

Administrative Leaders Meeting

Wednesday, August 9, 2023

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Welcome & General Updates

James M. Smith, President

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Today's Agenda

1. Welcome & General Updates
2. Title IX Mandatory Reporting
3. Energy Center Partnership & Strategic Investment Fund
4. Welcome Home 2025 Updates
5. NBF Merit Pay, Performance Evaluations, and Learning Management System
6. Data Retention Resources
7. Stay Healthy!
8. Public Safety Updates
9. Final Comments



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Share “Down”

- Please share information learned here with your direct reports.
- Take handouts and share them with your colleagues.
- Take notes and report back to your colleagues!



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Advancement Updates



Fundraising: Shattering Goals!

- ❑ GiveRise campaign raised **\$119,123,170** – exceeding the goal of \$100M!
 - ❑ 84,310 gifts came from 20,888 individual donors!
 - ❑ Faculty & staff giving usually accounts for 30% of giving – thank you!
- ❑ \$20,477,265 raised in FY2023 – 2nd best year in EMU history!

A Few Recent Successes...

- ❑ Nearly \$10M from Toyota to create a STEM Institute in the College of Educ.
- ❑ \$1.6M from GameAbove for cyber programs in the GACET
- ❑ \$600,000 from nearly 1,000 donors in #GIVINGTRUEDAY (November 2022)

Vice President for Advancement Search Underway

- ❑ Target start date = October 2023

GiveRise Celebration Video!

Some Recent Hires

Yukari Amos: Associate Dean, College of Education

Katie Condon: Vice President, Enrollment Management

Doris Fields: Associate Provost & Assoc. Vice President for Academic Programs and Initiatives (I)

Erin Green: Controller

Matthew Gregory: Title IX Coordinator and Director, Sexual Misconduct Prevention & Response

Jenny Kellman-Fritz: Dean, CHHS

Nicholas Malendowski: Associate Director, Honors College

Suzie Staley: Director, Bright Futures



All other hires in the last year – please stand up and be recognized!

“This Week at EMU” weekly email includes a monthly list of all new hires!

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Upcoming Events

August 23: New Employee Reception
SC Ballroom, 12:00 – 1:00 p.m.
(appetizers served)

August 24-26: Main Housing move-in*

** several student groups move in to on-campus housing earlier*

August 28: First day of classes



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Title IX Mandatory Reporting

Matthew Gregory,
Director of Sexual Misconduct Prevention & Response & Title IX
Coordinator

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Mandated Reporting Requirements: When?

Any time you hear or are made aware of an incident involving EMU employee, student, or associated vendor which:

- Happened on-campus
- Happened off-campus
- Accused party is an EMU student/faculty/staff
- Accused party is not an EMU student/faculty/staff
- Happened recently
- Happened a while ago

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Mandated Reporting Requirements: What?

What is reportable under Title IX:

- Sexual Harassment
- Sexual Assault
- Rape
- Domestic Violence
- Dating Violence
- Stalking
- Retaliation
- Pregnancy or Parenting Related Concerns
- Gender/Sexual Orientation Misconduct

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Mandated Reporting Requirements: How?

How to Make a Report:

- Call the EMU Title IX Office: 734-487-9126
- Email the EMU Title IX Office: emu_titleix_office@emich.edu
- Go to the EMU Title IX Website and fill out a report
- As staff affiliates, you **may not** make anonymous reports!

Remember:

- The fewer people have the details the better, for everyone's privacy
- All information shared with you related to the misconduct, must be shared with the EMU Title IX Office
- Do not promise confidentiality – we do not in Title IX
- We have an investigator, there is no need to ask further questions
- You don't make a determination if something is TIX – the TIX Coordinator does that

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Mandated Reporting Requirements: Process

- The TIXC will provide the victim/complainant with an overview of the Title IX process and allow them to decide what options suites their needs
- **Services provided by the Title IX Office include:**
 - Accommodations- academic, housing, Late Withdrawal/Tuition Appeal Request, etc.
 - No contact orders
 - Referral to CAPS, other support offices on campus, DPS, off-campus resources
- **Formal and Informal Resolutions**
 - Formal:
 - Investigation and Hearing Process (60-120 days typically)
 - Informal:
 - Must be agreed upon by both named parties
 - Possible solutions developed with TIXC based on individual circumstances
 - Can include mediation, educational training, essays, etc.
 - Cannot be Informal if one party is an employee or faculty member

Mandated Reporter Requirements

Preparing for New Regulations – October 2023

- Severe OR Pervasive AND Objectively Offensive
 - Currently - must meet all three of these to meet the threshold
 - Means more reports can be addressed by TIX
 - Need more employees to serve on TIX Hearing Pool
 - Contact Matthew Gregory to sign up!
- Pregnancy & Parenting
 - Ensuring lactation spaces are accessible
 - Reasonable Supportive measures are easily available and allowed both in and out of the classroom
- Accommodations (Disability Services)
 - Accommodating different delivery of services (i.e. Zoom vs. on-ground options)

Questions?



