECOMMENDS THE  
AWARDING OF **EMERITUS STAFF STATUS** TO THE FOLLOWING RETIRING STAFF MEMBER:

NAME OF STAFF MEMBER: Velma G. Clarke

POSITION/CLASSIFICATION: Administrative Associate, College of Arts & Sciences

DATE OF HIRE AT EMU: 1975 RETIREMENT DATE: Deceased 5/10/2003

NUMBER OF YEARS AT EMU: 28

PLEASE COMPLETE THE FOLLOWING INFORMATION ON THE RETIRING STAFF MEMBER FOR WHOM  
YOU ARE SUBMITTING THIS RECOMMENDATION. THIS INFORMATION IS NEEDED FOR INCLUSION IN  
THE EMU FACULTY/STAFF/STUDENT DIRECTORY.

HOME ADDRESS: Deceased

HOME TELEPHONE NUMBER: Not Applicable

E-MAIL ADDRESS: Not Applicable

DEGREE(S)/COLLEGE(S): Bachelor of Arts, Fisk University  
Master of Arts, Fisk University

PLEASE ATTACH A BRIEF STATEMENT OF SUPPORT.

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

HUMAN RESOURCES DEPARTMENT  
202 BOWEN FIELD HOUSE

Juanita M. Reid January 7, 2004  
RECOMMENDED BY (PLEASE PRINT) / DATE

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

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

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

## VELMA G. CLARKE

Velma G. Clark joined the staff of Eastern Michigan University in 1973 as a senior admissions officer. She was promoted in 1977 to administrative associate in the College of Arts and Sciences, where she remained throughout her 30-year career at EMU.

Velma was born in Chicago, Illinois. She attended Howard University and Boston University before earning her bachelor's and master's degrees from Fisk University. She taught at Talladega College, Edward Waters College and Shaw University. While at Talladega from 1959 to 1962, she participated in the Civil Rights Movement as a member of the Student Non-Violent Coordinating Committee.

In 1971, she received a Ford Foundation grant for doctoral study in the field of higher education administration at the University of Michigan. She was hired at EMU after completing her doctoral course work.

Velma was inducted into the Delta Sigma Theta Sorority, Alumni Chapter, in 1986 and held a Golden Life membership. She was also a member of the National Association for the Advancement of Colored People and the Association of Blacks in Higher Education. She was a life-long active member of the A.M.E. Church and granddaughter of Bishop Sherman Lawrence Greene. She had been a member of Bethel A.M.E. Church where she served as steward, trustee and a member of the Finance Commission. At EMU, she served as president of the Black Faculty and Staff Association.

Velma's work over three decades at EMU brought her into contact with every department and program in the College of Arts and Sciences and with virtually every other administrative unit in Academic Affairs and within the university. She was widely known for the keen eye with which she scrutinized the volumes of paperwork that came her way for their conformity to the formal requirements of University processes. She served six deans or interim deans and worked with scores of other administrators and hundreds of faculty and students in the College of Arts and Sciences.

Velma Clarke died May 10, 2003.

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 12
DATE: January 20, 2004

**RECOMMENDATION**

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

**ACTION REQUESTED**

It is recommended that the Student Affairs Committee Agenda for January 20, 2004 and the Minutes of December 2, 2003 be received and placed on file.

**STAFF SUMMARY**

At its December 2, 2003 meeting the Student Affairs Committee heard updates on the new Student Center, the Campus Concept Plan and the Cost & Availability of Space/Catering for Student Groups. The Committee also heard reports on Accessibility and Inclusion of Persons with Disabilities as well as the Outcomes of the National Collegiate Health Risk Assessment.

The January 20, 2004 agenda will include a further update on the new Student Center, a summary of the Martin Luther King Day celebration and a report on the Student Leader Group's Civic Engagement initiative.

**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, January 20, 2004  
8:00 a.m.

Agenda

Room 201  
Welch Hall

- |   |  |
|---|--|
| 1. Approval of December 2, 2003 Meeting Minutes | Regent                                       |
| 2. Student Center Update                        | Glenna Frank Miller                          |
| 3. Civic Engagement Initiatives                 | Alena Frey, Frank Zanger,<br>Sarah Armstrong |
| 4. MLK Day Summary                              | Greg Peoples                                 |
| 5. Announcements                                |  |
| 6. Other  |  |

2.

EASTERN MICHIGAN UNIVERSITY  
Board of Regents  
**STUDENT AFFAIRS COMMITTEE**  
Minutes of December 2, 2003

**MEMBERS PRESENT**

Regents: Rosalind Griffin

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

Students: Jamarr Brimage, Alena Frey, Sean Gray, Shanna Kaminski, MaryAnne Kopecky, Ajay Koneru, Emily Rank, Frank Zanger

**GUESTS**

Administration: Vickie Bagherzadeh, Nicole Banks, Dave Carroll, Jayne Carroll, Elizabeth Davis-Cahimba, Deb deLaski-Smith, Mary Jo Desprez, Kevin Devine, Larry Gates, Justin Gerboc, Cindy Hall, Peggy Harless, Samuel Kirkpatrick, Ann Klaes, Jeff Koras, Doug Kose, Jim Locke, Cathy Lower, Thom Madden, John McAuliffe, Sally McCracken, Kevin Merrill, Paul Moniodis, Gerry Panelo, Juanita Reid, Kathleen Russell, Gretchen Sanchez, Jennifer Schrage, Jeremiah Shinn, Diane Sobell, Denise Tanguay, Eric Ward, Paul Dean Webb, Pamela Young

Students: Heather Livingston, Musonda Mwila, Renae Reese

Press: Nathan Bomey (Echo)

The meeting was convened at 8:07 a.m. Minutes of the September 16, 2003 meeting were approved as presented.

**Update on Cost & Availability of Space and Catering for Student Groups**

Emily Rank, Panhellenic Council President and Frank Zanger, Inter-Fraternity Council President provided an update on progress made toward alleviating the cost of catering for student organizations and pointed out that further progress needs to be done to address the cost of supplemental expenses such as clean-up and security and to ensure that students are aware of these costs from the outset.

**New Student Center Update**

Glenna Frank Miller, Alena Frey, Campus Life Council Representative and Sean Gray, Student Body President, provided a status report on the new Student Center. The Student Leader Group sent a very compelling letter to members of the Joint Capital Outlay Subcommittee, expressing dismay that the new Student Center was pulled from the subcommittee's October 30 agenda and urging that it be discussed at their next meeting. The letter will be attached to the minutes of today's meeting and made part of the Student Affairs Committee's permanent record. Student members of the Student Affairs Committee are also encouraging their constituencies to engage in a letter-writing campaign to their elected officials expressing concern with the anticipated cutbacks in higher education appropriations as well as the need for a new Student Center.

**Campus Concept Plan**

Jamarr Brimage, National Pan-Hellenic Council President, and Sean Gray reported that the Student Leader Group met recently with Peter Pollack of Pollack Design Associates to review the Campus Concept Plan. The Student Affairs Committee expressed unanimous support for the plan although they want to make sure that the University provides affordable housing since Brown Munson, Cornell Courts and Pine Grove are scheduled to be phased out.

### **Accessibility and Inclusion Update**

Donald Anderson, director of Access Services, provided a brief update on the newly created Committee on Accessibility and the Inclusion of Persons with Disabilities. The committee will involve both internal and external stakeholders including the Ann Arbor Center for Independent Living and Washtenaw County Community Mental Health.

### **Outcomes of National Collegiate Health Risk Assessment**

Elizabeth Davis-Cahimba and Mary Kelly of the UHS Health Education department presented the results of the American College Health Association's National Collegiate Health Risk Assessment administered to randomly selected EMU students. The results will be used to determine priority health issues among students, assess the impact of health and behavior factors on academic performance and measure the effectiveness of our intervention strategies.

The meeting adjourned at 8:50 a.m.

Respectfully submitted,

Teri L. Papp

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

**RECOMMENDATION**

**MONTHLY REPORT**  
**EDUCATIONAL POLICIES COMMITTEE**

**ACTION REQUESTED**

It is requested that the Educational Policies Committee Agenda for January 20, 2004, and the Minutes of the December 2, 2003, meeting be received and placed on file.

**SUMMARY**

The primary items for the January 20, 2004, Educational Policies Committee meeting included: (1) Academic Affairs Administrative/Professional Appointments, (2) Staff Appointments, (3) Separations/Retirements, (4) Emeritus Staff Status, (5) New Policies & Policy Changes.

**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.

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University Executive Officer  
Provost and Vice President for Academic Affairs

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Date

**EASTERN MICHIGAN UNIVERSITY**  
**Board of Regents**  
**Educational Policies Committee**

January 20, 2004  
9:00 – 10:00 a.m.  
205 Welch Hall

**AGENDA**

**Consent Agenda**

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

**Regular Agenda**

- Section 13      Monthly Report and Minutes *(Regent Valvo)*
- Section 14      New Policies & Policy Changes *(Various Cabinet Members)*

EASTERN MICHIGAN UNIVERSITY  
BOARD OF REGENTS

**EDUCATIONAL POLICIES COMMITTEE MINUTES**

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

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

**Guests:** (as signed in) L. Barkoff, D. Bennion, M. Cline, E. Contis, R. DeLong, A. Flanagan, R. Hanna, J. Knapp, K. McKanders, K. Kustron, E. Morgan, C. Reidsma, M. Reifel, B. Scheffer, M. Tack, D. Tanguay, P. Williams, D. Woike, R. Woods

*Regent Valvo* convened the meeting at 9:14 a.m., and the following topics were discussed.

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

*Robert Van Der Velde, Assistant Vice President for Academic Administrative Services,* recommended that the Board of Regents approve two (2) new Administrative/Professional appointments at the ranks, salaries, and effective dates provided.

**Staff Appointments (Section 8)**

*Susan Patalan, Interim Executive Director of Human Resources,* recommended that the Board of Regents approve 29 staff appointments for the reporting period of September 3, 2003 through November 13, 2003. Of the 29 staff appointments there are 20 females (69 percent) and 9 males (31 percent). Demographics of the total group indicate 21 Caucasians (72 percent), 5 African-Americans (17 percent), 2 Hispanics (7 percent) and one Asian (4 percent).

**Separations/Retirements (Section 9)**

*Susan Patalan* recommended that the Board of Regents approve 27 separations and retirements for the reporting period September 6, 2003 through November 13, 2003. Of the 27 separations and retirements there are 13 (48 percent) females and 14 (59 percent) males. Demographics of the total group indicate 16 Caucasians (59 percent), 8 African-Americans (30 percent), 2 Hispanics (7 percent), one Asian (4 percent).

Condolences were offered to the friends and family of Mary Brooks, who was the Director of Risk Management.

**Emeritus Faculty Status (Section 10)**

*Paul Schollaert, Provost and Vice President for Academic Affairs,* recommended that the Board of Regents grant Emeritus Faculty Status to six (6) former faculty members (one posthumously):

- **Benjamin Hourani** (Department of Political Science, 1968-2002) (34.5 years)
- **John R. Hubbard** (Posthumously) (Department of Foreign Language and Bilingual Studies, 1970-2003) (33 years)
- **Eugene Jaworski** (Department of Geography and Geology, 1971–2003) (32 years)
- **James Roff** (Department of Psychology, 1976–2003) (26.5 years)
- **Zakhour Youssef** (Department of Psychology, 1965-2003) (38 years)
- **Robert M. Ward** (Department of Geography and Geology, 1969 – 2003) (34 years)

Provost Schollaert also gave a brief description of their achievements, and commented on the loss to the university of its long-term heart and soul as it loses a number of faculty members who have made significant contributions. Regent Valvo stated that she would be pleased to recommend Emeritus Status be approved.

**Emeritus Staff Status (Section 11)**

Provost Schollaert recommended that the Board of Regents grant Emeritus Faculty Status to two (2) former staff members:

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

Provost Schollaert also gave a brief description of their achievements. Regent Valvo commented on the good fortune the university has in its excellent faculty and staff.

**Monthly Report and Minutes Educational Policies Committee (Section 13)**

Regent Valvo requested a motion to approve the Minutes of the September 16, 2003 Educational Policies Committee meeting and recommended approval of the Agenda for December 2, 2003. The recommendation was accepted.

**Appointment of Charter Schools Board Members (Section 14)**

*Joseph Pollack, Director of the Charter Schools Program*, requested that the Board of Regents appoint Dawn Ellen Vorenkamp to a three-year term on the Board of Directors of the Academy for Business and Technology; Janet Adelman to a three-year term on the Board of Directors of the Ann Arbor Learning Community; Rachel Wallace to a three-year term on the Board of directors of Edison Oakland Academy; Anya Carr to a three-year term on the Board of Directors of Great Lakes Academy; and Andrea Wilson Bronson and Keisha Allen to three-year terms on the Board of Directors of Hope Academy.

**2002-2003 Charter Schools Annual Report (Section 15)**

Dr. Pollack began his 7<sup>th</sup> annual Charter Schools Report with a quick overview of the goals and status of the Charter Schools Board, and introduced *Assistant Director Dr. Malverne Winborn*. Dr. Pollack expressed his appreciation to all the colleges at EMU, and proceeded to enumerate some of the highlights of the past year.

Academic highlights of the year include: a.) Great Lakes Academy (Pontiac) and Edison Oakland Academy (Ferndale) were given Blue Ribbon Awards by the State for dramatically improving their MEAP test scores over a two-year period, b.) this past spring EMU hosted for the first time a Fine Arts Camp for over 300 students from charter schools from all over the state of Michigan, in order to provide a fine arts/camp experience for charter school students, c.) the establishment of an Academy for Business and Technology K-5 school, with 200 students enrolled, d.) of the 39 students graduating from the Academy For Business and Technology high school, 29 went on to pursue higher education, e.) in grades one through three Terra Nova test results, the post-test results were significantly higher than the pre-test results, particularly in first grade, f.) parent satisfaction with students' progress and students' teachers was good: 83% and 75% were satisfied or very satisfied, respectively, compared with 8% dissatisfied or very dissatisfied in both categories.

Dr. Pollack mentioned follow-up statistics for charter school students graduating from the 8<sup>th</sup> grade. In the absence of many charter high schools, these students attend a variety of high schools. A charter high school was attempted in Detroit, but did not succeed. Regent Valvo asked how the students are doing in

high schools, and if there is sufficient information to measure their success yet. Dr. Pollack explained that his organization has begun a process of conducting interviews of these students, but that with limited personnel in the schools, this process is still in the beginning stages.

Dr. Pollack discussed some strategies for improving learning in schools. One or two of the charter schools do not have learning rates that are in compliance with expectations of bringing students to grade level, and Dr. Pollack discussed some strategies for combating this, primarily bringing in consultants (math and reading specialists) to accelerate academic progress; sometimes the College of Education faculty is involved. Regent Morris inquired if it would not be more appropriate to rely on EMU faculty rather than on outside consultants, since these are EMU-supported schools. Dr. Pollack agreed with Regent Morris, and listed some of the ways in which College of Education faculty and doctoral students do participate in assisting the charter schools with learning issues: a.) a College of Education doctoral student is working on her thesis in charter schools and is helping with research, b.) presentations are made to principals in the schools, c.) the Office of Collaborative Education is a resource for the schools and can assist with a variety of needs.

Regent Griffin inquired as to the percent of faculty in charter schools that is certified to teach. Dr. Pollack replied that this percentage varies from about 75% to 100%, with areas of teaching shortage employing a higher percent of uncertified teachers. Those teachers who are not certified are required to be enrolled in a certification program, and in this charter schools follow the same policy as public schools. Regent Morris asked about the hiring of EMU graduates to fill these shortage positions. Dr. Pollack indicated that his office directs all of EMU's charter schools to be part of the job placement clinic in the spring, and encourages them to consider hiring mid-year graduates as well.

Regent Morris asked about making special provisions for graduates of EMU's charter schools to encourage them to attend EMU, as only 3 of the 29 charter school graduates cited above chose to attend EMU rather than a different institution. Dr. Pollack replied that the university does have recruiters visit schools to encourage enrollment in EMU. Provost Schollaert mentioned the benefits of programs which bring charter school students to campus, such as the fine arts camp, and thereby help recruit them. Regent Rothwell noted that this is particularly helpful when these programs are open to students at all charter schools, and not just those chartered by EMU. Dr. Winborn discussed the satisfaction statistics.

Regent Morris expressed concern that the mission of the charter schools is engagement of the family, and that there should be some sort of measure of the degree to which this is being achieved. Dr. Pollack replied that statistics highlighting community satisfaction includes the family, and pointed out as an example of family involvement that board members for charter schools are recruited from family members, in addition to businesspeople.

Dr. Pollack went on to report that the Charter School Program has become a successful \$25 million operation requiring the employment of a full-time finance officer. The office is able to offer technical assistance to charter schools that need help managing their budgets.

Regent Valvo asked about the selection and recruitment process for board members. Dr. Pollack indicated that notices are posted in the newspaper and among parents, and 5 or 6 people apply for every appointment, even though board service is done on a volunteer basis. The candidates are interviewed by the school board and the Charter Schools Office and their backgrounds checked before being brought before the EMU Board of Regents. Dr. Winborn interjected that the office has recently been working with Board Builders, an organization that prepares board members to work on a variety of non-profit boards.

Regent Morris stated that he was very impressed with the reports. Dr. Pollack mentioned a site visit to Grand Blanc Academy with the director of student teaching to perhaps add them to the list of charter schools approved for student teacher placement. Regent Morris inquired if the finance committee of the BOR gets involved in reviewing the allocation of funds and budget of the charter schools committee.



Member of office of business and finance is on the committee. Regent Morris suggested reporting on the \$25 million operations of the Charter Schools Office.

Before proceeding to the next item on the agenda, Regent Valvo recognized recently arrived Rosella Bannister, and thanked her for all her service to the university, and encouraged her to continue her relationship with EMU.

### **Affirmative Action Report (Section 16)**

*Ken McKanders, General Counsel*, was able to present an overview of the report, but offered to have Whitney Harris report on the annual Affirmative Action Audit and Plan in full at the January Board meeting, as Dr. Harris was unable to report on December 2.

Dr. McKanders began with an overview of the Affirmative Action Plan and Audit. Critical points include: a.) in the absence of discrimination, the gender, racial and ethnic makeup of the university should reflect the labor pool from which it attracts applicants, b.) based on a detailed audit of the workforce where percentages of women and minorities are compared to percentages within the available labor pool (whether that pool be regional or national), any areas of underutilization are identified; c.) an objective is developed for the department having an area of underutilization as part of the plan document, requiring active recruitment from the underrepresented group for future vacancies, d.) search and steering committees are also held to this standard of diversity in their makeup, e.) progress towards goal means that a department identified as having underutilization of women or minorities has hired a candidate to remedy the underutilization, and f.) women and minorities are able to be hired into positions where their presence does not contribute to remediation of inequity; in these situations they are not counted as progress towards the objective.

Based upon this audit and analysis Dr. Harris has identified some areas in which EMU continues to have underutilization, as well as areas where the university has made progress towards the objective or goal. In terms of progress towards goals over the last year: a.) in hiring females, progress was made in 7 groups (3 faculty and 4 staff), and females were hired in 28% of all jobs, b.) in terms of hiring African Americans, progress was made in 2 groups, however, African Americans were hired in 9 total job groups, c.) in hiring Hispanics, 1 male and 1 female were hired into non-faculty positions, representing progress towards goals in hiring Hispanics.

Regent Valvo asked if in areas of underutilization, there investigation into why the department is not achieving its goal. Dr. McKanders replied that in areas where problems have been identified, Dr. Harris works with the manager or department head to make sure that when subsequent openings become available, efforts are made to diversify the candidate pool. He also works with Human Resources on training managers and screening committees. Susan Patalan commented on the procedure requiring a hiring rationale on each hire where the demographics and implications of the hire are explained. Affirmative Action requires that EMU attract a diverse pool, but does not restrict the university from hiring the most qualified candidate, no matter what the person's gender or race.

Regent Griffin pointed out that females are underutilized in 29 of 56 hiring groups, and asked if this is corrected, would the rate of pay be equal among demographic groups in terms of the diversity requirements. Dr. McKanders replied that this is also part of Dr. Harris' analysis and resulting plan. He is working with the benefits and compensation areas of Human Resources, looking at establishing a systematic approach to evaluating the salaries of all employees to ensure racial and gender equity. Regent Griffin asked where it is reported that the hire rates are equitable. Regent Rothwell asked if salary equity figures are required by federal reporting. Dr. McKanders answered that the Affirmative Action Plan and Audit does not include this information, but Dr. Harris' recommendation includes recommendations about avoiding disparities based on race or gender. This information will be part of Dr. Harris' annual

audit to the Board, which he is scheduled to present next November, but which he can supply earlier if desired.

Regent Brandon commented that there are a number of valid recommendations in the report, and inquired as to the financial implications of accepting it. Dr. McKanders replied that his understanding is that the recommendations in the report can be done within the budget of the Affirmative Action department, excepting the acquisition of some software, and that they will be evaluating available resources. Susan Patalan interjected that additional software will not be needed for Affirmative Action tracking; the Banner system will be available to meet these needs, once reporting capabilities are up to speed.

Dr. McKanders went on to report that concerning people with disabilities and veterans, EMU conducts an audit on the hiring status of this group, and is in the process of establishing an annual hiring plan, as well as recommending engagement in outreach efforts. These outreach efforts would include sending job postings to local veterans offices and other agencies within the community to make sure they are aware of openings at EMU and are part of the process in terms of feeding the applicant pool.

Regent Morris requested that the regents get a copy of the report before November, and noted that he would like to gain an understanding of EMU's position regarding diversity beyond the employment statistics. Does a person of color working at EMU truly feel like "part of the team," and where does the heart of the institution lie on this issue?

**POLICIES: Recommended for Approval (Section 17)**

*Regent Valvo* introduced the final section of the agenda. This section is broken down into two categories: policies that were tabled in the October meeting, and new policies that were introduced for the first time today. Regent Valvo invited *Ken McKanders* to identify and present the policies slated for review today.

Dr. McKanders began the presentation by mentioning that 11 of the 13 revised policies are being brought forth for Board approval, and 2 (tabled at the last meeting) are to be deleted. The policies being deleted are: a.) *6.1.1 Degrees, Certificates, and Requirements for Graduation*, and b.) *6.2.1 Degree Requirements*. Regent Morris inquired as to when revisions to the two deleted policies would be available for review. Provost Schollaert replied that they will be available for the Board of Regents meeting in January; however Regent Morris requested seeing the policies in advance for review and consideration, since they represent an enormous shift in policy with regard to the Board's authority over the creation of degree and certificate programs. Provost Schollaert offered to provide them to the Regents before the January meeting.

Since there was some confusion as to which policies were being put before the Board at this meeting, it was decided to revisit them at the January meeting. Some board members did take this opportunity to request some clarification on some of the policies.

With regard to the policy concerning *Academic Personnel Adjunct Faculty, and Academic Personnel Visiting Faculty*, Regent Rothwell asked for the definition of "adjunct" as used in this context. Provost Schollaert confirmed that adjunct represents a status and an instructor would need to be hired to a teaching position in order to receive a salary.

Before deciding whether to go forward with the policies, Regent Brandon wanted to know if the Faculty Council had any input on them, and if they support them. Provost Schollaert indicated that the Faculty Council was involved with the proposal, and that though they were not asked to take formal action on them, he felt that their questions about the policies had been answered satisfactorily. Provost Schollaert invited *Sally McCracken, Faculty Council Chair*, to contribute to the discussion. Dr. McCracken reiterated that the Council was not asked for formal input; they reviewed policies with the Executive Board and simply discussed them. The major concern had to do with visiting faculty somehow doing the

work of faculty on campus and this becoming a significant trend for the future, though perhaps the number of visiting faculty would not be large enough to warrant concern.

Regent Rothwell's question about the number of current visiting faculty prompted Provost Schollaert to observe that EMU is currently not able to give academic title to an individual who visits, even though that person is titled at his or her home institution. The policy in question is not an attempt to hire people on a visiting status to replace regular faculty; rather it's an attempt to take advantage of talented people who want to spend a leave year at EMU. Regent Rothwell asked if visiting faculty typically teach at EMU mainly on sabbatical leave, and Provost Schollaert assented. The Regent then asked if visiting faculty receive health and other benefits, and the Provost explained that they do if they are more than 50%, similar to a regular hire.

Dr. McCracken raised the related issue that EMU does not permit its lecturers on sabbatical to teach at other institutions, which is something that ought to be addressed.

Regent Valvo moved to table these new policies until the January meeting. She mentioned her concerns about the policy recommending that e-mail become the primary, but not sole, means of communication of university information. Concerns included implementation, privacy, and notification, and that eventually it will become the only means of official communication.

Regent Valvo then recommended approval of the 11 revised policies and deletion of the 2 policies as stated by Dr. McKanders, and asked *James Vick, Vice President for Student Affairs*, to do a quick review of new policies.

According to Dr. Vick these policies are primarily updates of language or updates to conform to current practices and policy, and to comply with federal, state and local laws and regulations that have changed since the policies were written. He gave a brief description of the policies as follows:

1. *3.6.1, Student Employment* – This revision removed rhetoric more closely related to practices and procedures, and stated that EMU has student employment and a set of procedures, which can be viewed in the procedures documentation. These will be brought before the Board when that section of procedures is examined. Student employment will continue to be operated by the Career Services Center.
2. *3.7.2, Alcohol and Drug Policy* – The campus-wide biannual review committee designed and developed this policy in compliance with federal requirements. The policy deals with EMU's ability to address off-campus issues that are connected to the university where alcohol and drugs are involved. It was adjusted to fit the new student conduct code passed by the Board last year, and to come into compliance with Human Resources Office's policies and procedures related to alcohol. Regent Valvo asked about section 9 which involves establishing standards relating to the extent of alcohol marketing on campus in three areas: advertising, industry promotion, and alcohol industry official sponsorship. She questioned why EMU would allow that kind of advertising, given that most of our students are under the legal drinking age. Dr. Vick replied that EMU doesn't have a policy that specifically prohibits this sort of advertising, and that this biannual review committee was a good place to look at it. This issue can arise with respect to the student newspaper, which doesn't follow the same guidelines, and where for example contracts for entertainment at the Convocation Center stipulate sponsorship by a beer company.
3. *3.7.3, Communicable Diseases* – The main change in this policy was in the last sentence in the summary, reflecting a more positive, contemporary attitude regarding access to school and work by people who have particular health problems where others are not at risk.

4. *8.3, Providing Auxiliary Aids for Handicapped Students* – This policy was expanded and now has become a prohibition against discrimination on the basis of disability. Having been broadened it now meets legal non-discrimination requirements, and conforms to ADA and other state and federal regulations. Our new office of Access Services with Don Anderson was very proactive and instrumental in developing this broader policy.
5. *8.4.1, Student Organizations* – It was necessary to define more carefully what a student organization is and make this definition consistent with the definition that appears in the student conduct code. Student organizations are made accountable for following applicable rules; we are trying to protect ourselves practically and legally in this area.
6. *8.4.3, General Activities: Speaker Policy* – The major change here was to move some of the responsibility for parades and rallies to the Department of Public Safety. The policy title was updated and it again conforms to state, local, and national laws regarding free speech. Regent Valvo expressed concern that violations of this policy will result in student organization recognition being terminated, and that this might be an overly strict sanction given the age and inexperience of the students. Dr. Vick replied that this sanction is not used very often, and is not intended as a restrictive measure, but as a means of addressing safety concerns and requiring accountability.
7. *8.4.4, Student Activities: Fundraising* – This was revised to include language on games of chance and protection for the university license marks that did not exist at the time the original policy was written. Several statements in the policy contained practices that were moved to the practices document. Regent Valvo asked if athletic boosters are included under this policy, and Dr. Vick replied that they are not a student organization and therefore would not be included.
8. *8.5.1, Limitations to University Authority* – In this policy student government action does not supercede university authority. The student body constitution was removed so as to eliminate the need to bring it before the Board annually for approval. Even though the student government is held accountable for following university policy, it is allowed a lot of freedom, and the intent of this policy is to separate student government from EMU as an institution. This was done in consultation with the Legal Affairs office.
9. *14.2.1, Housing* – The policy has been changed to conform to what the actual practice has been over the past 10 years, and language that is no longer consistent has been eliminated. Essentially we are only requiring first-year students to live in the residence halls, not first- and second-year students.
10. *14.2.3, University Apartments* – The language now reflects significant changes in practice, such as changing “family housing” to “university apartments,” eliminating the distinction between single and married student housing, and the use of contracts replacing leases. Regent Valvo asked about how student parents residing in university apartments with legal custody of dependents prove that they do have legal custody. Dr. Vick replied that they are asked to provide documentation for anything indicated in their paperwork. There have been problems with this in the past, and the university is now very careful to monitor it.

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

The meeting was adjourned at 10:34 am.

Respectfully submitted,

Akosua Slough, Administrative Secretary  
Academic Affairs

(E:/Ristaw/BoardReg/Minutes/EPC\_1203)

SECTION: 17

DATE:

January 20, 2004

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

**RECOMMENDATION**

**BOARD POLICIES RECOMMENDED FOR APPROVAL**

**ACTION REQUESTED**

It is recommended that the Board of Regents approve the 2 new and 3 revised Board policies (See attached information).

**SUMMARY**

These recommendations are part of the on-going review of Board policies. 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  
Provost and Vice President for Academic Affairs

\_\_\_\_\_  
Date

# 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 they confer on 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 do 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>

Effective Date	Date of Revision
9-16-03	



# Policies, Rules And Regulations

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
9/16/03	



# Policies, Rules And Regulations

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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

# EASTERN MICHIGAN UNIVERSITY

## REVISED BOARD POLICIES

<b>Policy Number</b>	<b>Policy Name</b>	<b>Rationale for Revising Policies</b>
6.1.1	Degrees and Certificates	Policy 6.1.1 revisions reserve for the Board of Regents the sole authority to approve and confer specific degrees, majors, and minors. It defines the details that the Board will receive when considering new programs. The policy also establishes the University Catalog as the official document describing degree requirements.
6.1.2	General Education Requirements	Policy 6.1.2 reserves to the Board the responsibility for approving the general education curriculum, the core curriculum for all undergraduates. It also recognizes the responsibility for the administration to work with the faculty to develop and present such a curriculum to the Board.
6.2.1	Undergraduate/Graduate Courses and Requirements	Policy 6.2.1 delegates to the President the authority to create administrative policies, procedures, and requirements creating new courses and for revising program requirements. In practice, this policy gives the faculty the ability to create, subject to presidential approval, courses and to alter the requirements for majors, minors, and certificates.

Effective Date	Date of Revision
6-9-60	1-20-04



# Policies, Rules And Regulations

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Issue
DEGREES AND CERTIFICATES

## 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

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DEGREES AND CERTIFICATES		

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 will be 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.

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 Office of Records and Registration in keeping with catalog requirements in force during the year of his or her graduation.

#### **UNIVERSITY PRACTICE**

After consultation with the faculty, the Provost and Vice President for Academic Affairs will prepare materials for Board consideration of new degrees, majors, minors, and certificates. Those materials will include all requirements, policies and procedures for the new programs.

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
6-9-60	3-19-80-1-20-04



# Policies, Rules And Regulations

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Issue
DEGREES- AND CERTIFICATES and REQUIREMENTS FOR GRADUATION

## DEGREES-UNIVERSITY POLICY STATEMENT

The Board of Regents of Eastern Michigan University, on recommendation of the pPresident 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 Art Education,~~

Master of Fine Arts

MASTER OF LIBERAL STUDIES

MASTER OF OCCUPATIONAL THERAPY

~~and 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-

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<del>DEGREES, AND CERTIFICATES and REQUIREMENTS FOR GRADUATION</del>		

~~Bachelor of Music.~~

~~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 WILL BE 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.

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 OFFICE OF RECORDS AND REGISTRATION IN KEEPING WITH CATALOG REQUIREMENTS IN FORCE DURING THE YEAR OF HIS OR HER GRADUATION.

~~**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.~~

~~Following are the certificates issued:~~

~~State Elementary Provisional Certificate\*:~~

~~Qualifies the holder to teach in elementary grades (Kindergarten-S 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.~~

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~~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. Teach successfully for three years subsequent to the issuance of the Michigan provisional certificate within the validity of the individual's Michigan provisional certificate.~~
- ~~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:~~

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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.

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 Dietetic 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



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~~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**

~~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**

~~AFTER CONSULTATION WITH THE FACULTY, THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS WILL PREPARE MATERIALS FOR BOARD CONSIDERATION OF NEW DEGREES, MAJORS, MINORS, AND CERTIFICATES. THOSE MATERIALS WILL INCLUDE ALL REQUIREMENTS, POLICIES AND PROCEDURES FOR THE NEW PROGRAMS.~~

~~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 FULLY 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.~~

### **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.~~

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~~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 AND CERTIFICATES 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

<b>Effective Date</b>		<b>Date of Revision</b>			<b>Policies, Rules And Regulations</b>
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<b>Issue</b>					
GENERAL EDUCATION REQUIREMENTS					

### UNIVERSITY POLICY STATEMENT

The Board of Regents recognizes that a broad foundation education is an essential component of all baccalaureate degrees. The Board will consider for approval general education requirements put forward by the provost and vice president for academic affairs on behalf of the University faculty.

### UNIVERSITY PRACTICE

The Board approves general education, the portion of the curriculum required of all undergraduate students at the University. The provost and vice resident for academic affairs, with the deliberative input of the faculty, is responsible for recommending to the Board for its approval a set of general education requirements which will apply to all undergraduate degree programs. The provost and vice president for academic affairs, with the assistance of the faculty, also is responsible for regular review and assessment of the general education program.

### RESPONSIBILITY FOR IMPLEMENTATION

The provost and vice president for academic affairs is responsible for implementing this policy.

### SCOPE OF POLICY COVERAGE:

This policy applies to all baccalaureate degree programs.

### Authority for Creation or Revision

Minutes of the Board of Regents, March 2, 1964; para. .8.01.41M.  
 Minutes of the Board of Regents, February 19, 1969; para. .753M.  
 Minutes of the Board of Regents, March 19, 1980; para. .2214M  
 Minutes of the Board of Regents, June 17, 1997; para. .5250M



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Issue
GENERAL CURRICULAR <u>EDUCATION</u> REQUIREMENTS

## UNIVERSITY POLICY STATEMENT

THE BOARD OF REGENTS RECOGNIZES THAT A BROAD FOUNDATION EDUCATION IS AN ESSENTIAL COMPONENT OF ALL BACCALAUREATE DEGREES. THE BOARD WILL CONSIDER FOR APPROVAL GENERAL EDUCATION REQUIREMENTS PUT FORWARD BY THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS ON BEHALF OF THE UNIVERSITY FACULTY.

## UNIVERSITY PRACTICE

THE BOARD APPROVES GENERAL EDUCATION, THE PORTION OF THE CURRICULUM RQUIRED OF ALL UNDERGRADUATE STUDENTS AT THE UNIVERSITY. THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS, WITH THE DELIBERATIVE INPUT OF THE FACULTY, IS RESPONSIBLE FOR RECOMMENDING TO THE BOARD FOR ITS APPROVAL A SET OF GENERAL EDUCATION REQUIREMENTS WHICH WILL APPLY TO EACH UNDERGRADUATE DEGREE PROGRAM. THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS, WITH THE ASSISTANCE OF THE FACULTY, ALSO IS RESPONSIBLE FOR REGULAR REVIEW AND ASSESSMENT OF THE GENERAL EDUCATION PROGRAM.

## RESPONSIBILITY FOR IMPLEMENTATION

THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS IS RESPONSIBLE FOR IMPLEMENTING THIS POLICY.

## SCOPE OF POLICY COVERAGE

THIS POLICY APPLIES TO ALL BACCALAUREATE DEGREE PROGRAMS.

## TOTAL HOUR AND GROUP REQUIREMENTS

~~Each curriculum leading to a bachelor's degree requires a minimum of 124 semester hours of academic credit. No more than eight hours of credit in physical education activity courses may be applied to this minimum of 124 semester hours except that students majoring in Physical Education, Recreation or Dance may apply to the minimum 124 credit hours the minimum number of hours in activity courses required for their respective majors.~~

- ~~Group I. ....at least 8-9 semester hours~~
- ~~Group II. ....at least 10-12 semester hours~~
- ~~Group III. ....at least 9-12 semester hours~~
- ~~(Including three semester hours in government)~~

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GENERAL CURRICULAR EDUCATION REQUIREMENTS		

Humanities Area

- Group I, III, V. . . . .at least 11 semester hours
- Group IV . . . . .at least 20 semester hours  
(Teacher Education curriculums only)
- Group VII. . . . .at least 2 semester hours  
(physical education or equivalent)

The above group requirements are minimal. Students should consult the curriculum of their choice to determine the complete requirements for anyone group.

The subjects included in the various groups are as follows:

Group I – Language and Literature

Ancient language and literature; modern language and literature; English language and literature; speech and most courses as indicated in library science.

Group II – Science

Agriculture; astronomy; biology; botany; chemistry; geography (certain courses as indicated); geology; mathematics; physics; physiology; hygiene psychology; zoology.

Group III – Social Science

Geography and library science (certain courses as indicated); history; political science; philosophy; economics; sociology.

Group IV – Education

Education (includes methods courses and student teaching).

Group V – Fine Arts

Art; music.

Group VI – Practical Arts

Business administration; business education; home economics; industrial education; military science; nursing; and courses in library science as indicated.

Group VII – Physical Education and Health Education

Physical education; health education; recreation; military science.

**BASIC STUDIES REQUIREMENTS**

The Basic Studies Program sets up minimum requirements which all students in the University must meet in four broad areas of study: language, science and mathematics, social sciences, and the humanities. Although the requirements for each of the first three areas fall completely in

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GENERAL CURRICULAR EDUCATION REQUIREMENTS		

Groups I, II and III, respectively, the humanities requirements, because of the very breadth of the area, are divided among two or three subject groups.

A minimum total of 40 semester hours in the Basic Studies areas is required. Translated into specific areas, the Basic Studies include:

Language Area ..... three courses required

1. One course in English composition, or, if eligible, a foreign language course.
2. One course in fundamentals of speech.
3. One elective course in English language, in a foreign language, in speech or in library science (Group I).

Science and Mathematics Area ..... three courses required

In this area, not more than two courses may be selected in one department.

1. One laboratory science course.
2. A second laboratory science course or a course in mathematics.
3. One elective course in Group II.

Social Science Area ..... three courses required

1. One course in American government.
2. One course in history.
3. A second course in history or a two-semester sequence in sociology-cultural anthropology or economics or geography (Group III).

Humanities Area ..... four courses required

1. Two courses in literature in the English Department, or two intermediate foreign language courses, or two advanced foreign language literature courses.
2. One course in philosophy or religion.
3. One course in art, music or dramatic arts.

General Humanities Program

This program provides University students with an opportunity to fulfill up to 24 hours of their Basic Studies requirements with a series of interdisciplinary team-taught courses. The courses will be taught by faculty from the following participating departments: English, History, Philosophy, Art, Music, Speech and Dramatic Arts and Foreign Languages. The Humanities courses may be applied toward the following Basic Studies requirements:

Group I Language

1. One course in English composition or, if eligible, a foreign language course.

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~~2. One elective course in English language or in a foreign language.~~

~~Group III Social Sciences~~

~~1. Two courses in history.~~

~~Humanities~~

- ~~1. Two courses in literature in the English Department, two intermediate foreign language courses or two advanced foreign language literature courses.~~
- ~~2. One course in philosophy or religion.~~
- ~~3. One course in art, music, or dramatic arts.~~

~~The General Humanities program will not satisfy the following Basic Studies requirements:~~

~~Language~~

~~1. One course in fundamentals of speech.~~

~~Science and Mathematics~~

- ~~1. One laboratory science course.~~
- ~~2. A second laboratory science course or a course in mathematics~~
- ~~3. One elective course in Group II.~~

~~Social Sciences~~

~~1. One three-semester hour course in American government.~~

~~Students taking courses in the Humanities Program will receive Basic Studies credit equivalent to the number of hours of humanities courses taken. The Basic Studies requirements met by each humanities course are listed next to that course in each semester's Class Schedule booklet.~~

**REQUIREMENTS IN MAJORS AND MINORS**

Each student must complete a major subject of at least 30 semester hours and a minor subject of not less than 20 semester hours with the following exceptions:

A student in the elementary teaching curriculum may present three minors of not less than 20 semester hours each, at least two of the minors being subject fields taught in elementary grades.

A student who completes the specialized curriculums for teachers of art, teachers of business education, teachers of industrial education, and teachers of music, or the professional curriculums in applied science, business administration, nursing, music therapy, industrial technology, and occupational therapy will automatically satisfy major-minor requirements.