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Energy Center Partnership & Strategic Investment Fund

Mike Valdes, Chief Financial Officer

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Energy Partnership

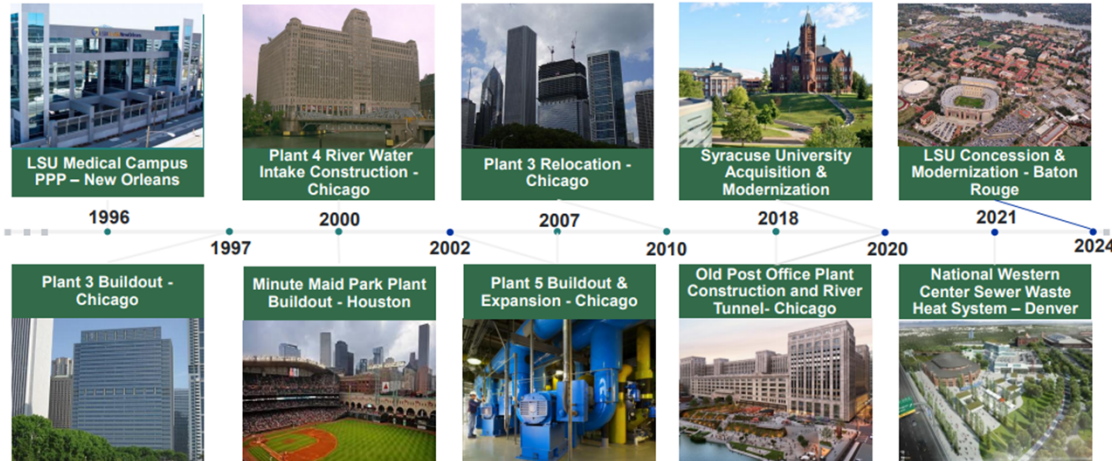
- In June 2023, the University entered into a 50-year utility services agreement with CenTrio Energy.
- This agreement provided the University with a substantial upfront payment in order to operate our energy center.
- All EMU employees who work at the energy center have the option to maintain their employment and position with EMU or become CenTrio Energy employees.

CenTrio Energy

- CenTrio is a leading developer, investor and operator of campus & public utility and district energy systems.
- CenTrio owns and operates 14 district energy systems across 9 cities, serving 370+ customers
- Experience with public-private arrangements on University campuses (LSU, Syracuse)

CenTrio Energy Development Track Record

With a long history and over the last three decades, CenTrio developed, implemented and invested in over \$1bn of capital projects across its portfolio just to modernize, upgrade, and expand its utility systems



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Positive Impacts

- Demand for electrical and other utility systems to decrease as a result of investing in energy conservation measures (ECM) -- helping the University to be more efficient.
- Emissions to also decrease as a result of reduced utility usage.
- Academic collaborations such as living laboratory, real-time campus energy dashboard, internships, etc.

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Agreement Economics

The agreement provided the University with **\$113.5 million** in upfront consideration to operate and maintain the University's energy center for a 50 yr. term.

The University will **retire/eliminate approx. \$25 million of outstanding debt** effective in August 2023 – **saving \$1.1m annually** in debt service.

CenTrio provided **\$25m to fund immediate infrastructure improvements** which is expected to reduce the University's maintenance spend by \$900k annually.

CenTrio also provided **\$25 million for energy conservation measures investments** to reduce the University's utility demands, expecting to **save EMU \$1-1.5m annually**.

The remaining funds (~\$89m) will be invested to provide funding to support strategic initiatives in recruiting/retaining students as well as an annual payment to CenTrio.

Other Projects

- Reliability

- Burying of power lines across campus will mitigate the impact on the University from electrical outages from downed power lines.
 - Areas benefiting: Fletcher School, West Campus, Cornell, Village

- Utility Efficiency/Emissions

- Reduction in utility demand as result of investments in ECMs over next 3 years.

- Other Campus Improvements

- The University will demolish Jones Goddard halls to improve the look and safety of campus.
- Reduction of maintenance & operating expenses associated with J-G.

Jones Goddard Demo

- **Jones Goddard Demo**
 - Preservation of key components
 - Remediation/Abatement
 - Schedule
 - Fall 2023 – Interior abatement & preservation
 - Winter 2023 – Demo
 - Spring/Summer 2024 – Project completion
 - History:
 - Closed Since 2005
 - Overall Sq. Footage: 146,000
 - The schedule is impacted by infrastructure throughout the building

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Jones Goddard Demo



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What To Expect (Short Term)

- Planning & Trenching
- Metering
- Lighting Studies/Assessments
- Initial ECM Investments

Questions?