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~~Hours of credit counted in a minor may not also be applied to a major or another minor, or vice versa. Basic Studies courses may be applied toward a major or minor where appropriate.~~

~~Transfer students may be required to complete satisfactorily three semester hours in their minor field and as much as six semester hours in their major field at Eastern Michigan University in satisfying the requirements for graduation unless exempted by the departments concerned.~~

~~Credits in 118-119-120-121 English composition courses, which are required, and credits in education courses do not count toward majors and minors except in cases where such courses are specifically required or indicated as permissible as part of that major or minor.~~

### **PHYSICAL EDUCATION ACTIVITY REQUIREMENTS**

~~All students shall present for graduation two semester hours of physical education activity credit. This requirement may be met in the following ways:~~

- ~~A. Veterans with at least one year of active duty may substitute their military service credit in lieu of activity courses.~~
- ~~B. Any two semester hours of credit received for Military Science courses may, at the option of the student, be applied to fulfill the activity requirement.~~
- ~~C. Students who elect neither of the above options shall complete two semester hours in physical education activity courses. This requirement may be modified or waived if, for reason of age or physical disability the student is unable to participate in physical education activity courses. Physical disability shall be determined by the Health Service and, in conference with representatives of the Department of Health, Physical Education, Recreation, and Dance, a decision as to appropriate modification or waiver of the requirement will be made to ensure maximum benefit to the student.~~

~~Any student may, on an elective basis, apply up to eight hours of credit for physical education activity courses to the minimum 124 credit hours required for graduation. Students majoring in Physical Education, Recreation, or Dance may apply to the minimum 124 credit hours the minimum number of hours in activity courses required for their respective majors. All grades received in physical education activity courses, including those which exceed the credit hour limits proscribed above, are used in computing the student's grade point average.~~

~~Students who have been in military service will be granted credit in military science as follows:~~

- ~~a. Those who have served for one year in the Army, Navy, Air Force, Marine Corps, Coast Guard (including attendance at service academies) will be given credit for the first two years of military science.~~
- ~~b. Those who have served for six months in time of peace in the Army, Navy, Air Force, Marine Corps, Coast Guard (including attendance at service academies), will be given credit for the first year of military science.~~
- ~~c. Students who have completed three years junior ROTC will be given credit for the first year of military science.~~



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Veterans who are awarded credit for military science under category "a" above are, nevertheless, eligible, if otherwise qualified, to enter the advanced course voluntarily and should consult the Military Science Department on special opportunities which are available.

### **RESIDENCE REQUIREMENTS**

Candidates for the bachelor's degree must earn at least 30 semester hours at Eastern Michigan University. These 30 hours may be taken on or off campus.

Of the last 30 semester hours, prior to the granting of the bachelor's degree, at least 10 hours must be taken in courses offered by Eastern Michigan University. These 10 hours may be taken either on or off campus.

Students with credit from a junior or community college must earn a minimum of 60 semester hours exclusive of junior or community college credit. This rule is waived if a program-to-program articulation agreement is involved and the agreement is approved by the appropriate Eastern Michigan University departmental faculty, department head, and college dean and a Provost's office representative.

### **SCHOLARSHIP**

No student will be graduated from any curriculum if his or her scholarship index (grade point average), based on the work of that curriculum, is less than 2.0. Credit earned at Eastern Michigan University must average at least 2.0.

To be eligible for graduation, a student must maintain a minimum grade point average of 2.0 in each major and minor.

### **CORRESPONDENCE CREDIT**

No more than 15 semester hours of correspondence credit may be applied toward a bachelor's degree.

Correspondence credit does not carry grade point credit and may not be used in the figuring of scholastic index (grade point average.)

### **COURSE LEVEL**

At least two-thirds of the work beyond the second year must be in courses not open to first year students.


### **LIMIT ON HOURS IN ONE SUBJECT**

Not more than 60 semester hours in any one area of concentration may be applied toward the minimum of 124 hours required for a bachelor's degree.

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~~The University Graduate and Undergraduate catalog are the organs for promulgation of official University policy concerning curriculum, degree requirements, course offerings, and the like. The Catalogs are revised annually and, upon approval of the Board of Regents, become official University policy.~~

Authority for Creation or Revision
Minutes of the Board of Regents, March 2, 1964; para. .801.41M.
Minutes of the Board of Regents, February 19, 1969; para. .753M.
Minutes of the Board of Regents, March 19, 1980; para. .2214M
Minutes of the Board of Regents, June 17, 1997; para. .5250M

<b>Effective Date</b>		<b>Date of Revision</b>			<b>Policies, Rules And Regulations</b>
10-18-78		1-20-04			
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**POLICY**

The Board of Regents delegates to the president the authority to approve new courses and to amend requirements for academic programs at the University. New courses and changes in the requirements for academic programs will be implemented only after consultation with the faculty. The Board also delegates to the president the authority to establish policies on academic matters such as continuance requirements, grading, the academic calendar and withdrawal from classes.

**UNIVERSITY PRACTICE**

The University Catalog shall be the official document containing all requirements for academic programs. In addition to course descriptions and specific degree requirements, the Catalog shall contain 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 new courses or changes in the requirements for academic programs, as well as on changes in academic policies

**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.

<b>Authority for Creation or Revision</b>
Minutes of the Board of Regents, October 18, 1978; para. .1997M. Minutes of the Board of Regents, March 17, 1998; para. .5352M.

Effective Date	Date of Revision
10-18-78	3-17-98 1-20-04



# Policies, Rules And Regulations

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## POLICY

THE BOARD OF REGENTS DELEGATES TO THE PRESIDENT THE AUTHORITY TO APPROVE NEW COURSES AND TO AMEND REQUIREMENTS FOR ACADEMIC PROGRAMS AT THE UNIVERSITY. NEW COURSES AND CHANGES IN THE REQUIREMENTS FOR ACADEMIC PROGRAMS WILL BE IMPLEMENTED ONLY AFTER CONSULTATION WITH THE FACULTY. THE BOARD ALSO DELEGATES TO THE PRESIDENT THE AUTHORITY TO ESTABLISH POLICIES ON ACADEMIC MATTERS SUCH AS CONTINUANCE REQUIREMENTS, GRADING, THE ACADEMIC CALENDAR AND WITHDRAWAL FROM CLASSES.

## UNIVERSITY PRACTICE

THE UNIVERSITY CATALOG SHALL BE THE OFFICIAL DOCUMENT CONTAINING ALL REQUIREMENTS FOR ACADEMIC PROGRAMS. IN ADDITION TO COURSE DESCRIPTIONS AND SPECIFIC DEGREE REQUIREMENTS, THE CATALOG SHALL CONTAIN 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 NEW COURSES OR CHANGES IN THE REQUIREMENTS FOR ACADEMIC PROGRAMS, AS WELL AS ON CHANGES IN ACADEMIC POLICIES.

## RESONSIBILITY FOR IMPLEMENTATION

THE PROVOST IS RESPONSIBLE FOR IMPLEMENTATION OF THIS POLICY.

## SCOPE OF POLICY COVERAGE

THE POLICY APPLIES TO ALL ACADEMIC PROGRAMS OF THE UNIVERSITY.

## ~~ATTENDANCE AND CLASS SCHEDULES~~

~~Students: Regular class attendance and active participation in classes are important elements in the learning process. Students are at the University primarily for the sake of their intellectual growth and development. Attendance and participation provide appropriate opportunities for the evaluation of the student's progress.~~

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~~Each student is personally responsible for the satisfactory completion of the course work prescribed by his/her instructors. This means specifically that he/she is expected to attend classes regularly, and that he/she is responsible for the work assigned in class, the material covered in class and for participation in class activities (including discussion and listening) designed by the instructor as part of the learning experience. However, physical attendance shall not be the sole criterion for determining the student's course grade.~~

~~Faculty: Faculty members should notify their department heads when they are going to be absent from regularly scheduled classes. Written notification of circumstances causing prolonged absences should be sent to the dean of the college.~~

~~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**

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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 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,

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~~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.~~

~~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
<del>A-</del>	3.7
<del>B+</del>	3.3
B	3.0
<del>B-</del>	2.7

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<del>C+</del>	2.3	
<del>C</del>	2.0	
<del>C-</del>	1.7	
<del>D+</del>	1.3	
<del>D</del>	1.0	
<del>D-</del>	0.7	
<del>E</del>	0	
<del>CR</del>	0	<del>Passing grade in Credit/No Credit courses</del>
<del>NC</del>	0	<del>Failing grade in Credit/No Credit courses</del>
<del>S</del>	0	<del>Passing grade in Pass/Fail elections and credit for certification in student teaching courses</del>
<del>P</del>	0	<del>Passing grade in student teaching but not sufficient for certification</del>
<del>U</del>	0	<del>Failing grade in Pass/Fail and student teaching elections</del>

~~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 10, 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.~~



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~~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 prescribed period.~~

~~Note that the grade of "I" is covered by a separate set of requirements.~~

### **PASS-FAIL OPTION**

~~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**

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~~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.~~

### **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.~~

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### **CLASSIFICATION**

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

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

### **ACADEMIC DISTINCTION**

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

### **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 adviser 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.

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~~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.~~

~~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~~

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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.

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.~~

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### **AUDITING OF COURSES**

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 freshman 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.

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~~The Department of English Language and Literature offers a special Honors Program for English Majors.~~

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.

SECTION: 15

DATE:

January 20, 2004

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

**RECOMMENDATION**

**MONTHLY REPORT**  
**FACULTY AFFAIRS COMMITTEE**

**ACTION REQUESTED**

It is requested that the Faculty Affairs Committee Agenda for January 20, 2004, and the Minutes of the December 2, 2003, meeting be received and placed on file.

**STAFF SUMMARY**

The primary presentation item for the January 20, 2004, Faculty Affairs Committee meeting is an "Overview of the College of Technology" by John Dugger, dean, College of Technology.

**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**

January 20, 2004  
8:00 – 9:00 a.m.  
205 Welch Hall

**AGENDA**

**Regular Agenda**

Section 15                      Monthly Report and Minutes (*Regent Brandon*)

**Status Report**

REPORT: “Overview of the College of Technology” by

*John Dugger, dean, College of Technology*

EASTERN MICHIGAN UNIVERSITY  
BOARD OF REGENTS

**FACULTY AFFAIRS COMMITTEE MINUTES**

December 2, 2003  
8 a.m., 205 Welch Hall

**Attendees** (seated at tables): Regent Brandon (Chair), Regent Valvo, Provost Schollaert, S. McCracken, S. Erenburg, H. Zot, R. Holkeboer, D. Clifford,

**Guests** (as signed in): D. Bennion, J. Berry, M. Bretting, J. Bush-Bacelis, E. Contis, M. Crouch, R. DeLong, W. Goff, M. Harris, J. Knapp, G. Liepa, M. Marz, B. Morgan, W. Mullens, M. O'Connell, J. Pollack, L. Rockledge, M. Reifel, A. Starko, W. Tornquist, B. Warren, R. Woods, R. Winning, D. Woike

The meeting was convened at 8:00 a.m.

**Monthly Report and Minutes (Section 18)**

*Regent Brandon* recommended approval of the Faculty Affairs Committee Agenda for December 2, 2003 and that the Minutes of September 16, 2003 be accepted and placed on file. The recommendation was accepted.

**Overview of the College of Education**

In an explanation of the rationale for the individual college presentations, Regent Brandon commented on the difficult task facing the regents on the Committee, who are required to make decisions about many aspects of university operations, without necessarily being familiar with the colleges and programs behind those operations. Overview presentations by the colleges would help the regents attain the desired level of familiarity with the colleges and the faculty. She thanked *Dr. Paul Schollaert, Provost and Vice President for Academic Affairs*, for arranging these presentations.

Provost Schollaert elected to begin the series of overview presentations with the College of Education because a.) Eastern Michigan University's mission to prepare teachers is especially important, b.) a number of the colleges on campus are involved in teacher preparation, and the College of Education provides leadership in coordinating that effort, and c.) the College of Education just had its National Council for Accreditation of Teacher Education review (with strong marks), and therefore already had an overview presentation prepared. Provost Schollaert introduced *Dr. Jerry Robbins, Dean of the College of Education*.

Dr. Robbins began his presentation with a quick overview of the College of Education's four departments: a.) Health, Physical Education, Recreation and Dance, *Dr. Ian Haslam, Department Head*; b.) Leadership and Counseling, *Dr. Jackie Tracy, Interim Department Head*; c.) Special Education, *Dr. Lynne Rockledge, Department Head*, and d.) Teacher Education, *Dr. Alane Starko, Department Head*. Academic programming for education programs is administered through these departments, and through departments in other colleges, particularly in the Colleges of Arts & Sciences and Technology.

Some service activities within the college primarily pertaining to technology and reporting to *Dr. Michael Bretting, Associate Dean* are a.) the Bonisteel Computer Laboratory, b.) the Office of Collaborative

Education, c.) the COE Clinical Suite, d.) the Education Resource Center, e.) the Center for Adaptive Technology in Education (CATE) Lab, and f.) technology support for the college overall. Other service activities within the college report to *Dr. James Berry, Interim Associate Dean* in the Office of Academic Services: a.) the student advising center, b.) the student teaching office, *Dr. Barbara Gorenflo, Director*, and c.) many other student services.

Statistics indicative of the size and scope of the activities for which the college has responsibility: a.) 113.5 tenure track faculty members, b.) 22 full-time lecturers, c.) 163.37 Full Time Equivalent Lecturers (2003-2004 academic year) d.) 65% are women (as of fall 2002), d.) 21 % are minorities (as of fall 2002). These last two statistics demonstrate the success with which the college has been working on diversity for the past decade.

Ways in which the college faculty remains active both in the classroom and in the community: a.) publishing, and presenting at regional, state, and national conventions on a regular basis, and b.) demonstrating a firm commitment to service by extensive involvement with the public schools and related educational agencies in the community. The college is very proud of this service-oriented and diverse group.

Information on the composition of the Education student body: officially a.) 3,872 undergraduate students in the college or 23% of all EMU undergraduates (as of fall 2002), and b.) 1,771 graduate students or 39% of all EMU graduate students. c.) 96,023 credit hours were generated in Fiscal Year 2003, which represents an 8.3% increase over the previous year, and is an all time high for the college, though that record is expected to be broken again this year, as enrollment is growing very rapidly. However, a more accurate gauge of the number of students on campus who are preparing for some sort of education-related occupation includes students pursuing education through majors in other colleges, and is as follows: there are about a.) 4,500 undergraduates in some sort of an initial preparation program, b.) about 1,800 students involved in advanced programs, and c.) 1,372 people were admitted to teacher preparation program last year. The college is actively working to increase diversity in the population; of the 1,372 students admitted, 378 were men (representing a 64% increase over 7 years), 168 were minority (a 162% increase over 7 years), and 451 were post-baccalaureate certification students (a 51% increase over 7 years). This last category represents a group of people who have a college degree and have decided to leave their current profession to pursue a career in teaching, and to whom EMU reaches out more than most institutions in the nation.

Regent Brandon asked if the Post-Baccalaureate students attend class during the evening, or on weekends. Dr. Robbins replied that they can; classes are offered at a variety of times in order to accommodate the needs of a student body with diverse scheduling requirements.

Regent Brandon wanted to know how many credit hours are required to complete the program. Dr. Robbins responded that this depends on which requirements students may have previously completed, and provided a couple of scenarios ranging from a year of full-time study to several years done part-time.

Regent Brandon next asked if most of these students live and work in Michigan. Dr. Robbins responded in the affirmative, and remarked that EMU's education student body draws heavily from the full-time substitute population in Detroit and Flint.

Dr. Robbins next presented some financial statistics: a.) 89% of COE resources come from University allocation, b.) 8% from sponsored projects (of 37 proposals, 16 were awarded totaling \$1,406,842), c.) 3% from development (gifts), d.) less than 1% endowment. The total is \$16.9 million

Regent Brandon asked if this mix of funding is similar to that experienced at other comparable institutions. Dr. Robbins replied that it is.

Dr. Robbins next listed some outstanding features of the COE, as described in the oral exit interview conducted by the Board of Examiners representing NCATE: a.) EMU has good relationships with local area schools, and people completing our programs as teachers, principals and counselors are highly valued in the schools, b.) we have strong students who appreciate a supportive faculty, particularly where it comes to those students with non-traditional backgrounds, c.) there are many worthy collaborative efforts and projects, and good collaboration between the COE and the Colleges of Arts & Sciences and Technology, d.) the Porter building was cited as a campus strength, with extensive technology supporting the preparation of teachers, and services for candidates and for the public, including good handicapped accessibility, e.) diverse student body.

Other outstanding features highlighted by Dr. Robbins included: a.) professional education is what EMU is known for, as demonstrated by studies of various constituencies, b.) EMU is the nation's largest producer of educational personnel, including new and returning teachers, principals, and counselors, and has been so (not continuously) for many years, c.) many distinguished alumni d.) continuous NCATE accreditation since 1954, as a measure of our quality, e.) many national awards, f.) State approval of all programs, g.) endowed chair in urban education renowned national figure spending time in residency here each year (currently Joyce Epstein), and whose intellectual contributions are very valuable, h.) only institution in the state offering "low-incidence" special education programs

Regent Brandon asked the meaning of "low-incidence." Dr. Robbins responded that this describes programs addressing disabilities that occur relatively infrequently in the population, such as: a.) Visual Impairment, b.) Hearing Impairment, c.) Physically and Otherwise Health Impaired. Regent Brandon reiterated that EMU is the only institution in the state that trains those types of teachers, and Dr. Robbins confirmed this.

Programs and services in the COE include, among many others: a.) 3,976 client visits to COE clinics in FY 03 (517 reading, 1, 371 counseling, 2, 088 speech and hearing), laboratory setting for students performing services under supervision, b.) collaborative school improvement, c.) partnership schools, d.) international activities, e.) the COMER project with the Detroit schools (now ended, though proposal has been submitted to the Skillman foundation for similar activities in the future) f.) a Center for Adaptive Technology in Education (CATE), with several hundred clients, which operates on behalf of the entire university g.) the Education Resource Center, Bonisteel Computer lab, high-tech classrooms, g.) extensive programming off-campus, in all off-campus locations, and on-line courses.

Regent Rothwell wondered who the people are who take the on-line courses. At Dr. Robbins' request, Dr. Alane Starko responded that all on-line courses are taken through the department of Continuing Education; however there are some degree programs offered completely on line, such as the Masters Degree in Media and Technology Education.

Dr. Robbins next invited Dr. Alane Starko to present the Department of Teacher Education.

The Department of Teacher Education a.) administers some content majors and minors ("Education" is not a major in the state of Michigan), and b.) structures the professional education sequence of courses for all students in certification programs, and therefore has a big coordinating function between departments in different colleges, which is unusual for a department.

Grants that the department has received include: a.) the Teacher Quality Grant, which has provided the opportunity for student teachers to develop complex assessment profiles of their students, and b.) other

grants focusing on identifying high-ability students in Detroit schools and providing them with learning experiences they otherwise would not have access to, including summer experiences.

Dr. Robbins next invited Dr. Lynne Rocklage to present the Department of Special Education.

In the areas of low-incidence special needs instruction, noteworthy features of EMU's Department of Special Education include: a.) being one of very few departments nationwide that offers an on-line, collaborative graduate program in autism, b.) being one of about seven institutions nationally that train in the area of visual impairment, c.) having a relationship with the Cochlear Implant program at the University of Michigan, and incorporating aural/oral methods of teaching in the Hearing Impairment program, d.) the department continues to grow, and is the largest producer of special education personnel in the nation accredited by NCATE, the Council for Exceptional Children, the American Speech and Hearing Association, and the Council for Education of the Deaf.

The department also trains in the areas of highest incidence disabilities, including: a.) cognitive impairment (mental retardation), b.) emotional impairment, and c.) learning disabilities. There is a continuing shortage of teachers nationwide in these areas, due to increasing diagnoses made possible by technological advances. The department has a Speech/Language Pathology program, whose location within the College of Education reinforces the cooperative relationship that teachers and speech/language pathologists must have in the schools.

Sources of funding for the department include: a.) an endowment of \$200,000 for students pursuing the Cognitive Impairment endorsement, and b.) a prison program whereby wages earned by prisoners trained in transcribing print into Braille are distributed to institutions with visual impairment programs; since EMU is the only institution in the area with this program, we receive enough funding to provide scholarships and purchase technology supporting this program

Dr. Tracy next presented the Department of Leadership and Counseling

The Leadership and Counseling area is becoming increasingly competitive as the number of institutions providing leadership training expands. EMU is remaining competitive by: a.) moving programs in their entirety off-campus (primarily in the Masters of Educational Leadership programs), b.) offering a doctoral program (the first offered on campus), c.) addressing the critical need for school counselors in Detroit schools by offering programs through the Detroit campus, thereby also diversifying the student population considerably. Notable work by faculty members includes: a.) research on the effects of class size on learning, which has had national impact, and b.) award-winning research in the area of middle grades education.

Dr. Ian Haslam was introduced to present the Department of Health, Physical Education, Recreation and Dance

This department's mission is to study pediatric health promotion through the art and science of human movement, emphasizing the department's physical activity focus. Areas of note include: a.) six major programs are offered, four of them nationally accredited, with about 650 students majoring in our programs, b.) at the graduate level the Master of Science in Physical Education with a number of streams, the most recent being the Sports management stream, which has an athletic administration component, of value to students interested in working in athletic administration at the university and high school level. Another graduate program is the Master of Science in Health Education, addressing needs and interests of people working within the schools as well as outside. Another non school-related program is the Graduate Certificate in Orthotics and Prosthetics, which even though it is somewhat removed from teaching, still adheres to the physical activity aspect of the department's mission. This certificate is offered in

partnership with the University of Michigan Orthotics and Prosthetics clinic, with EMU providing the educational component, and the U of M providing the clinical component. Dr. Haslam would like to develop this into a Masters program, and is looking for sources of funding to develop this.

Other projects include: a.) implementing the incorporation of a Nutraceuticals Institute into the department's formal programming, assisted by a committee formed of representatives from the Colleges of Education, Arts & Sciences, and Health & Human Services, and partially funded by a federal grant, b.) instituting a CATE lab for the Orthotics and Prosthetics program, also partially funded by a federal grant, and c.) the realignment of the department with the College of Health & Human Services .

Dr. Robbins next introduced Dr. Jim Berry to present the Office of Academic Services.

Services administered from this "umbrella office" include: a.) the Student Advising Center, for special or urgent needs advising, b.) the Student Teaching Office, where Dr. Barbara Gorenflo has assembled a cadre of master teachers to mentor and supervise the approximately 700 student teachers for fall and winter semesters, c.) the Post-Baccalaureate program, with initial and continuing certification components, and d.) most recently, the Office of Data Management, which addresses a need highlighted by the NCATE review for more effective data storage and manipulation.

The office is also extensively involved in curriculum changes within all the programs associated with education, through an extensive governance process, in order to ensure that they meet the needs and guidelines of the state and EMU's accreditation process.

Dr. Michael Bretting, Associate Dean, next presented the technology-related service areas he oversees.

Dr. Bretting contrasted the facilities and technology arrangements in the Porter Building today with those in Boone Hall, former site of the College of Education; facilities have gone from the trailing to the leading edge as the COE strives to meet the state mandate of modeling technology. From the standpoint of technological facilities: a.) Porter houses a computer lab that is open to the entire campus with 65 workstations and 3 computer classrooms adjacent to it, b.) Porter was the first wireless instructional building on campus and has six different "smart" classrooms.

From the standpoint of clinical and resource facilities: a.) the Clinical Suite permits the combination of all three of the clinical graduate programs into one geographical area with a very professional staff, providing assistance to approximately 4000 clients (including lower-income families in the community) with these types of services, b.) the Educational Resource Center provides facilities for students to produce electronic or hard copy materials for unit plans, bulletin boards, etc. c.) the Center for Adaptive Technology serves approximately 350 EMU students, a dramatic increase from 4 years ago when only about 50 students were served; the number of students with disabilities on campus is increasing, and the COE hopes to accommodate them.

Dr. Bretting then introduced Donald Staub, the Director of the Office of Collaborative Education.

Mr. Staub described the Office of Collaborative Education as the "outreach" arm of the College of Education, and as the liaison between the College and the whole teacher education population at EMU and the outside community (whether within the school system or other educational agency).

The activities of the office can be divided into four sometimes overlapping areas: a.) programs, like the Consociate Schools Program, facilitated very effectively by Dr. Joanne Caniglia from the College of Arts & Sciences, and representing a great success in collaboration with EMU faculty, students, and the school, b.) projects, typically involving faculty interacting with the schools, like the Milan school district's

request for assistance with training teachers and staff in how to use the advanced technology that was installed in the new high school; the office helped facilitate training over the summer, and was even able to arrange to place a graduate student at the school for the academic year in a technical support capacity, c.) conferences: an international education conference just ended, and the office plans a College of Education Winter Administrators' Conference annually, and d.) the office has a number of state, local and federal grants, and e.) many international projects.

Dr. Robbins thanked the presenters, and offered to entertain any questions.

Regent Brandon thanked Dr. Robbins, complimented the overview, and said she would like the opportunity to visit the college and familiarize herself with it more extensively. She asked Dr. Robbins to identify the greatest strengths and challenges facing the College at the moment.

Dr. Robbins replied that the COE's greatest strength is in the people that comprise it. There is a wonderful group of faculty and leaders in the college, poising the college to do as much as resources permit. The students are similarly deeply committed to what they are doing, and the indications are that indeed they do go out in the schools and become very effective teachers. Certainly the support systems and facilities in the college are a source of pride and a demonstration of good practice, and the opportunity to show off the facilities to visitors is always welcome. Like in the rest of the university, the greatest challenge is finding enough resources to continue serving a growing student body.

Regent Brandon asked if program enrollment is at its maximum number. Dean Robbins replied that enrollment is over the maximum. For example, there are 10 fewer full-time tenure-track faculty now than there were in the 1980's, when student enrollment was lower.

Regent Brandon thanked Dr. Robbins once again, and expressed the intention to continue the dialog with the college. Dr. Robbins thanked Regent Brandon and the committee for their interest.

Regent Brandon adjourned the meeting at 9:03.

Respectfully submitted,

Akosua Slough, Administrative Secretary  
Academic Affairs

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 16
DATE:  January 20, 2004

**MONTHLY REPORT - FINANCE COMMITTEE**

**ACTION REQUESTED**

It is recommended that the Working Agenda for January 20, 2004 and the minutes for the December 2, 2003 Finance Committee meeting be received and placed on file.

**STAFF SUMMARY**

Regular Agenda items discussed at the December 2, 2003 Finance Committee were: the Finance Committee Monthly Report; FY 2005 Appropriation Request; FY 2005 Capital Outlay Budget Request; 2002-03 EMU Foundation Annual Report; 2002-03 Eagle Crest Management Corporation Annual Report, and Policies Recommended for Approval. Consent Agenda items discussed were: Treasurer's Report, Internal Audit Report, Grants and Contracts Report, Construction Projects Progress Report, Accounts Receivable Report, and Information and Communications Technology Initiatives Report.

**FISCAL IMPLICATIONS**

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

**ADMINISTRATIVE RECOMMENDATION**

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

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

\_\_\_\_\_  
Date



EASTERN MICHIGAN UNIVERSITY  
BOARD OF REGENTS  
FINANCE COMMITTEE MEETING

January 20, 2004  
10:30 a.m.  
201 Welch Hall

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**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: Interim Budget Status Report**  
Al Levett, Director, Budget Management
- Section 7: Information and Communications Technology Initiatives Report**  
Margaret Cline, Chief Information Officer and Executive Director, Information and Communications Technology

**REGULAR AGENDA**

- Section 16: Finance Committee Monthly Report**  
John W. Beaghan, Interim Vice President for Business and Finance
- Section 17: REPORT: 2002-03 Financial Report on Eastern Michigan University Charter Schools**  
Juanita Reid, Vice President, University Relations and Joseph Pollack, Director, Charter Schools
- Section 18: Amendment: Flexible Benefit Plan**  
Susan Patalan, Interim Executive Director, Human Resources
- Section 19: Policies: Revisions Recommended For Approval**  
John W. Beaghan, Interim Vice President for Business and Finance

**EASTERN MICHIGAN UNIVERSITY**

**Board of Regents  
FINANCE COMMITTEE**

**MINUTES OF MEETING**

December 2, 2003

Present: Regents Antonini (Committee Chair), Morris, Rothwell, Brandon, Griffin, Valvo, Incarnati, and Interim Vice President Beaghan (Business and Finance)

**MONTHLY REPORT**

John Beaghan recommended that the working agenda for December 2, 2003 and the minutes for the September 16, 2003 Finance Committee meeting be received and placed on file.

**TREASURER'S REPORT**

John Beaghan recommended that the Treasurer's Report for the month of October 2003 be received and placed on file. Beaghan reported that as of October 31, 2003 cash and investments totaled \$108 million and were invested to return a total annualized return of 1.3 percent. Beaghan reported that each of the investment categories met or exceeded their benchmark for the time period. Cash investments, excluding bond proceeds, are down by about \$200,000 from the prior year due to normal fluctuation of cash flow. Beaghan reported that the University's investment committee is looking into the possibility of diversifying investments and using equities, and is planning to review peer institutions' investment policies. Regent Brandon recommended that the University investigate the formation of an external investment advisory committee. Regent Morris recommended that a supplemental report on Charter School revenues be prepared and reported to the Board.

**INTERNAL AUDIT REPORT**

Jeff Fineis and Brian Anderson of Andrews, Hooper and Pavlik recommended that the Internal Auditor's activity report for the period September 2003 through November 2003 be received and placed on file. The reports for the investments internal audit and the risk management internal audit have been issued. The investments internal audit report included a finding and a corresponding recommendation to improve controls. Fineis stated that the recommendation has been discussed with University management, management agrees with the recommendation and is proceeding with actions to implement it. Fineis said a report prepared by University management is included which updates the status of recommendations from the previous benefit administration and cash disbursement audits, which were completed in July 2003. Fineis reported that most of these recommendations have been implemented, and for those still outstanding, implementation plans are in place with completion set by a certain date. A follow-up report will be submitted to the Board at the January 2004 meeting. Fineis noted that an updated internal audit schedule for the period ended September 30, 2003 and September 30, 2004 are also included with the report.

Regent Morris expressed concern that reconciliation of cash investments was not being done within the 30-day requirement. Beaghan stated that the delay was caused by a transitional implementation issue (Banner), and that reconciliations are now being completed within the 30-day limit. Jeff Fineis stated that a status report will be provided at the January 2004 Finance Committee meeting.

Regarding the Risk Management audit, Regent Morris asked if the insurance broker is selected through a bid process and if the broker promotes bids for the third-layer coverage for the University. McKanders said that he will confirm the bid process. Fineis stated that it would be worthwhile to investigate the possibility of getting a proposal or a quote from another broker. Regent Antonini asked the internal auditors to develop a reporting process that will determine whether or not the bid process is being used in selecting a liability coverage broker. Fineis stated that AHP would prepare a follow-up report for the January 2004 Finance Committee meeting.

Regent Griffin asked Fineis to explain what his duties are as internal auditor, and to explain and clarify the audit schedule, specifically "special projects". Fineis stated that the internal auditors report to the Board of Regents, submit the audit schedule to the Board for approval, and typically work with the Vice President for Business and Finance and other Cabinet members in coordinating the audits – the regular audits, which occur on a rotating schedule, and audits of specific areas of concern. Fineis stated that time is allotted on the schedule for special projects, i.e. specific areas of concern not usually seen on the regular schedule, and the University is billed for those hours only when utilized. Regent Griffin asked Fineis if the University has ever denied or rejected an audit, or if the internal auditors have ever felt restrained during an audit. Fineis answered no, and that working with the University has always been very proactive.

**GRANTS AND CONTRACTS REPORT**

Brian Anderson recommended that 72 grants and contracts totaling \$3,537,923 for the period September 1, 2003 through October 31, 2003 be accepted. Anderson reported that one-hundred percent sponsored funded grants and contracts in the amount of \$2,054,011 were awarded; grants and contracts that require University cost sharing and/or in-kind contributions totaled \$1,483,912; cash contributions for those awards totaled \$15,000 with a fiscal year-to-date total of \$110,555 against the base budget of \$361,652. Anderson's grant and contract progress report indicated that 160 proposals were processed through October 2003 totaling \$16.6 million, which is an increase in dollar value over FY03 year-to-date activity. Awards received through October 31, 2003 totaled 125 with a total dollar value of \$5,432,455, which is an increase of \$1.1 million over last year. Anderson stated that the increase over last year is due primarily to federal grants, which are up approximately \$1.8 million over last year. Anderson reported that the University plans to submit 487 proposals totaling \$43.9 million dollars during fiscal 2004, and he is projecting that the University will receive 383 awards for \$15.2 million. Anderson said that actual proposals submitted are down from the plan by 2 proposals, but the dollar value of proposals processed is up \$1.9 million. Awards are down from the plan by three awards, but the dollar value is up \$365,000 dollars from the plan.

**CONSTRUCTION PROJECTS PROGRESS REPORT**

Tony Catner and Aaron Preston recommended that the Board receive and place on file the construction projects progress report for the period ending October 31, 2003. Catner reported that the use and finance statement for the new student union project is currently on hold, pending approval from the state. Vice President Juanita Reid recently attended the Joint Capital Outlay Subcommittee (JCOS) meeting and reported that the new student union project was removed from the agenda pending announcement of the governor's executive order regarding the state budget. Reid reported that a group of student leaders accompanied her in support of the new student union to the JCOS meeting. She said

that the students observed the political process involved as the student union project was removed from the agenda. Catner reported that, currently, the cost of the entire project is limited to an amount not to exceed \$1,000,000 for services, material and labor until final approval for the project is received from the state. Catner stated that estimated completion of the project has been delayed. Preston reported that the McKenny Union re-assignment project has also been placed on hold.

The Campus Master (Concept) Plan is continuing with University and community involvement. Submission of the final plan is due January 2004. Catner reported that campus classroom and instrumentation upgrade projects are continuing with furniture selections and bidding procedures in progress. The South Pease parking lot project is scheduled to begin in the spring of 2004, with anticipated completion scheduled for August 2004.

Beaghan stated that the reporting format of the construction projects progress report was revised in accordance with Regent Brandon's recommendation to illustrate an original budget, a revised budget, actual expenditures to date, forecasted final expenditures and the projected balance available.

Regent Brandon asked about the \$50 million deferred maintenance cost in relation to the capital outlay budget request, and said that the cost inflates when maintenance is delayed after three years. Catner confirmed and stated that a facility condition index is included in the capital outlay request to determine maintenance costs associated with the accelerated deterioration rate for the campus facilities.

**ACCOUNTS RECEIVABLE REPORT**

Thom Madden recommended that the Student Accounts Receivable Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of October 31, 2003 be received and placed on file. Madden reported that the Student Accounts Receivable Ratio Analysis reflects a current net receivable balance of \$14,901,000 or 20.79 percent of revenue as compared to \$12,540,000 or 19.32 percent of revenue as of October 2002. The report shows a 0.14 percent increase when compared to the five-year average of 20.65 percent. Madden stated that the University continues to closely manage the accounts receivable, and that the current trend is consistent with established goals. Madden reported that the University implemented online bill payment and presentation in November 2003. Full implementation is scheduled for February 2004. Madden stated that electronic billing is estimated to save \$120,000 per year in postage costs.

Regent Morris recommended that the Student Accounts Receivable report be revised to include a comparison of the three-year average dollars to the monthly actual dollars. However, Regent Antonini noted that the higher tuition rates also impact this number. Beaghan noted that the University uses the percentage of accounts receivable because of the fluctuation in the revenue.

**TECHNOLOGY PLAN IMPLEMENTATION REPORT**

Margaret Cline recommended that the ICT Initiatives Report be received and placed on file. Cline reported that all modules, except Advancement, have been implemented. Decommission of the mainframe is expected to be complete in January 2004. Cline reported that 12 applications for E-fellows, the program designed to assist faculty with technology, have been received. The WebCT Vista pilot program is underway with 830 students enrolled in 32 sections. Regent Brandon asked Cline to

provide information on how much the University is spending on consultants related to the ICT initiatives project. Cline said that she would supply that information.

### **FY 2005 APPROPRIATION REQUEST**

John Beaghan recommended that the Board approve the FY 2005 Appropriation Request. Beaghan reported that the request establishes the initial resource planning parameters for FY 2005 and identifies the fiscal needs of the University, which is \$12.7 million for fixed costs and program improvements. Beaghan said that given the state's economic condition, the University recognizes that a FY 2005 increase in state appropriations for higher education is unlikely, and therefore requests a continuation budget at the FY 2004 level of \$78,873,480. If the state's economic climate improves, the University requests that funding be restored to the FY 2002 appropriation of \$87,637,200 (\$8.8 million restoration). Beaghan reported that the state appropriation accounts for only 36 percent of the University's operating budget, excluding grants and gifts. The University is anticipating a six-percent cut, or \$5 million decrease from the previous budget allocation from the state. Beaghan stated that a six-percent cut received at mid-year is essentially a twelve-percent cut if there are only 6 months remaining to recover the deficit. Beaghan reported that the University has created various scenarios to handle different levels of cuts from the state, including tuition and fee increases, cost containment programs and revenue enhancement programs. Beaghan said that the University needs to anticipate and plan for fiscal 2005 budgets as well as state cuts affecting the current fiscal 2004 budget. Beaghan reported that further cuts will begin to significantly impact the University. Regent Antonini indicated that the University needs to maintain enrollment and continue to offer quality education to the students.

Beaghan reported that instructions for the appropriation requests were received from the state in late September after the Board met, and requests were required in Lansing by October 28 (before the November/December Board meeting). Therefore, as in the past, the request was submitted to the state before receiving Board approval. Regent Brandon indicated that a procedure needs to be in place that allows the Board to approve appropriation requests before they are submitted to the state. Regent Morris asked if the Board could call a special meeting via teleconference. Ken McKanders said no, and stated that a similar proposal had been before the Board in the past and was denied. Beaghan said that in the future the University would prepare a proposed request for the Board's discussion at the September meeting, and revise if needed after receiving instructions from the state.

### **FY 2005 CAPITAL OUTLAY BUDGET REQUEST**

John Beaghan recommended that the Board approve the FY 2005 Capital Outlay Budget Request, which identifies the modernization of Pray-Harrold as the University's top capital project. Beaghan reported that Pray-Harrold serves approximately 10,000 students each instructional day and is in critical need of improvement. Beaghan said the program statement has been completed and submitted to the Department of Management and Budget. The estimated cost to modernize Pray-Harrold is \$41,384,475. The University's cost share is \$10,346,119 or 25 percent, which will be provided through the sale of bonds supported by tuition and fee revenue. Beaghan reported that timing issues and deadlines were similar to the appropriations request, and so the capital outlay request was submitted to the state before receiving Board approval. He said that in the future the University will prepare a proposed capital outlay request for Board approval prior to state deadlines and before sending the request to the state.

**2002-2003 EASTERN MICHIGAN UNIVERSITY FOUNDATION ANNUAL REPORT**

Laura Wilbanks recommended that the Board receive and place on file the Eastern Michigan University Foundation Annual Report for the year ended June 30, 2003. Wilbanks stated that the annual financial audit of the Foundation and its subsidiaries was performed by Plante & Moran, PLLC. Endowment assets reported at year-end totaled \$30,319,418 representing a 0.6 percent decrease from FY 2002. Total contributions during 2002-03 were \$5,576,981. Wilbanks reported that current expendable gifts distributed to the University for programs and scholarships totaled \$4,400,564 for the year ended June 30, 2003.

Stu Starner reported that a cash gift goal of \$4 million has been established for 2004. Starner reported that work needs to be done to increase donor gifts from the community and alums. Currently, three-percent of EMU alums are participating donors. Starner reported that the Foundation utilizes a database of 121,450 alumni records. New advancement publications include E-edge, a monthly alumni newsletter, and Exemplar, which targets significant alumni.

Starner reported that three significant gifts were received by the end of November 2003. The Foundation received a \$200,000 cash endowment gift as a result of a prospect information network system. A second gift of \$1.24 million was received from the Skillman Foundation, with a commitment of over five years that averages \$250,000 dollars annually in support of the College of Education. Starner reported that the Foundation has also received a verbal commitment for a \$500,000 gift annuity.

**2002-03 EAGLE CREST MANAGEMENT CORPORATION ANNUAL REPORT**

Kathy Vachon recommended that the FY 2003 Eagle Crest Management Corporation Annual Report be received and placed on file. Eagle Crest Management Corporation (ECMC) is a wholly-owned, for-profit subsidiary of the Eastern Michigan University Foundation, which provides management and general services for the University's Golf Course and Conference Center assets. Vachon reported that ECMC realized a net income of \$34,892 for FY 2003, which exceeded budget and prior year results. The Conference Center achieved a net income of \$61,581, and the Golf Course suffered a loss of \$160,895. Vachon reported that the Executive Card program at the Golf Course generated \$49,780 in revenue, and a three-year contract has been secured to host the Michigan High School Athletic Association Boy's and Girl's Championships at Eagle Crest Golf Club. Eagle Crest provided a dividend of \$58,000 to the EMU Foundation from fiscal 2002-03 profits.

**POLICIES RECOMMENDED FOR APPROVAL**

John Beaghan recommended that the Board approve the creation of one new policy and the revision of four others. Beaghan reported that the new policy, "Responsibility for Non-University Property", was developed from a procedure and states that the University's insurance covers only University-owned property. The policy does not provide coverage for non-University owned property, except in instances where the terms of a properly negotiated and signed contract might provide otherwise. Beaghan recommended that policy number 11.1.3 Banking Services be revised, and includes a requirement that all funds collected for the University must be deposited into an approved University bank account. Policy number 11.1.4 Reserves, which has not been updated for 26 years, referred to obsolete financial

FINANCE COMMITTEE  
MINUTES OF MEETING  
December 2, 2003

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reserves. Beaghan stated that the revised policy is more generic and requires the University to review reserves and report in compliance with Generally Accepted Account Principles (GAAP), and also notes that financial reserves are reviewed annually by the University's external auditors and results reported to the Board. Beaghan recommended that policy number 11.1.5 Selection of External Auditor be revised to clarify the Board's role in appointing the University's external auditors. Beaghan reported that the requirement of rotating auditors every five years was removed because there are few auditors in the area with expertise in higher education. Beaghan stated that the revised policy allows for the Board to appoint new external auditors every five years, but does not require it. Regent Morris disagreed with the revision and recommended that the University follow the Sarbanes-Oxley requirement and change external auditors every five years. Regent Valvo concurred. Regent Antonini recommended that the policy be revised so that the rotation of external auditors every five years is required by the Board. Regent Incarnati recommended that the Finance Committee needs to determine what parts of Sarbanes-Oxley the University should adhere to.

Beaghan stated that policy 12.1.1 Residence Classification for Tuition Purposes was originally written in procedural format. The procedure has been deleted from the policy. The procedure, which is separate from the policy, has been revised and ready for implementation. Regent Morris asked why military reservists are excluded from classification as in-state residents. Ken McKanders responded that Article G of the procedure permits Michigan reservists to receive the in-state tuition benefit, but excludes reservists from other states who do not qualify for Michigan residency. Regent Morris maintained that the procedure was not equitable to all military reservists. Regent Antonini recommended that the policy and procedure be tabled until the January 2004 Finance Committee meeting.

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 17
DATE: January 20, 2004

**RECOMMENDATION**

**REPORT: 2002-03 FINANCIAL REPORT ON  
EASTERN MICHIGAN UNIVERSITY CHARTER SCHOOLS**

**ACTION REQUESTED**

It is recommended that the 2002-03 Financial Report on Eastern Michigan University Charter Schools be received and placed on file.

**SUMMARY**

In response to the Board of Regents request at the December 2, 2003 meeting, a 2002-03 Financial Report on Eastern Michigan University Charter Schools is enclosed. Future financial reports will be included in EMU's Annual Charter Schools Report to the Board. The report includes the following information for the eight charter schools authorized by EMU:

- **Eastern Michigan University as an Authorizing Body** – This document outlines the legal and statutory responsibilities for EMU as an authorizing body and fiscal agent for charter schools.
- **Charter Schools Funding Sources and Uses** – A summary of the Charter Schools Office activities in disbursement of funds and the use of funds to operate the office.
- **Charter Schools Summary Financial Statements** – The 2002-03 year-end summary of balance sheets and statement of revenue, expenditures and changes in fund balances for EMU's eight charter schools.
- **Charter Schools Reporting Requirements** – A listing of monthly, quarterly and annual legal and financial reports required by the EMU Charter Schools Office.
- **Charter Schools Compliance Review Checklist** – A checklist of all quarterly financial reports required by the EMU Charter Schools Office.

**FISCAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

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

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

\_\_\_\_\_  
Date



1.

**EASTERN MICHIGAN UNIVERSITY  
CHARTER SCHOOLS OFFICE  
January 20, 2004**

**Eastern Michigan University as an Authorizing Body**

Eastern Michigan University (EMU) is the authorizing body of its public school academies (charter schools). Under Michigan's Revised School Code (Code), there are three important roles an authorizing body plays in establishing and monitoring public school academies. First, an authorizing body acts as "chartering authority" for a public school academy, issues a contract that establishes the public school academy as a public school and enables it to receive state funding for its operation. Second, an authorizing body performs oversight functions and monitors the actions of the public school academy's board of directors in its compliance with the contract and applicable law. Third, an authorizing body acts as "fiscal agent" for a public school academy, receives state school aid payments, forwards those payments to the school and requires various financial reports, including the annual audit.

**Charter Authority of an Authorizing Body**

Authorizing bodies, as issuers of public school academy contracts, perform several charter authority functions related to the establishment of public school academies: a) review and approve public school academy applications; b) establish the method of selection for public school academy board members; c) issue public school academy contracts; d) report violations of applicable law to the public school academy board of directors and/or the governmental agency required by law to enforce and administer a particular statute or rule; and e) enforce and revoke public school academy contracts.

**General Oversight Responsibilities of an Authorizing Body**

Section 502 (4) of the Code, MCL 380.502(4) (emphasis added) provides as follows:

- (4) An authorizing body shall oversee, or shall contract with an intermediate school district, community college, or state public university to oversee each public school academy operating under a contract issued by the authorizing body. ***The oversight shall be sufficient to ensure that the authorizing body can certify that the public school academy is in compliance with statute, rules and the terms of the contract.***

Section 507(1) of the Code, MCL 380.507(1) (emphasis added), defines authorizing body oversight as follows:

- (1) The authorizing body for a public school academy is the fiscal agent for the public school academy. A state school aid payment for a public school academy shall be paid to the authorizing body that is the fiscal agent of the public school academy, which shall then forward the payment to the public school academy.

*An authorizing body has the responsibility to oversee a public school academy's compliance with the contract and all applicable laws....*

The Code sections are the only provisions that directly speak to authorizing body oversight duties. In general, the kind of oversight being performed by authorizing bodies is typically outlined in the contract.

**Fiscal Agent Oversight Responsibilities of an Authorizing Body**

Pursuant to the Revised School Code and the State School Aid Act, the authorizing body acts as the fiscal agent of the public school academy for the limited purposes of receiving state school aid funds. Other provisions of the Code and the Act provide that the public school academy board of directors is responsible for the daily management and oversight of the public school academy. This daily oversight includes actions such as the adoption of the budget, receipt and disbursement of school funds, and the hiring of a certified public accountant to perform an independent annual financial audit. By contrast, the authorizing body has no authority to manage the financial aspects of the school or approve expenditures made on behalf of the school.

The Code requires authorizing bodies to act as the fiscal agent for the public school academy's state school aid funds (MCL 380.507). Neither the Code nor the Act, however, requires or permits authorizing bodies to determine the amount of state school aid to be received by the public school academy or whether a particular public school academy is eligible to receive such payments. Section 20(6) of the Act, MCL 388.1620(6), provides in part that state school aid funds for a particular public school academy shall be allocated to its authorizing body for forwarding to the public school academy. This language is identical to the language included in section 507(1) of the Code.

**Role of the Michigan State Board of Education  
in Oversight of Public School Academies**

The Michigan Constitution places general leadership and supervision over public schools in the State Board of Education. In addition, the State Board, Superintendent of Public Instruction and the State Department of Education are statutorily required to oversee various aspects of public education and enforce the law relating to public education including public school academies.

No provision of the Michigan Constitution mentions authorizing bodies. Authorizing bodies are legislative entities that have been given statutory powers to authorize the establishment of public school academies and provide standards of accountability for public school academies. In addition, an authorizing body's oversight responsibilities for public school academies must be consistent with the rules and guidelines established by the State Board, the Superintendent of Public Instruction and the Department of Education. In particular, one Code section illustrates

the hierarchy of public oversight for public school academies. Section 1281 of the Code sets forth some of the State Board supervisory responsibilities for public school academies:

- require each public school academy board of directors and the officers of each of those boards to observe the laws relating to schools;
- prescribe appropriate uniform pupil and finance accounting records for use in public school academies and promulgate rules for their adoption;
- require each public school academy board of directors to carry out the state board’s recommendations relative to the safety of school buildings, equipment and appurtenances, including any condition that may endanger the health or life of pupils;
- the State Board may examine and audit the official records and accounts of public school academies and may compel proper accounting by legal action instituted by direction of the attorney general; and
- grant waivers to public school academies from the State Board or Department of Education rules. (MCL 380.1281)

To the extent that authorizing bodies are part of the State’s public education system, the State Board has the constitutional authority to oversee the functions performed by authorizing bodies. The Code also gives the State Board the right to suspend an authorizing body from issuing any new contracts if the authorizing body is not “engaging in appropriate continuing oversight.”

**EASTERN MICHIGAN UNIVERSITY  
CHARTER SCHOOLS FUNDING SOURCES AND USES  
FOR THE YEAR ENDED JUNE 30, 2003**

**FISCAL AGENT ACTIVITY (Accrual basis)**

Charter School Funding Received from the State of Michigan	\$ 25,192,280
Less State Aid Disbursements Directly to Schools	(22,054,684)
Less Loan and Bond Payments on Behalf of Schools	<u>(2,425,260)</u>
EMU Charter Schools Departmental Revenue	712,335
Carry Forward Fund Balance	2,491
EMU Charter School Office Funding Source	<u><u>\$ 714,826</u></u>

**CHARTER SCHOOLS OFFICE USES OF FUNDING (Accrual basis)**

Personnel Wages and Benefits Included: Director, Assistant Director, Administrative Assistant, Accountant, and 1/3 Attorney	\$ 302,691
Direct Aid to Charter Schools The Charter Schools Office supported schools with direct return of funding for teacher development, academic student testing, school board training and policy development, and student enrichment programs.	202,158
Supplies Services and Maintenance  Significant items included external legal fees, updated computer equipment, major support of the summer fine arts camp held at EMU, printing, and organizational and professional dues and memberships.	105,076
Indirect Cost The Charter School Department reimburses Eastern Michigan University for its support of the program at a rate consistent with the off campus IDC rate.	98,068
Travel The Director, Assistant Director, Attorney, and Accountant travel regularly to the schools for board meetings, oversight and consultative visits. They also attend informational and training conferences and workshops on a regular basis.	6,833
Total Uses of Funding	<u><u>\$ 714,826</u></u>



Submit to by these due dates:  
Director of Charter Schools  
207 Welch Hall  
Ypsilanti, MI 48197



REPORTS	PERIOD COVERED / EMU RETENTION SITE	DUE DATE
Board Approved Tentative Budget	Yearly / Accounting	6/30/03
Business Office Survey and Org Chart	Yearly / Accounting	7/15/03
Nonprofit Corp. Information Update (w/changes) or (wo/changes) <a href="http://www.cis.state.mi.us/dms/results.asp?docowner=BCSC&amp;doccat=Corporations&amp;Search=Search&amp;offset=0">http://www.cis.state.mi.us/dms/results.asp?docowner=BCSC&amp;doccat=Corporations&amp;Search=Search&amp;offset=0</a>	Yearly / Charter Schools Office	10/01/03
Annual A-133 Single Audit (if required); only if over \$300K in Federal funds expended.	Yearly / Accounting	10/15/03
Annual Audited Financial Statements and Management Letter	Yearly / Accounting	10/15/03
(Michigan) Form B Financial Report/Confirmation of FID acceptance	Yearly / Accounting	11/15/03
<b>Quarterly Financial Reports</b> (not GAAP):	07/01-09/30	11/15/03
• Combined Balance Sheet - All Fund Types and Account Groups	07/01-12/31	2/15/04
• Statement of Revenue and Expenditures and Changes in Fund Balances - All Governmental Fund Types and Expendable Trust Fund	07/01-03/31	5/15/04
• Statement of Revenue and Expenditures and Changes in Fund Balances - All Governmental Fund Types and Expendable Trust Fund - Budget vs Actual	07/01-06/30	8/15/04
	/	
	Accounting	
Bank Statements with Reconciliations	Monthly / Accounting	With Quarterly Reports
Revenue Reconciliation-Booked Rev. to State Aid Status Report	Quarterly / Accounting	With Quarterly Repc
A/P & A/R Aging Schedules 30/60/90	Quarterly / Accounting	With Quarterly Reports
941 Payroll Form(s)	Quarterly / Accounting	With Quarterly Reports
Quarterly Financial Performance Assessment	Quarterly / Accounting	With Quarterly Reports
Board Response to Management Letter and Comments	Yearly / Accounting	11/30/03
Qualifying Statement <a href="http://www.michigan.gov/treasury/0,1607,7-121-1751_2164-16305--,00.html">http://www.michigan.gov/treasury/0,1607,7-121-1751_2164-16305--,00.html</a>	Yearly / Accounting	12/31/03
Board Approved Amended Budget (or statement that budget has been reviewed and no amendment was needed)	Yearly / Accounting	4/30/04
Board Approved Budget Timeline (on prescribed format)	Yearly / Accounting	6/01/04
Signed and approved Minutes from Board Meetings	Monthly	Following Month
Loan or Lease Agreements		ASAP
Audit Firm Engagement Letter		ASAP
Contracts for Banking Services and Investment Management	/	ASAP
Insurance Contracts [General/Public Liability, Errors & Omissions (Including Directors & Officers, and School Leaders Errors & Omissions), Auto Liability (Owned & Non-Owned), Workers' Compensation, Crime (Including Employee Dishonesty), Employment Practices Liability, Property]	Charter Schools Office	ASAP
Construction/Renovation Contracts		ASAP
Grant Awards from Federal, State, Local or Private Sponsors		ASAP
New or revised Board Policies		ASAP
Other Contracts or Agreements		ASAP
List of Items Bid over \$17,932 (amount subject to annual update) and Winning Vendor (name, address and total bid amount)		ASAP
Copies of all Complaints or Legal Actions within 10 days of Receipt whether Filed in Court or With an Administrative Agency.	As Occur / Charter Schools Office	Within 10 days of receipt

CHARTER SCHOOLS COMPLIANCE REVIEW

QUARTER ENDED:

UPDATED:

21

Requirement	Timing	ACAD. FOR BUSINESS & TECH (Leona)	ANN ARBOR LEARNING COMM.	COMMONWEALTH ACADEMY	EDISON - OAKLAND ACADEMY (Edison)	GAUDIUM ACADEMY	GRAND BLANC ACADEMY (Mosaic)	GREAT LAKES ACADEMY (Beacon)	HOPE ACADEMY
BOARD APPROVED TENTATIVE BUDGET	YEARLY / 06/30 of previous FY								
BUSINESS OFFICE SURVEY & ORG CHART	YEARLY / 7/15								
FINAL AUDIT & MGMT LETTER <sup>1</sup>	YEARLY / 10/15								
A - 133 SINGLE AUDIT	YEARLY if >\$300K fed money rec'd / 10/15								
FORM B	YEARLY / 11/15								
BOARD RESPONSE TO MGMT LETTER <sup>1</sup>	YEARLY / 11/30								
QUALIFYING STMT	YEARLY / 12/31								
BOARD APPROVED AMENDED BUDGET <sup>2</sup>	YEARLY / 04/30								
BOARD APPROVED BUDGET TIMELINE	YEARLY / 06/01								
09/30 QUARTERLY ASSESSMT	QUARTERLY / 11/15								
09/30 BALANCE SHEET	QUARTERLY / 11/15								
09/30 STMT OF REV & EXP	QUARTERLY / 11/15								
09/30 STMT OF REV & EXP-BUDGET VS ACTUAL	QUARTERLY / 11/15								
REV. RECON., BOOKED TO STATE AID STATUS REPT.	QUARTERLY / 11/15								
A/P, A/R AGING	QUARTERLY / 11/15								
BANK REC & STMTS	MONTHLY / 11/15								
941 FORMS <sup>3</sup>	QUARTERLY / 11/15								
INSURANCE "MUSIC" COMPLIANT	CURRENT								
DEFICIT CURRENT									
DEFICIT PREVIOUS REPORT									

Notes: Except for the "DEFICIT CURRENT" row, which is numeric, all fields are populated with "YES," "NO," or "N/A" as items are submitted.  
 1. This footnote any audits that did not include management letters or management letter required no response.  
 2. "No" in this row means no amended budgets have been received; "Yes" means at least one amended budget has been received subsequent to original budget.  
 3. "N/A" in this row means employees are management company employees and 941 is filed for management company in aggregate.

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 18
DATE: January 20, 2004

**RECOMMENDATION**

**AMENDMENT: FLEXIBLE BENEFIT PLAN**

**ACTION REQUESTED**

It is recommended that the amendment, restatement and continuation of the Eastern Michigan University Flexible Benefit Plan (first established January 1, 1989) be approved.

**STAFF SUMMARY**

In 1989, the Board approved the establishment of a Flexible Benefit Plan (the Plan), in accordance with the provisions of Section 125 of the Internal Revenue Code, which provided employees the ability to use pre-tax payroll deductions to pay for dependent care expenses. This Plan was administered internally until 2001 when a second benefit, use of pre-tax payroll deductions to pay for health care expenses, was added. At that time, a third-party administrator (Paychex) was chosen through the bid process to manage the Plan.

Upon completion of the third-party administrator contract, management of the Plan was rebid and now has been awarded to Ceridian Benefits Services. As a result, the Plan document has been amended and restated.

The changes to the Plan are minor, but include:

- Updated and more detailed definitions and descriptions of allowable reimbursements according to IRS rulings.
- Increased maximum reimbursement for health care expenses from \$3,000 to \$5,000 per year.
- Incorporation of HIPAA Privacy Rule regulations.

**FISCAL IMPLICATIONS**

The amendment, restatement and continuation of the Flexible Benefit Plan and selection of a new third-party administrator is cost-neutral to the University.

**ADMINISTRATIVE RECOMMENDATION**

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

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

\_\_\_\_\_  
Date



CAFETERIA PLAN  
with  
FLEXIBLE SPENDING ARRANGEMENT

PROVIDED BY

Eastern Michigan University

This “pattern” document describes a cafeteria plan under Section 125 of the Internal Revenue Code of 1986, as amended which includes one or more flexible spending account(s) as benefits eligible for selection by participants.

Advice of Legal Counsel should be obtained before using this document as a pattern to adopt a cafeteria plan.

2.

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ARTICLE 5.           INSURANCE PREMIUMS

ARTICLE 6.           HEALTH CARE REIMBURSEMENT PLAN

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**ARTICLE 1. ESTABLISHMENT AND PURPOSE**

**1.1 Establishment.** Eastern Michigan University establishes, effective as of **January 01, 2004**, a cafeteria plan for the benefit of its employees who may participate in the Plan. The Plan shall be known as the **Eastern Michigan University Flexible Benefit Plan**.

**1.2 Purpose.** The purpose of the Plan is to provide Employees who may participate in the Plan the choice among different combinations of health, dependent care and other benefits as specified in the Plan. The Plan is established in accordance with the provisions of Section 125 of the Internal Revenue Code and other applicable provisions.

**1.3 Qualified Status.** The Plan is intended to meet the requirements of Section 125 of the Internal Revenue Code and shall be interpreted and administered in accordance with the requirements of that section.

**1.4 History.** The following provisions constitute an amendment, restatement and continuation of the **Eastern Michigan University Flexible Benefit Plan** (established **1/1/1989**).

**ARTICLE 2. DEFINITIONS**

**2.1 Definitions.** Whenever used in the Plan, the following words and phrases shall have the meanings set forth below unless the context plainly requires a different meaning.

- (a) Affiliate means any entity (other than the Employer) that is part of a group of entities that includes the Employer and that constitutes: (i) a controlled group of corporations (as defined in section 414(b) of the Code); (ii) a group of trades or businesses, whether or not incorporated, under common control (as defined in section 414(c) of the Code); or (iii) an affiliated service group (within the meaning of section 414(m) of the Code), and that adopts the Plan with the Employer's consent.
- (b) Change in Status, means a Change in Status, as defined in Section 4.2(b)(2) of this Plan.
- (c) COBRA means the Consolidated Omnibus Budget Reconciliation Act of 1986, as amended.
- (d) Code means the Internal Revenue Code of 1986, as amended.
- (e) Committee means the Benefit Plan Committee of the Employer, or such other person or Committee as may be appointed by the Employer to supervise the administration of the Plan in accordance with the provisions of Article 10.
- (f) Compensation of a Participant means the total of amounts paid to a Participant by the Employer and reported on the Participant's Federal Income Tax Withholding Statement (form W-2) but excluding all fringe benefits.
- (g) Contract Administrator means an administrator that has contracted with the Employer to provide administrative services under the Plan. This term is not the same and is not intended to have the same meaning as the term defined in section 3(16) of ERISA.

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- (h) Dependent means one of the following individuals:
    - (1) An individual who qualifies as a dependent under the provisions of Section 152 of the Code
    - (2) For purposes of the Health Care Expense Account, the term "Dependent" includes a child who is otherwise a Dependent under this section and who is entitled to coverage under a qualified medical child support order or otherwise in accordance with the provisions of section 609 of ERISA.
  - (i) Dependent Care Assistance Account means the account established under Section 7.1 for each Participant, as increased under Section 7.2 by allocated Pay Conversion Contributions and as decreased under Section 7.3 by benefit payments made to the Participant.
  - (j) Effective Date means **January 01, 2004**, the date on which the Plan becomes effective.
  - (k) Eligible Employee means a **Regular** Employee who works at least **20** hours per week for the Employer continuously for a period of **90** day(s), counting periods that an Employee is on leave required under FMLA or during an absence from work for duty in the uniformed services of the United States of America.
  - (l) Employee means an Employee of the Employer who receives compensation from the Employer. Employee status shall not be considered to be affected by a leave of absence that is Employer-approved or legally required. However, the term Employee shall not include any person employed by the Employer at a location outside the United States or an individual characterized by the employer as an independent contractor.
  - (m) Employee Benefit Election Form means the form described in Section 3.2.
  - (n) Employer means **Eastern Michigan University** or its successor(s). However, where appropriate, the term Employer shall also mean an Affiliate that is the employer of a particular Participant.
  - (o) Employment-Related Dependent Care Expense means an amount paid by a Participant for household services or for the care of a Qualifying Individual, to the extent that such expense is incurred to enable the Participant to be gainfully employed for any period for which there are one or more Qualifying Individuals with respect to the Participant. However, (1) if such amounts are paid for expenses incurred outside the Participant's household, they shall constitute Employment-Related Dependent Care Expenses only if incurred for a Qualifying Individual who is a Dependent under the age of 13 for whom the Participant is entitled to an exemption under Section 151 of the Code or for a Qualifying Individual who regularly spends at least eight hours per day in the Participant's household; (2) if the expense is incurred outside the Participant's home at a facility that provides care for more than six individuals who do not regularly reside at the facility, the facility must comply with all applicable licensing requirements, if any; and (3) Employment-Related Dependent Care Expenses of a Participant shall not include expenses paid or incurred for services provided by (i) a child of such Participant who is under the age of 19 or (ii) an individual who is a Dependent of such Participant or such Participant's spouse.
  - (p) FMLA Leave means a leave of absence provided to an Employee of the Employer under the Family and Medical Leave Act of 1993, as amended.

(q) Health Care Expense means an expense related to the diagnosis, cure, mitigation, treatment, or prevention of disease consisting of expenses for medical care within the meaning of Section 213 of the Code, including, but not limited to, payments for the purpose of affecting any structure or function of the body, or for any hospital or nursing charges, optometrical, ophthalmological or auditory care, routine physical examinations, well-baby care, dental and orthodontic care, psychiatric care, prescription drugs, insulin, eyeglasses or contact lenses, hearing-aid appliances, similar prosthetic devices, medical-related transportation or medical or dental insurance out-of-pocket expenses.

The term "Health Care Expense" does not include cosmetic surgery or other similar procedures, unless the surgery or procedure is necessary to ameliorate a deformity arising from, or directly related to, a congenital abnormality, a personal injury resulting from an accident or trauma, or disfiguring disease. The term cosmetic surgery means any procedure, which is directed at improving the patient's appearance and does not meaningfully promote the proper function of the body or prevent or treat illness or disease.

The term "Health Care Expense" shall include medicine and drugs that do not require a physician's prescription, including antacids, allergy medicine, pain relievers and cold medicines. The term "Health Care Expense" shall not, however, include: (i) dietary supplements such as vitamins; (ii) illegally procured medicine and drugs; or (iii) toiletries, cosmetics or sundry items.

(r) Health Care Expense Account means the account established under Section 6.1 for each Participant, as increased under Section 6.2 by allocated Pay Conversion Contributions and as decreased under Section 6.3 by benefit payments made to the Participant.

(s) Highly Compensated Employee means a highly compensated individual or participant as defined in Code Section 125(e); a highly compensated employee as defined in Code Section 129(d)(2); or a highly compensated individual as defined in Code Section 105(h)(5).

(t) Insurance Plan means the plan(s) maintained by the employer to provide accident and health benefits to Employer's Employees, which is partially or fully insured by an independent third party.

(u) Key Employee means a key employee as defined in Code Section 416(i)(1).

(v) Participant means a person who is an Eligible Employee on or after the Effective Date, who applies to participate in the Plan, and who satisfies the participation conditions of Article 3.

(w) Pay Conversion Contributions means the contributions of a Participant made by salary reduction agreement in accordance with Section 4.1.

(x) Period of Coverage, with respect to any Plan Year, means that Plan Year. However, for any Employee:

(1) Who becomes a Participant after the start of a Plan Year, the Period of Coverage means the period commencing on the effective date of the Participant's participation and extending through the remainder of the Plan Year, or

(2) Who ceases being a Participant after the start of a Plan Year, the Period of Coverage means the period commencing on the first day of the Plan Year and extending through the last day of the Participant's participation.

- (y) Plan means the **Eastern Michigan University** Flexible Benefit Plan as amended or restated from time to time.
- (z) Plan Year means each twelve-month period ending **December 31**.
- (aa) Premium Only Option means the option to pay insurance plan premiums on a pre-tax basis through the Plan.
- (bb) Qualifying Individual means (i) a Dependent of a Participant who is under the age of 13, with respect to whom the Participant is entitled to an exemption under Section 151 of the Code, and (ii) a Dependent or spouse of a Participant who is physically or mentally incapable of caring for himself.

**2.2 Gender and Number.** Except as otherwise indicated by context, masculine terminology also includes the feminine, and vice versa, and terms used in the singular may also include the plural.

**ARTICLE 3. PARTICIPATION**

**3.1 Participation Conditions.** As a condition of participation and receipt of benefits under this Plan, each Participant shall be required to:

- (a) Furnish to the Committee a completed Employee Benefit Election Form along with required documentation
- (b) Designate and apply a portion of his or her Compensation as Pay Conversion Contributions in accordance with the provisions of Article 4
- (c) Observe all Plan requirements, rules and regulations
- (d) Consent to inquiries by the Committee with respect to any physician, hospital or other provider of health care or other services involved in a claim under this Plan
- (e) Submit to the Committee all reports, bills and other information that the Employer may reasonably require

**3.2 Application to Participate.** As a condition of participation, each Eligible Employee shall complete, sign and deliver to the Committee an Employee Benefit Election Form before his or her first day of participation. It is by this form that the Eligible Employee applies to participate in the Plan, designates the required portion of his or her Compensation for that Plan Year as Pay Conversion Contributions, makes a benefit election, and supplies any other pertinent information that the Committee reasonably requires. Unless otherwise required by the Committee, the application shall be delivered to the Committee prior to the first day of an Employee's participation.

**3.3 Commencement of Participation.** After an Eligible Employee satisfies the participation requirements of this Article 3, the Eligible Employee may become a Participant the latter of:

- (a) **First of the month** following **0** days of employment.
- (b) Immediately following the date on which the Committee receives the Participant's signed Employee Benefit Election Form.

**3.4 Cessation of Participation.** Participation in the Plan will end at the time that an individual ceases to be a Participant as defined in Section 2.1(v). With respect to periods following the date participation otherwise ends, Pay Conversion Contributions will cease but coverage may continue for the remainder of the period of coverage with respect to which the required premium has been paid.

**ARTICLE 4. PAY CONVERSION AND BENEFIT ELECTIONS**

**4.1 Pay Conversion.** Each Participant shall designate a portion of his or her Compensation for each Plan year to be applied as Pay Conversion Contributions. The portion shall be specified by the Participant at the time that a benefit election is made under Section 4.2 on the Employee Benefit Election Form. However, the minimum is **\$0.00** for Health Care Expense Account and the minimum for Dependent Care Expense Account is **\$0.00**. The maximum is as follows:

- (a) The maximum annual contribution per Participant to pay for insurance premiums under Article 5 shall be the actual cost of such premium payments.
- (b) The maximum annual contribution per Participant to this Health Care Expense Account under 6.1 shall be **\$5,000.00**.
- (c) The maximum annual contribution per Participant to his or her Dependent Care Assistance Account under Section 7.1 shall be the lesser of: (i) **\$5,000.00** (with respect to a calendar year), or, instead, **\$2,500.00** (with respect to a calendar year) if a Participant is married and files a separate Federal income tax return for that year; (ii) the Participant's earned income or (iii) the spouse's earned income, if applicable.

The Employer may, if necessary, adjust the rate to account for benefit election adjustments prescribed by Article 5. Except as otherwise provided by the Employer, Pay Conversion Contributions shall reduce the Participant's Compensation ratably on each pay day beginning on or after the first day of the Participant's participation, and shall continue in effect until changed in accordance with Section 4.2.

**4.2 Benefit Elections.**

- (a) Each Participant shall make a benefit election, in the manner provided in the Plan, to apply his or her Pay Conversion Contributions during each Plan Year, in such proportions as he or she chooses, to the following:
  - (1) To pay the Participant's premiums for Employer-sponsored health care insurance and other insured Employer-sponsored plans, as set forth in Article 5
  - (2) To pay the Participant's premiums for Employer-sponsored group term life insurance as set forth in Article 5
  - (3) To apply to the Participant's Health Care Expense Account for that Plan Year in accordance with Article 6
  - (4) To apply to the Participant's Dependent Care Assistance Account for that Plan Year in accordance with Article 7

A Participant's initial benefit election shall be made as part of his or her application to participate under Section 3.2 and the election shall remain in effect until changed in accordance

with this Section. A Participant may change her benefit election for a subsequent Plan Year by providing written notice to the Employer on a new Employee Benefit Election Form prior to the first day of the Plan Year for which such change is to be effective in accordance with rules prescribed by the Committee.

(b) A Participant's benefit election for any Plan Year shall be irrevocable during the Plan Year, except that:

(1) The Employer may limit a Participant's contributions in accordance with Section 8.2

(2) **Change in Status**

(A) If the Participant has a Change in Status (as defined in Subsection (B) below), he shall be entitled to revoke or modify his benefit election in a manner that is consistent with such Change in Status (as defined in Subsection (C) below), by providing written notice to the Committee within 31 days of the status change. An authorized change in the Participant's benefit election due to a Change in Status shall be effective the latter of:

(i) **Immediately following 0 days** following the date the Change in Status occurs

(ii) Immediately following the date on which the Committee receives the Participant's written notice

(B) A Change in Status is an event that falls into one of the following categories:

(i) Legal Marital Status changes: including marriage, death of spouse, divorce, legal separation and annulment.

(ii) Changes in Number of Dependents: including birth, death, adoption and placement for adoption.

(iii) Employment Status changes of the Participant or the Participant's spouse or dependents: termination or commencement of employment, strike or lockout, commencement or return from unpaid leave of absence, change of work-site or change in employment status.

(iv) Dependent Satisfies or Ceases to Satisfy the Requirements for Unmarried Dependents: change in student status or dependent no longer qualifies because of age.

(v) Change in Residence: change in place of residence of the employee, spouse or dependent.

(C) For accident or health coverage and group term life, the election change is consistent with the Change in Status only if the election change is on account of and corresponds with a change in status that affects eligibility for coverage under an employer's plan.



For other qualified benefits, the election change is consistent with the Change in Status only if it meets one of the following conditions:

- (i) The election change is on account of and corresponds with a change in status that affects eligibility for coverage under an employer’s plan.
- (ii) The election change is on account of and corresponds with a change in status that affects expenses described in IRC Section 129 with respect to the Dependent Care FSA.

The consistency rule of this Subsection shall be interpreted in accordance with the Special Consistency rules of applicable law.

**(3) Special Events**

- (A) A Participant may revoke or modify his benefit election during the current Plan Year if the revocation or modification is on account of a Qualified Medical Child Support Order (QMCSO) or other Judgments or Orders under 29 USC Section 1169(a); on account of the special enrollment rights of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); on account of an employee, spouse or dependent becomes entitled to coverage under Part A or Part B of Medicare or Medicaid or on account of a COBRA Qualifying Event.
- (B) A Participant, on account of an unpaid FMLA Leave, may revoke his benefit elections. When he returns from unpaid FMLA Leave after having revoked his benefit elections on account of taking FMLA Leave he may have his benefit elections reinstated on the same terms as prior to taking FMLA Leave, to the extent that reinstatement is required under the FMLA. A reinstated Participant shall not have a greater right to benefits for the remainder of the Plan Year than a Participant who is continuously working during the Plan Year.

**(4) Cost/Coverage Changes**

- (A) Cost Changes
  - (i) The Employer may modify a Participant’s contribution in accordance with the automatic adjustment in Section 5.2.
  - (ii) If the cost of coverage of an Employer-sponsored Plan described in Section 5.1 significantly increases or significantly decreases, a Participant who is covered under that Employer-sponsored Plan may choose to pay the increased or decreased premium or revoke coverage under the plan for which the premiums are being increased and elect coverage under a plan providing similar coverage, if available.

If the cost of coverage of an Employer-sponsored Plan described in Section 5.1 significantly decreases, an Eligible Employee who is not a Participant may choose to commence participation in the plan with the decrease in cost.

- (iii) With respect to a Dependent Care Assistance Plan under Article 7, a Participant may modify a benefit election if the cost for service provided by a dependent care provider, who is not a relative of the Participant, increases or decreases.
  - (iv) Cost changes covered by this Section 4.2 (b)(4)(A) include but are not limited to, cost changes initiated by the Eligible Employee or the Employer.
- (B) Coverage Changes
- (i) If coverage provided under a plan described in Section 5.1 or Article 7 is significantly curtailed that is not a loss of coverage, a Participant who is covered under that plan shall be entitled to change his benefit election by revoking coverage under the plan being curtailed but must elect coverage under a plan providing similar coverage, if available.
  - (ii) If coverage provided under a plan described in Section 5.1 or Article 7 is significantly curtailed that is a loss of coverage, a Participant who is covered under that plan shall be entitled to change his benefit election by revoking coverage under the plan being curtailed and elect coverage under a plan providing similar coverage, if available.
  - (iii) If during a period of coverage, a new benefit plan is added or an existing benefit option is significantly improved, an Eligible Employee may elect the new benefit plan or improved benefit plan and make a corresponding election change with respect to other plans providing similar coverage.
  - (iv) A Participant may make a change in such Participant's benefit election if such change is on account of and corresponds with a change made under another employer plan if (a) such change is permitted under the other employer's cafeteria plan (or qualified benefit plan) and Code requirements applicable to such change; or (b) this Plan permits participants to make an election for a period of coverage which is different from the period of coverage under the other cafeteria plan (or qualified benefit plan).
- (C) This Section 4.2(b)(4) does not apply to an election change with respect to the Health Care Reimbursement Plan described in Article 6.
- (5) A Participant who separates from the service of the Employer during a period of coverage may revoke existing benefit elections and terminate the receipt of benefits for the remaining portion of the period of coverage. If the Employee should return to service within 30 days for the Employer during the same plan year, the Employee shall reenroll with the same benefit elections prior to termination for the remaining portion of the period of coverage. If the Employee should return to service of the Employer after 30 days, but during the same plan year, the Employee may **Re-Enroll with a new Benefit Election** for the remaining portion of the period of coverage.
  - (6) Notwithstanding the provisions of Section 4.2 (b)(2) and 4.2 (b)(4) no change shall be permitted unless both the old and the new benefit plans permit such change.

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**4.3 Contribution during Leave.** With respect to Participants who go on a leave of absence which is Employer-approved or unpaid FMLA Leave, contributions required or permitted to be made by them under the Plan may be made by one of the following methods, which must be nondiscriminatory, as agreed between the Employee on leave and the Committee before the commencement of the leave of absence or the applicable coverage period:

- (a) Contributions may be made by the Employee on leave on a regular basis (generally on an after-tax basis)
- (b) Contributions may be made by the Employee on leave by pre-payment (generally on a pre-tax basis with respect to the same Plan Year during which the leave occurs)
- (c) Contributions advanced by the Employer on behalf of an Employee on leave may be re-paid by the Participant when he or she returns from leave on either a pre-tax with respect to the same Plan Year during which the leave occurs or on an after-tax basis.

## **ARTICLE 5. INSURANCE PREMIUMS**

**5.1 Coverages.** To the extent a Participant so elects, a portion of the Participant's Pay Conversion Contributions shall be used to pay the Participant's share of the cost of coverage (single or family coverage, whichever applies) under the following Employer-sponsored Plans:

- (i) **Not applicable**

The benefit description in each of those plans is incorporated by reference into this Plan. The terms and conditions of each of those plans shall govern the provision of benefits under each plan.

**5.2 Automatic Adjustments.** If during the Plan Year the cost of Employer-sponsored Plans described in Section 5.1 which is selected by a Participant changes and the change is not significant, the Participant's benefit election shall, with respect to premium payments for that health plan, automatically be adjusted to reflect such change. A Participant shall not be permitted to change coverage during a Plan Year because of change in the cost of coverage, except as otherwise provided in Article 4.

## **ARTICLE 6. HEALTH CARE REIMBURSEMENT PLAN**

**6.1 Health Care Expense Accounts.** The Committee shall establish for each Participant who elects the benefit option under this Article 6 a Health Care Expense Account for each Plan Year. Each Health Care Spending Account shall contain zero dollars (\$0.00) initially and at the commencement of each Plan Year.

**6.2 Increases in Health Care Expense Account.** A Participant's Health Care Expense Account for a Plan Year shall be increased by the portion of the Participant's Pay Conversion Contributions for that Plan Year that he has elected to apply toward his Health Care Expense Account in accordance with Section 4.2.

**6.3 Decreases in Health Care Expense Account.** The balance in a Participant's Health Care Expense Account for a Plan Year shall be reduced by the amount of any benefits paid to a Participant under Section 6.4.

**6.4 Health Care Benefits.** Subject to limitations contained in other provisions of this Plan, a Participant who elects the benefit option under this Article 6 and who incurs Health Care Expenses attributable to himself, his spouse or his dependents during his Period of Coverage for a Plan Year shall be entitled to receive from the Plan full reimbursement for the entire amount of such expenses to the extent of the amount of the Participant's benefit election for the Health Care Expense Account for that Plan Year.

**6.5 Reimbursement Procedures.** In order to receive reimbursement for health care expenses under this Article 6:

- (a) The Participant must complete a Claim Form, attach (i) an itemized billing statement from the health care provider, (ii) an explanation of benefits from the Participant's insurer or (iii) other satisfactory proof of claim, and forward the documents to the Administrator. The Participant must provide additional information reasonably requested by the Administrator.

Claims for medicine and drugs that do not require a physician's prescription may be substantiated through itemized receipts indicating the medicine or drugs purchased.

- (b) A request for reimbursement must relate to Health Care Expenses incurred during the Participant's period of coverage. For this purpose, the term "incurred" refers to when the health care services were provided. In no event may claims incurred in one plan year be submitted during the following Plan Year, nor shall any unpaid claims be the liability of the Plan, the Employer, or the Administrator.
- (c) A request for reimbursement for Health Care Expenses incurred during a Plan Year must be received by the Administrator either during the Period of Coverage or on or before **90** days following the Period of Coverage.
- (d) Reimbursement, if made, shall be made by the Administrator directly to the Participant, upon which the Employer, the Plan, and the Administrator shall be relieved of all further responsibility with respect to the expenses reimbursed.

Upon presentation of a claim, a Participant shall expressly represent that the item for which a claim is made is not subject to reimbursement under any policy described in Article 5 or from any other source and such item will not be used as a deduction under Section 213 of the Code.

- (e) The Employer may establish a minimum reimbursement amount.

**6.6 Limitations on Health Care Benefits.** Despite the provisions of this Article 6, no benefits shall be paid under this Article:

- (a) If and to the extent that such reimbursement or payment is covered under any insurance policy or policies, whether paid for by the Employer or the Participant, or under any other health and accident plan by whomever maintained. In the event that there is such a policy or plan in effect providing for such reimbursement or payment, in whole or in part, then to the extent of the coverage under such policy or plan, the Employer and the Plan shall be relieved of any liability.
- (b) To the extent that an expense has been submitted for reimbursement from a Participant's Dependent Care Assistance account.
- (c) For any expenses incurred for medical insurance premiums.

**6.7 Continuation of Health Care Coverage.** To the extent required by COBRA, a qualified beneficiary (as defined in section 607 of ERISA) who would lose Health Care coverage under the Plan upon the occurrence of a qualifying event (as described in section 603 of ERISA) shall be permitted to continue Health Care coverage under the Plan by electing to pay the applicable premiums, on an after-tax basis, in accordance with procedures established by the Committee that are consistent with Part 6 of Title I of ERISA and any regulations under that Part. The Employer shall provide notice to each covered Employee and spouse of their rights under COBRA in accordance with applicable law and the regulations thereunder.

**6.8 Additional Requirements for Group Health Plans.** The Health Care Reimbursement Plan shall be interpreted and administered so as to provide coverage, under written procedures established by the Administrator, with respect to individuals for which coverage is required by the applicable provisions of ERISA section 609 and any regulations under those provisions.

**6.9 Separate Written Plan.** For purposes of the Code, this Article shall constitute a separate written plan providing for the reimbursement of Health Care Expenses. To the extent necessary, other provisions of the Plan are deemed incorporated by reference in this Article 6.

**6.10 HIPAA Privacy Rule.** To the extent and effective required by HIPAA, the Employer agrees that it shall

1. use and disclose protected health information as described by HIPAA ("PHI") only for payment and health care operations under the HFSA Plan and not use or further disclose PHI other than as required by law;
2. ensure that any agents or subcontractors to which it provides PHI received from the Health Care Reimbursement Plan as described in this Article 6 (the "HFSA Plan") agree to same restrictions and conditions that apply to the Plan Sponsor;
3. not use or disclose PHI for employment-related actions or in connection with any other employee benefit plan;
4. report to the HFSA Plan any use or disclosure of information that is inconsistent with the permitted uses or disclosures described herein;
5. make PHI available to plan participants, consider their amendments and, upon request, provide them with an accounting of PHI disclosures;
6. make its internal practices and records relating to the use and disclosure of PHI received from the HFSA Plan available to the United States Department of Health and Human Services;
7. if commercially reasonable, return or destroy all PHI received from the HFSA Plan and maintained in any form, retaining no copies of such information when no longer needed for the purpose for which the disclosure was made, except that, if such return or destruction is not commercially reasonable, limit further uses and disclosures to the purposes that make the return or destruction infeasible;
8. permit only those employees of an Employer who are responsible for payment and health care operations under the HFSA Plan to receive PHI;

- 9. restrict access to and use of PHI by the employees described in 8 above to the HFSA Plan administrative functions that the Employer performs for the HFSA Plan, except as otherwise allowed by HIPAA;
- 10. resolve any issues of noncompliance with HIPAA through intervention by an appropriate officer of the Employer; and
- 11. ensure the adequate separation between the group health plan and the plan sponsor required in HIPAA as set forth in 45 CFR § 164.504(f)(2)(iii).

**ARTICLE 7. DEPENDENT CARE ASSISTANCE PLAN**

**7.1 Dependent Care Assistance Account.** The Committee shall establish for each Participant who elects the benefit option under this Article 7, a Dependent Care Assistance Account for each Plan Year. Each Dependent Care Assistance Account shall contain zero dollars (\$0.00) initially and at the commencement of each Plan Year.

**7.2 Increases in Dependent Care Assistance Account.** A Participant's Dependent Care Assistance Account for a Plan Year shall be increased each payroll period by the portion of the Participant's Pay Conversion Contributions for that Plan Year that he has elected to apply toward his Dependent Care Assistance Account in accordance with Section 4.2.

**7.3 Decreases in Dependent Care Assistance Account.** The balance in a Participant's Dependent Care Assistance Account for a Plan Year shall be reduced by the amount of any benefit paid to or on behalf of a Participant under Section 7.4.

**7.4 Dependent Care Benefits.** Subject to limitations contained in other provisions of this Plan, a Participant who elects the benefit option under this Article 7 and incurs Employment-Related Dependent Care Expenses during his Period of Coverage for a Plan Year shall be entitled to receive from the Plan full reimbursement for the entire amount of such expenses to the extent of the amount contained in the Participant's Dependent Care Assistance Account for that Plan Year. However, no reimbursement shall be paid pursuant to this Article to the extent that an expense has been submitted for reimbursement from a Participant's Health Care Expense Account.

**7.5 Reimbursement Procedures.** In order to receive reimbursement for dependent care expenses under this Article 7:

- (a) The Participant must complete a Claim Form, attach a statement of service from the dependent care provider or other proof of claim, and forward the documents to the Administrator. The Participant must provide additional information reasonably requested by the Administrator.
- (b) A request for reimbursement that exceeds the balance in the Participant's Dependent Care Assistance Account shall be processed only to the extent of the amount of the account balance. The excess shall be carried over to the following reimbursement period and processed at that time. However, after the Participant's Dependent Care Assistance Account has been exhausted, claims remaining unpaid at the end of the Plan Year shall be canceled. In no event may these claims be resubmitted during the following Plan Year, nor shall any unpaid claims be the liability of the Plan, the Employer, or the Administrator.

- (c) A request for reimbursement must relate to Employment-Related Dependent Care Expenses incurred during the Participant's Period of Coverage. For this purpose, the term "incurred" refers to when the dependent care services were provided.
- (d) A request for reimbursement for Dependent Care Expenses incurred during a Plan Year must be received by the Administrator either during the Period of Coverage or on or before 90 days following the Period of Coverage.
- (e) Reimbursement, if made, shall be made by the Administrator directly to the Participant, which shall cause the Employer, the Plan, and the Administrator to be relieved of all further responsibility with respect to the expense reimbursed.
- (f) The Employer may establish a minimum reimbursement amount.

**7.6 Separate Written Plan.** For purposes of the Code, this Article shall constitute a separate written plan providing a program for the reimbursement of dependent care assistance expenses. To the extent necessary, other provisions of the Plan are deemed incorporated by reference in this Article 7.

**ARTICLE 8. FORFEITURES AND LIMITATIONS**

**8.1 Account Forfeitures.** Any amounts contributed to a Participant's Health Care Expense Account or Dependent Care Assistance Account which have not been used to pay claims for benefits incurred by the end of each period of coverage after the period for filing claims has expired shall be forfeited by a participant.

**8.2 Limitation on Contributions and Benefits for Certain Participants.** The Committee shall determine, before or during any Plan Year, whether the Plan fails to satisfy for the Plan Year any nondiscrimination requirement imposed by the Code, or any limitation on benefits provided to Employees who are considered Highly Compensated Employees, Key Employees and/or 5% owners under applicable Code provisions. The Committee shall take action that it deems appropriate, under rules uniformly applied to similarly situated Participants, to assure compliance with such requirements or limitations. Such action may include, without limitation, a modification of elections by Highly Compensated Employees, Key Employees and/or 5% owners with or without the consent of such Employees.

**ARTICLE 9. CLAIMS REVIEW PROCEDURES**

**9.1 Determinations.** The Employer (or the Employer's designee) shall notify a Participant in writing within 30 days of his written application for benefits of his eligibility or non-eligibility for benefits under the Plan unless special circumstances require an extension of time for perfecting the claim. Notice must be given to the claimant of the extension within 30 days of his submission of the claim. The notice must specify the reason for the extension of the date with which a decision is expected to be rendered.

**9.2 Notice.** If the Employer (or the Employer's designee) determines that a Participant is not eligible for all or part of the benefits, the notice shall set forth (a) the specific reasons for such denial, (b) a specific reference to the provision of the Plan on which the denial is based, (c) a description of any additional information or material necessary for the claimant to perfect his claim and a description of why it is needed, and (d) an explanation of the Plan's claims review procedure and other appropriate

information as to the steps to be taken in the event the participant wishes to submit the denied claim for review.

**9.3 Review.** If a Participant is determined to be ineligible for benefits, or if the Participant believes that he is entitled to greater or different benefits, he shall have the opportunity to have his denied claim reviewed by the Committee by filing a petition for review with the Committee within 180 days after he received the claim denial notice. The petition shall state the specific reasons, which the Participant believes, entitle him to benefits or to greater or different benefits. Within 60 days after the Committee receives the petition for review, the Committee shall afford the Participant (and his counsel, if any) an opportunity to present his position to the Committee orally or in writing, and the Participant (or his counsel) shall have the right to review the pertinent documents.

**9.4 Decision.** The Committee shall notify the Participant of its final decision in writing within the 60-day period after receiving the request for review stating specifically in writing the basis of the decision in a manner calculated to be understood by the Participant and the specific provisions of the Plan on which the decision is based. If a Participant dies, the same procedure shall apply to his beneficiaries.

**ARTICLE 10. ADMINISTRATION AND FINANCES**

**10.1 Administration.** The Plan shall be administered by the Committee referred to in Section 2.1(e). The Committee shall consist of one or more members appointed by the Employer (the Members). The Members of the Committee shall be the named fiduciaries (as described in Section 402 of ERISA) and the plan administrator (as described in Section 3(16)(A) of ERISA) under the Plan.

**10.2 Powers of Committee.** The Committee shall act by a majority of its then Members, by meeting or by writing filed without meeting, and shall have the following powers, rights and duties in addition to those vested in it elsewhere in the Plan:

- (a) To adopt rules of procedure and regulations it determines may be necessary for the proper and efficient administration of the Plan, consistent with the provisions of the Plan.
- (b) To enforce the Plan in accordance with its terms and with rules and regulations adopted by the Committee.
- (c) To determine all questions arising under the Plan, including claims for benefits, interpret the Plan, and to remedy ambiguities, inconsistencies or omissions.
- (d) To maintain adequate records concerning the Plan and its administration.
- (e) To furnish the Employer with such information with respect to the Plan as they may require for tax or other purposes.

A written statement by a majority of Members or by an authorized Member that the Committee has taken or authorized any action shall be conclusive in favor of the person relying on the statement.

**10.3 Delegation by the Committee.** The Committee may employ agents and counsel (who may also be employed by or represent the Employer) and delegate to them such powers as the Committee deems desirable. Any such delegations shall be in writing and shall reflect the unanimous action of the Members then acting. The delegation shall describe the advice to be rendered or the functions and duties to be performed by the delegate.



**10.4 Uniform Rules.** The Committee shall uniformly apply rules and regulations adopted by it to all persons similarly situated.

**10.5 Information to be furnished to Committee.** The Employer shall furnish the Committee such information as may be required by the Committee. The records of the Employer as to an Employee's or Participant's period of employment, termination of employment, and compensation will be conclusive on all persons unless determined by the Committee to be incorrect. Participants and other persons entitled to benefits under the Plan shall furnish to the Committee such evidence or information as it considers desirable to carry out the Plan.

**10.6 Committee Decisions Final.** To the extent permitted by law, any interpretation of the Plan and any decision on any matter within the discretion of the Committee made by it in good faith are binding on all persons. A misstatement or other mistake of fact shall be corrected when it becomes known, and the Committee shall make such adjustment on account thereof as it considers equitable and practicable.

**10.7 Compensation and Expenses.** No compensation shall be paid to any Member as such. However, the reasonable expenses of a Member incurred in the performance of a Committee function shall be reimbursed by the Employer in such proportions as the Employer decides.

**10.8 Interested Committee Member.** A Member may not decide any matter or question concerning his own benefits under the Plan unless such decision would be made by him under the Plan if not a Member.

**10.9 Resignation or Removal of Committee Member.** A Member may resign at any time by giving advance written notice to the Employer, and the other Members. The Employer may remove a Member at any time by giving advance written notice to him and the other Committee Members.

**10.10 Appointment of Successor Committee Member.** The Employer shall fill any vacancy in the membership of the Committee within a reasonable period of time and shall give prompt written notice thereof to the Committee Members. While there is a vacancy in the membership of the Committee, the remaining Committee Members shall have the same powers as the full Committee until the vacancy is filled.

**10.11 Indemnification of the Committee.** To the extent permitted by law, the Committee and its individual Members shall be indemnified by the Employer, and held harmless by the Employer against, any and all liabilities, losses, costs, or expenses (including legal fees and expenses) of whatsoever kind and nature that may be imposed on, incurred by, or asserted against the Committee or its Members at any time by reason of the performance of a Committee function, but only if the Committee or its Members did not act dishonestly or in a willful violation of the law or regulation under which such liability, loss, cost, or expense arose.

**10.12 Finances.** The costs of the Plan shall be borne by **Eastern Michigan University**. For purposes of this Plan, Pay Conversion Contributions shall be deemed to be contributions by the Employer.

**ARTICLE 11. AMENDMENTS AND TERMINATION**

**11.1 Amendments.** The Employer may amend the Plan, in full or in part, at any time. Any amendment shall be timely filed with the Plan documents and reasonable notification provided to Employees.

**11.2 Benefits Provided Through Third Parties.** In the case of any benefit provided pursuant to any insurance policy or other contract with a third party, the Employer may amend the Plan by changing insurers, policies or contracts without changing the language of this Plan document, provided that copies of the contracts or policies are filed with the Plan documents and the Participants are reasonably informed (to the extent required by law) as to the effects of any such changes. If there is any perceived conflict or inconsistency at any given point in time among the description of benefits contained in the contract or policy and the other Plan documents, the terms of the contract or policy shall control.

**11.3 Termination.** The Employer intends the Plan to be permanent, but necessarily must, and does, reserve the right to terminate the Plan at any time. In the event of a Plan termination, Pay Conversion Contributions will cease. Thereafter neither the Employer nor any of its Employees shall have any further financial obligations under the Plan except such that have accrued up to the date of termination and have not been satisfied.

**ARTICLE 12. MISCELLANEOUS**

**12.1 No Guaranty of Employment.** The adoption and maintenance of the Plan shall not be deemed to be a contract of employment between the Employer and any Employee. Nothing contained in the Plan shall give any Employee the right to be retained in the employ of the Employer or to interfere with the right of the Employer to discharge any Employee at any time, nor shall it give the Employer the right to require any Employee to remain in its employ or to interfere with the Employee's right to terminate his employment at any time.

**12.2 Limitation on Liability.** The Employer does not guarantee benefits payable under any insurance policy or other similar contracts described or referred to in the Plan, and any benefits thereunder shall be the exclusive responsibility of the insurer or other entity that is required to provide such benefits under the policy or contract.

**12.3 Non-Alienation.** No benefit payable at any time under this Plan shall be subject in any manner to alienation, sale, transfer, assignment, pledge, attachment, or encumbrance of any kind.

**12.4 Exclusive Benefit.** The Plan shall be maintained for the exclusive benefit of Employees. Benefits shall be paid only in accordance with the Plan's terms. Reasonable expenses of administering the Plan may be paid only in accordance with the Plan's terms.

**12.5 Applicable Law.** The Plan and all rights under the Plan shall be governed by and construed according to the laws of the State of **Michigan**, except to the extent preempted by Federal Law.

IN WITNESS WHEREOF, the Employer has caused this Plan to be executed on this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Eastern Michigan University  
Ypsilanti, MI**

By: \_\_\_\_\_  
(signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 19
DATE:  January 20, 2004

**POLICIES: REVISIONS RECOMMENDED FOR APPROVAL**

**ACTION REQUESTED**

It is recommended that the Board of Regents approve the revision of three policies: number 11.3.1 Purchasing, 12.1.1 Residence Classification for Tuition Purposes and 12.1.15 Graduation Fee.

**STAFF SUMMARY**

The recommended revisions will update, clarify, eliminate redundancy, and ensure that all policies are formatted in a similar manner. The rationale for each action is included on the attached documents.

**FISCAL IMPLICATIONS**

The revised Policy 12.1.15 Graduation Fee is estimated to generate \$350,000.

**ADMINISTRATIVE RECOMMENDATION**

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

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


\_\_\_\_\_  
Date

# EASTERN MICHIGAN UNIVERSITY

## REVISED BOARD POLICIES

Policy Number	Policy Name	Rationale for Revising Policies	Cabinet Member Responsible
11.3.1	Purchasing	This policy has not been dramatically changed from its present state. Language which addresses employees who violate the policy has been added to the University Policy Statement. The University Practice has also been expanded to better define "services", the purchasing procedure and the approved methods for making purchases. In addition, the University Practice now gives the Purchasing Department the authority to enter into negotiated pricing agreements.	John Beaghan
12.1.1	Residence Classification For Tuition Purposes	The present policy, written in a procedural format, has been re-written in the EMU format strictly as a policy statement. The procedure has been deleted from the policy. Changes have been made to the procedure to make reservists (and their spouse and dependents) eligible for classification as a resident for tuition purposes, and the procedure is ready for implementation.	John Beaghan
12.1.15	Graduation Fee	This policy has been amended to increase the Graduation Fee from 1988 levels (\$30 for undergraduate degrees and \$35 for master and specialty degrees) to \$90 for all graduating students. The increased fee is expected to generate \$350,000 annually -- \$214,000 higher than present, but still below the total graduation related services cost of \$440,000. The revised policy has also been written in the EMU format.	John Beaghan

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<b>Effective Date</b>		<b>Date of Revision</b>		<b>Policies, Rules And Regulations</b>
7-1-64		1-20-04		
<b>Chapter Name</b>		<b>Chapter No.</b>	<b>Page</b>	
BUSINESS & FINANCIAL OPERATIONS		11.3.1	Page 1 of 1	
<b>Issue</b>				
PURCHASING				

**UNIVERSITY POLICY STATEMENT:**

Eastern Michigan University operates within a centralized purchasing system. Only the Purchasing Department has the authority to obligate the University for the procurement of services, supplies, material and equipment, in accordance with University policies and practices. Employees violating this policy may incur personal liability for unauthorized purchases.

**UNIVERSITY PRACTICE:**

University practices for implementing this policy include:

1. To procure all non-employee services (including but not limited to consultants and guest speakers), supplies, material and equipment in proper quantities and execute delivery as expeditiously as possible for all University entities.
2. To insure that the correct procedure is followed prior to the commitment of University resources (e.g., creation of a requisition, approval by Accounting, approval by Purchasing and the creation of a Purchase Order, and if necessary, creation of a professional services contract).
3. Maximize savings through judicious and ethical purchase.
4. Ensure effective competition among vendors through the utilization of a competitive bidding process for large purchases.
5. The Purchasing Department has the authority to enter into negotiated pricing agreements.
6. University purchase orders, authorized contracts and Procurement Cards are the only approved methods for purchasing goods and services from external suppliers.

**RESPONSIBILITY FOR IMPLEMENTATION:**

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

**SCOPE OF POLICY COVERAGE:**

The Purchasing policy applies to all University departments .

<b>Authority for Creation or Revision</b>
Reference Purchasing Procedure, effective July 1, 1964. Minutes of the Board of Regents, December 6, 1989; para. .4118M.

3.



# Policies, Rules And Regulations

Effective Date	Date of Revision
7-1-64	12-6-891-20-04

Chapter Name	Chapter No.	Page
§BUSINESS & FINANCIAL OPERATIONS	11.3.1	Page 1 of 21

Issue
PURCHASING

### UNIVERSITY POLICY STATEMENT:

Eastern Michigan University operates within a centralized purchasing system. Only the Purchasing Department has the authority to obligate the University for the procurement of services, supplies, material and equipment, in accordance with University policies and practices. Employees violating this policy may incur personal liability for unauthorized purchases.

### UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. To procure all non-employee services (including but not limited to consultants and guest speakers), supplies, material and equipment in proper quantities and execute delivery as expeditiously as possible for all University entities.
2. To insure that the correct procedure is followed prior to the commitment of University resources (e.g., creation of a requisition, approval by Accounting, approval by Purchasing and the creation of a Purchase Order, and if necessary, creation of a professional services contract).
3. Maximize savings through judicious and ethical purchase.
4. Ensure effective competition among vendors through the utilization of a competitive bidding process for large purchases.
5. The Purchasing Department has the authority to enter into negotiated pricing agreements.
6. University purchase orders, authorized contracts and Procurement Cards are the only approved methods for purchasing goods and services from external suppliers.

### RESPONSIBILITY FOR IMPLEMENTATION:

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

### SCOPE OF POLICY COVERAGE:

The Purchasing policy applies to all University departments.

Chapter Name	Chapter No.	Page
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<b>Issue</b>		

**UNIVERSITY POLICY STATEMENT:**

~~Eastern Michigan University operates within a centralized purchasing system. Only the Purchasing Department has the authority to obligate the University for the procurement of services, supplies, material and equipment, in accordance with University policies and practices.~~

**UNIVERSITY PRACTICE:**

~~University practices for implementing this policy include:~~

1. ~~To procure all service, supplies, material and equipment in proper quantities and execute delivery as expeditiously as possible for all University entities.~~
2. ~~Maximize savings through judicious and ethical purchase of services, supplies, material and equipment.~~
3. ~~Ensure effective competition among vendors through the utilization of competitive bidding process for large purchases.~~

**RESPONSIBILITY FOR IMPLEMENTATION:**

~~The Vice President for Business & Finance has overall responsibility for the procurement of services, supplies, material and equipment.~~

~~The Purchasing Department is responsible for its administration. The Vice President for Business and Finance has the authority to make exceptions to the centralized Purchasing Policy.~~


**SCOPE OF POLICY COVERAGE:**

~~The Purchasing policy applies to all University entities.~~

<b>Authority for Creation or Revision</b>
Reference Purchasing Procedure, effective July 1, 1964. Minutes of the Board of Regents, December 6, 1989; para. .4118M.



5.

<b>Effective Date</b>		<b>Date of Revision</b>			<h1>Policies, Rules And Regulations</h1>
11-17-71		1-20-04			
<b>Chapter Name</b>			<b>Chapter No.</b>	<b>Page</b>	
TUITION, FEES, FINES, DEPOSITS, & REFUNDS			12.1.1	Page 1 of 1	
<b>Issue</b>					
RESIDENCE CLASSIFICATION FOR TUITION PURPOSES					

UNIVERSITY POLICY STATEMENT:

A person enrolling at Eastern Michigan University will be classified as a resident or non-resident for tuition purposes. Residency will be determined in accordance with the University Residency Procedure. Residency classification for tuition purposes does not apply to online courses.

UNIVERSITY PRACTICE:

As described in the University Residency Procedure, residency will be determined in the Admissions Office at the time a student is initially admitted to the University. Students have the right to appeal the decision through the appeals office (designated by those responsible for the implementation of this policy), and if still not satisfied, appeal to a final authority, the Residency Appeals Committee.

RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Business and Finance and the Vice President for Enrollment Services, or their designee(s), have overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

SCOPE OF POLICY COVERAGE:

The policy applies to all admitted students.

**Authority for Creation or Revision**

Minutes of the Board of Regents, November 17, 1971; para. .1047M  
Minutes of the Board of Regents, August 26, 1987; para. .3537M

6.

RESIDENCE CLASSIFICATION FOR TUITION PURPOSES  
PROPOSED PROCEDURE

I. GUIDELINES FOR DETERMINING RESIDENCE CLASSIFICATION

No student is eligible for classification as a resident for tuition purposes unless the student has demonstrated that he/she has established domicile in Michigan. Demonstration of a Michigan domicile is generally evaluated as follows:

A. Minors and Dependents over 18

The domicile of a student who is not yet 18 years of age follows that of the student's parents or legal guardian. If that student's parents or legal guardians would qualify in accordance with the University's Guidelines for Determining Residence Classification, that student shall be considered a Michigan resident for tuition purposes.

Students 18 years of age or over who are claimed as dependents for federal income tax purposes by their parents or guardians at the time of registration and for the tax year preceding the year in which they register will be classified for tuition purposes as though they were minors.

B. Independent Students

An independent student 18 years of age or older is considered eligible for resident classification if the student has demonstrated that he/she has established domicile in Michigan.

C. Spouse

The domicile of a student who otherwise would be classified as nonresident for tuition purposes will follow that of the student's spouse, if the spouse is eligible for classification as a Michigan resident for tuition purposes. (Applicable only to U.S. citizens or to aliens admitted to the United States in accordance with Subsection E.)

D. Aliens

An alien (non-citizen) student shall be eligible for classification as a Michigan resident for tuition purposes if he/she is domiciled in the United States and also qualifies in accordance with the University's Guidelines for Determining Residence Classification.

In order to demonstrate that he/she is domiciled in the United States the student must be a permanent resident, or an alien with one of the following visa classifications, or an alien with other documentation from the Immigration and Naturalization Service (INS) that reflects such status.

Visa classifications: E-1 – treaty trader, spouse and children; E-2 – treaty investor, spouse and children; G-4 – international organization officer, or employee and members of immediate family; H-1 - temporary worker of distinguished merit and ability; H-2 - temporary worker performing services unavailable in the U.S.; H-3 - trainee; H-4 - spouse or child of H-1, H-2, or H-3; J-1 - exchange visitor (limited to persons engaged as trainee, teacher, professor,

or research scholar); J-2 - spouse or child of J-1 as limited above; L-1 - intracompany transferee; L-2 - spouse or child of L-1.

E. Migrant

Migrant status is one factor considered when determining if a student is domiciled in Michigan for tuition purposes. Michigan migrants are defined as individuals who have made their livelihood in seasonal work in the state of Michigan, and have traveled interstate for this purpose. Migrant students shall be considered Michigan residents for tuition purposes if they or their parents or legal guardian were employed IN MICHIGAN for at least two months during each of three of the preceding five years. Verification of employment as migrant workers should be secured from the Michigan Farm Labor and Rural Manpower Services Office. Other appropriate evidence also may be considered to establish their status as a migrant worker.

F. Spouse or Dependent of a U.S. Military Service Person

The spouse or dependent of a person currently serving in a branch of the U.S. Military Service or of a person who died while serving in a branch of the U.S. Military Service shall be eligible for classification as a Michigan resident for tuition purposes if that military service person qualified in accordance with the University's Guidelines for Determining Residence Classification immediately before entering the Military Service as a Michigan resident.

G. U.S. Military Service Veteran

A veteran of a branch of the U.S. Military Service shall be eligible for classification as a Michigan resident for tuition purposes if that person qualified in accordance with the University's Guidelines for Determining Residence Classification immediately before entering the Military Service as a Michigan resident.

H. The following criteria shall be applied when reviewing a student's classification. It is recognized that no one of the following criteria shall, standing alone, necessarily be controlling. All factors indicating an intent to make Michigan the student's domicile will be considered by the University in classifying a student.

1. Domicile in Michigan of family, guardian, or other relatives or persons legally responsible for the student.
2. Former domicile in Michigan and maintenance of significant connections therein while absent.
3. Self-supporting reliance upon Michigan sources for financial support. (Verification of Michigan income tax liability must be provided.)
4. Continuous presence in Michigan during periods when not enrolled as a student.
5. Long-term military commitments in Michigan.
6. Acceptance of an offer of permanent employment in Michigan. (In a position not normally filled by a student.)
7. Ownership of real estate in Michigan.

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I. Please note: The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to effect classification of a student as a resident.

8. Voting or registration for voting.
9. Employment in any position normally held by a student.
10. The lease of living quarters.
11. A statement of intention to acquire a domicile in Michigan.
12. Automobile registration, Drivers License.
13. Other public record, e.g., birth records.

II. GUIDELINES FOR DETERMINING A CHANGE IN RESIDENCE CLASSIFICATION

A student's residence status may be reviewed at each subsequent registration. If a student's circumstances should change to the extent that he/she would no longer be considered a Michigan resident for tuition purposes, as herein described, that student shall be reclassified as a nonresident for tuition purposes 12 months thereafter.

Since a student normally comes to Eastern Michigan University for the primary or sole purpose of attending the University rather than to establish domicile in Michigan, one who enrolls in the University as a nonresident shall continue to be so classified throughout his/her attendance as a student, unless and until he/she demonstrates that his/her previous domicile has been abandoned and a Michigan domicile is established.

It shall be the responsibility of all students, prior to registering, to raise questions in the Student Accounting Office regarding their right to be registered as a resident for tuition purposes. An appeal must be submitted by the 100% add/drop date of the semester in question. Appeals received after this date will be considered for the next appropriate semester.

9.



# Policies, Rules And Regulations

Effective Date	Date of Revision
11-17-71	8-26-871-20-04

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Issue
RESIDENCE CLASSIFICATION FOR TUITION PURPOSES

### UNIVERSITY POLICY STATEMENT:

A person enrolling at Eastern Michigan University will be classified as a resident or non-resident for tuition purposes. Residency will be determined in accordance with the University Residency Procedure. Residency classification for tuition purposes does not apply to online courses.

### UNIVERSITY PRACTICE:

As described in the University Residency Procedure, residency will be determined in the Admissions Office at the time a student is initially admitted to the University. Students have the right to appeal the decision through the appeals office (designated by those responsible for the implementation of this policy), and if still not satisfied, appeal to a final authority, the Residency Appeals Committee.

### RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Business and Finance and the Vice President for Enrollment Services, or their designee(s), have overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

### SCOPE OF POLICY COVERAGE:

The policy applies to all admitted students.

### I. REGULATIONS FOR DETERMINING RESIDENCE CLASSIFICATION

~~A person enrolling at Eastern Michigan University shall be classified as a resident or non-resident for tuition purposes. A student's residence status shall be determined at the time of his/her initial admission to the University. In order to determine the domicile of a student, the following regulations will be utilized.~~

#### ~~A. Establishment of Residence~~

~~No student shall be eligible for classification as a resident for tuition purposes unless the student has demonstrated that he/she has established domicile in Michigan.~~

#### ~~B. Minors and Dependents over 18~~

~~The domicile of a student who is not yet 18 years of age follows that of the student's parents or legal guardian. If that student's parents or legal guardian~~

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would qualify in accordance with the University's regulations for Determining Residence Classification, that student shall be considered a Michigan resident for tuition purposes.

Students 18 years of age or over who are claimed as dependents for federal income tax purposes by their parents or guardians at the time of registration and for the tax year preceding the year in which they register will be classified for tuition purposes as though they were minors.

#### C. Nondependent Students

An independent student 18 years of age or older is considered eligible for residence classification if the student has demonstrated that he/she has established domicile in Michigan.

#### D. Spouse

The domicile of a student who otherwise would be classified as nonresident for tuition purposes will follow that of the student's spouse, if the spouse is eligible for classification as a Michigan resident for tuition purposes. (Applicable only to U.S. citizens or to aliens admitted to the United States in accordance with Subsection E.)

#### E. Aliens

An Alien (noncitizen) student shall be eligible for classification as a Michigan resident for tuition purposes if he/she is domiciled in the United States and also qualifies in accordance with the University's Regulations for Determining Residence Classification.

In order to demonstrate that he/she is domiciled in the United States the student must be a permanent resident, or an alien with a G-4 visa, or an alien with other documentation from the Immigration and Naturalization Service that reflects such status.

#### F. Migrants

Migrants status is one factor considered when determining if a student is domiciled in Michigan for tuition purposes. Michigan migrants are defined as individuals who have made their livelihood in seasonal work in the state of Michigan, and have traveled interstate for this purpose. Migrant students shall be considered Michigan residents for tuition purposes if they or their parents or

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~~legal guardian were employed IN MICHIGAN for at least two months during each of three of the preceding five years. Verification of employment as migrant workers should be secured from the Michigan Farm Labor and Rural Manpower Services Office. Other appropriate evidence also may be used by migrant workers to establish their status.~~

~~G. Spouse or Dependent of a U.S. Military Service Person~~

~~The spouse or dependent of a person currently serving in a branch of the U.S. Military Service (excluding reserve programs) or of a person who died while serving in a branch of the U.S. Military Service shall be eligible for classification as a Michigan resident for tuition purposes if that military service person qualified in accordance with the University's Regulations for Determining Residence Classification immediately before entering the Military Service as a Michigan resident.~~

~~H. U.S. Military Service Veteran~~

~~A veteran of a branch of the U.S. Military Service (excluding reserve programs) shall be eligible for classification as a Michigan resident for tuition purposes if that person qualified in accordance with the University's Regulations for Determining Residence Classification immediately before entering the Military Service as a Michigan resident.~~

~~II. GUIDELINES AND CRITERIA FOR DETERMINING RESIDENCE CLASSIFICATION~~

~~Since a student normally comes to Eastern Michigan University for the primary or sole purpose of attending the University rather than to establish domicile in Michigan, one who enrolls in the University as a nonresident shall continue to be so classified throughout his/her attendance as a student, unless and until he/she demonstrates that his/her previous domicile has been abandoned and a Michigan domicile is established.~~

~~The following guidelines and criteria shall be applied when reviewing a student's classification. It is recognized that no one of the following criteria shall, standing alone, necessarily be controlling. All factors indicating an intent to make Michigan the student's domicile will be considered by the University in classifying a student.~~

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A. ~~The following facts and circumstances, although not necessarily conclusive, have probate value in support of a claim for residence classification:~~

- ~~1. Domicile in Michigan of family, guardian, or other relatives or persons legally responsible for the student.~~
- ~~2. Former domicile in Michigan and maintenance of significant connections therein while absent.~~
- ~~3. Self supporting reliance upon Michigan sources for financial support. (Verification of Michigan income tax liability must be provided.)~~
- ~~4. Continuous presence in Michigan during periods when not enrolled as a student.~~

~~5. Long term military commitments in Michigan.~~

~~6. Acceptance of an offer of permanent employment in Michigan. (In a position not normally filled by a student.)~~


~~7. Ownership of real estate in Michigan.~~

B. ~~Please note: The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to effect classification of a student as a resident under these regulations.~~

- ~~1. Voting or registration for voting.~~
- ~~2. Employment in any position normally filled by a student.~~
- ~~3. The lease of living quarters.~~
- ~~4. A statement of intention to acquire a domicile in Michigan.~~
- ~~5. Automobile registration, Drivers License.~~
- ~~6. Other public record, e.g., birth records.~~



13.

<b>Effective Date</b>		<b>Date of Revision</b>			<b>Policies, Rules And Regulations</b>
8-20-75		01-20-04			
<b>Chapter Name</b>			<b>Chapter No.</b>		<b>Page</b>
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<b>Issue</b>					
GRADUATION FEE					

**UNIVERSITY POLICY STATEMENT**

A graduation fee of \$90 is charged to each student who makes application for graduation. The fee is non-refundable and is assessed only once for each degree.

**UNIVERSITY PRACTICE**

Costs are incurred by the university in finalizing student preparation for graduation; assessment of program completion, evaluation of credentials, diploma production, commencement and other graduation related services. A non-refundable fee is assessed to each student applying for graduation, and is only assessed once for each degree.

**RESPONSIBILITY FOR IMPLEMENTATION**

The vice president for business and finance, or his/her designee(s), has overall responsibility for implementation and administration of this policy.

**SCOPE OF POLICY COVERAGE**

The graduation fee policy applies to all graduating students.

<b>Authority for Creation or Revision</b>
Minutes of the Board of Regents, August 20, 1975; para. .1552M.
Minutes of the Board of Regents, December 8, 1976; para. .1729M.
Minutes of the Board of Regents, June 16, 1982; para. .2582M.
Minutes of the Board of Regents, October 26, 1988; para. .3868M.



# Policies, Rules And Regulations

<b>Effective Date</b>	<b>Date of Revision</b>	
8-20-75	10-26-8801-20-04	
<b>Chapter Name</b>	<b>Chapter No.</b>	<b>Page</b>
TUITION, FEES, FINES, DEPOSITS, & REFUNDS	12.1.15	Page 1 of 1
<b>Issue</b>		
GRADUATION FEE		

### UNIVERSITY POLICY STATEMENT

A graduation fee OF \$90 is charged to each student who makes application for graduation. The fee is non-refundable and is assessed only once for each degree.; ~~effective Fall Semester of 1988:~~

Undergraduate Degree.....\$30.00

Masters or Specialist Degree.....\$35.00

### UNIVERSITY PRACTICE

COSTS ARE INCURRED BY THE UNIVERSITY IN FINALIZING STUDENT PREPARATION FOR GRADUATION; ASSESSMENT OF PROGRAM COMPLETION, EVALUATION OF CREDENTIALS, DIPLOMA PRODUCTION, COMMENCEMENT AND OTHER GRADUATION RELATED SERVICES. A NON-REFUNDABLE FEE IS ASSESSED TO EACH STUDENT APPLYING FOR GRADUATION, AND IS ONLY ASSESSED ONCE FOR EACH DEGREE.

### RESPONSIBILITY FOR IMPLEMENTATION

THE VICE PRESIDENT FOR BUSINESS AND FINANCE, OR HIS/HER DESIGNEE(S), HAS OVERALL RESPONSIBILITY FOR IMPLEMENTATION AND ADMINISTRATION OF THIS POLICY.

### SCOPE OF POLICY COVERAGE

THE GRADUATION FEE POLICY APPLIES TO ALL GRADUATING STUDENTS.

### Authority for Creation or Revision

Minutes of the Board of Regents, August 20, 1975; para. .1552M.  
 Minutes of the Board of Regents, December 8, 1976; para. .1729M.  
 Minutes of the Board of Regents, June 16, 1982; para. .2582M.  
 Minutes of the Board of Regents, October 26, 1988; para. .3868M.

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

SECTION: 20

DATE:

January 20, 2004

**RECOMMENDATION**

**ELECTION OF BOARD OFFICERS**

**ACTIONS REQUESTED**

**ELECTION OF CHAIR**

In accordance with the Board of Regents By-Laws, Article IV, Section 4.01, it is recommended that the Board of Regents elect \_\_\_\_\_ as Chair of the Board of Regents.

**ELECTION OF VICE CHAIR**

In accordance with the Board of Regents By-Laws, Article IV, Section 4.02, it is recommended that the Board of Regents elect \_\_\_\_\_ Vice Chair of the Board of Regents.

**APPOINTMENT OF BOARD TREASURER**

In accordance with the Board of Regents By-Laws, Article IV, Section 4.07, it is recommended that the Board of Regents appoint \_\_\_\_\_ as Treasurer to the Board of Regents.

**APPOINTMENT OF THE SECRETARY OF THE BOARD**

In accordance with the Board of Regents By-Laws, Article IV, Section 4.05, it is recommended that the Board of Regents appoint \_\_\_\_\_ as Secretary of the Board of Regents.

**APPOINTMENT OF THE INTERNAL AUDITOR**

In accordance with the Board of Regents By-Laws, Article IV, Section 4.12, it is recommended that the Board of Regents appoint \_\_\_\_\_ as Internal Auditor.

## STATEMENT OF SUPPORT

Rosella Bannister

Director *Emeritus*,  
National Institute for Consumer Education

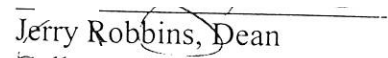
Ms. Rosella Bannister joined Eastern Michigan University in 1973 as the Director of the Michigan Consumer Education Center, a unit of the College of Education. Later, because of a vastly expanded role for this unit, it was renamed the National Institute for Consumer Education (NICE), with Ms. Bannister continuing as the Director.

Ms. Bannister served with great distinction for 25 years as the Director of this unit until her retirement in early 1998. During that time, she secured \$2,738,546 in outside funds to support the work of NICE. Under her leadership, NICE provided services to thousands of constituents in Michigan, elsewhere in the United States, and in numerous other countries, including Japan, Korea, Spain, Greece, the United Kingdom, and Hungary.

During her tenure as Director, NICE produced hundreds of publications and media products related to consumer education and personal finance, maintained the nation's largest collection of materials in consumer education and personal finance, and developed an exemplary and widely used Web site related to consumer education and personal finance.

Ms. Bannister was the author of many of the publications of NICE, including three textbooks in the areas of consumer education, personal and family finance, and credit. Her 1982 work, *The Classification of Concepts in Consumer Education*, formed the definitive conceptual basis for research in the field of consumer education. In 1990, she was the recipient of the national Stewart M. Lee Consumer Education Award from the American Council on Consumer Interests.

I am extremely pleased to recommend to you that Ms. Rosella Bannister be named Director *Emeritus* of the National Institute for Consumer Education.

  
Jerry Robbins, Dean  
College of Education

October 15, 2003



**EASTERN MICHIGAN UNIVERSITY**  
 Division of Academic Affairs

**EMERITUS STAFF STATUS RECOMMENDATION**

The Department of Extended Programs recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: Gwendolyn M. Reichbach

Current Status at EMU: AP 11 (AP10 and above)

Date of Hire at EMU: 9/3/74-2/12/96 (Faculty-1st hire)  
8/1/98-6/30/03 Retirement Date: June 30, 2003  
 (Administration-2nd hire)

Number of Years at EMU: 27 (Minimum of 15 years of service required)

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

Home Address: \_\_\_\_\_  
 \_\_\_\_\_

Home Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name of Spouse: \_\_\_\_\_

Degree(s)/Institutions/Year: Baccalaureate: 1966, B.S., Secondary Education, Miami Univ. of Ohio

Masters: 1969, M.S., Consumer Affairs and Management, Ohio State University

Doctoral: 1986, Ph.D., Higher Education Administration; Organizational Behavior, Law

Please Attach a Brief Statement of Support to this Form

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

David L. Clifford 10/1/03  
 Recommended by (please print) Date

[Signature] 11-11-03  
 Department Head and/or Supervisor Date

\_\_\_\_\_  
 Dean and/or Vice President Date

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

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

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

EMERITUS STAFF STATUS RECOMMENDATION  
FOR  
GWENDOLYN M. REICHBACH

In recognition of almost 30 years of service to Eastern Michigan University, I would like to recommend Dr. Gwendolyn M. Reichbach for emeritus staff status.

Dr. Reichbach has contributed her knowledge and talents to Eastern Michigan University as both a faculty member and administrator. She began her service as an assistant professor in 1973 and was promoted to associate professor in 1987. During this time she also served one year as Assistant Dean in the College of Health and Human Services. While serving as a faculty member, she worked persistently to increase her students' knowledge of consumer economics, personal finance, and facility management. In addition, Dr. Reichbach developed twelve undergraduate and graduate courses in consumer affairs and facility management.

In 1973, Dr. Reichbach also began serving as a consultant to the National Institute for Consumer Education (NICE) here on campus. After leaving the EMU faculty, Dr. Reichbach served as NICE's associate director, 1994-1996, and as executive director, 1998-2003. As an administrator, Gwen cultivated and strengthened linkages with state and national businesses, government, and educational organizations and foundations that partnered with NICE for programming and/or provided financial support to NICE. She also developed consumer education and personal finance publications, including multimedia education guides, teaching guides, research articles, literature reviews, bibliographies, and 32 lessons to infuse personal finance into K-12 Language Arts and Math classes. During several trips to Japan, Gwen taught numerous Japanese teachers how to teach consumer education and personal finance.

Dr. Reichbach retired from her administrative position in June, 2003. We are proud to recognize nearly 30 years of service to Eastern Michigan University.