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Welcome Home 2025 Updates

Jeanette Zalba, Director of Housing & Residence Life

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Project Overview

- Renovation, New Construction or Demolition of every bed/room on campus to provide a fresh and modern housing experience for new and returning students.
- Nearly \$200 million in renovation & construction work
- All major construction expected to be completed by August 2024.



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Project Schedule

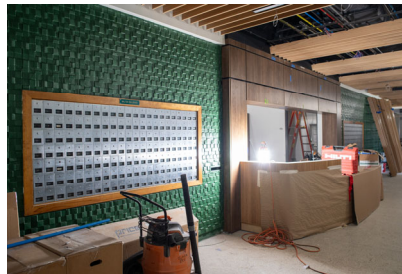
The University's staggered renovation/construction plan continues as expected with the initial phase of renovated buildings being available in August 2023 and new construction (Lakeview/Westview) continue towards their availability for the Fall 2024 semester.

Facility Name	Year 1 2022-2023	Year 2 2023-2024	Year 3 2024-2025	Year 4 2025-2026
Best	Occupied	Occupied	Offline	Offline
Buell	Occupied	Occupied	Offline	Offline
Downing	Under Renovation	Occupied	Occupied	Occupied
Phelps	Occupied	Occupied	Occupied	Occupied
Putman	Under Renovation	Occupied	Occupied	Occupied
Sellers	Occupied	Under Renovation	Occupied	Occupied
Walton	Under Renovation	Occupied	Occupied	Occupied
Wise	Occupied	Occupied	Occupied	Occupied
Hill	Offline	Offline	Offline	Offline
Hoyt	Occupied	Occupied	Offline	Offline
Pittman	Occupied	Occupied	Offline	Offline
601 W Forest	Occupied	Occupied	Occupied	Occupied
Cornell Court	Occupied	Occupied	Occupied	Occupied
Villages	Occupied	Occupied	Occupied	Occupied
Brown Munson	Occupied	Occupied	Offline	Offline
Westview Apartments	Occupied	Offline	Offline	Occupied
New Lakeview	Under Construction	Under Construction	Occupied	Occupied
New Westview	Offline	Under Construction	Occupied	Occupied

■ Occupied
■ Under Construction
■ Under Renovation
■ Offline

Key Features In Housing Renovations

- Air Conditioning
- New Finishes
- New Mechanical Equipment
- New Student Spaces & Furniture



Construction Progress - Lakeview

Apartment Interior work & finishes



Drone Fly Over

Construction Progress - Walton

Common Spaces



Student Rooms



Time lapsed video of construction!

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Questions?



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PageUp Learning Management, Performance Evaluations, and NBF Merit Pay

Brett Last
Chief Human Resources Officer & Associate Vice President

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PageUp Status Update



- ✓ Recruitment
- ✓ Performance
- ☐ Learning Management System
- ☐ Succession

- LMS Phase of Project Kicked off early July 2023 - Expected to be complete by September 2023
- Bridge sunsetting - October 31, 2023 “hard stop” date
- Content from Bridge reviewed, and modules being utilized are being transitioned to HR
- If you are a stakeholder that owns content in Bridge and you have not been contacted- please email me! blast@emich.edu
- Future content will be built using Articulate and then imported into PageUp.

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...About that Performance Module...

- 22/23 Review Cycle was truncated - PageUp was not available at beginning of FY to set goals due to project schedule.
- We have largely completed the 22/23 review cycle!
- We must now insert goals for the current fiscal year (23/24)!
- After goals are inserted/accepted for employees in PageUp in the 23/24 review cycle, the review is “dormant” until we get to the year-end process (employees and managers may enter ‘journal’ notes in PageUp over the course of the year.

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The Importance of Timely/Meaningful Feedback

- Regular and meaningful feedback fuels employee engagement and performance-
 - Per Gallup research- employees who receive meaningful feedback on a regular basis are **4X** more likely to be engaged
- Our employees deserve recognition for what they are doing well, and constructive feedback on what opportunities they may have.
- Providing regular feedback → a core responsibility of a leader at all levels of the institution.



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NBF Merit Administration



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- 3% Merit Pool- AP/AH/CA/AC e-classes without superseding contracts.
- Must have started employment prior to December 31, 2022.
- Must not be on a performance improvement plan or active disciplinary action as documented with Human Resources. Disqualified if overall performance eval rating for 22/23 is "below requirements"
- Must not have received an alternative salary increase from January 1, 2023, forward.
- Department Heads transferring from faculty from 7/1/23 forward not eligible.
- Retro to 7/1/23- Sept. 2023 pay administration.

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Sneak Preview



qualtrics

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How are these
organizations
related?

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2023 Employee Engagement Survey!

- Planned launch in October 2023 to be completed before Thanksgiving Break.
- Will include all employee classes except EC/TM.
- Results aggregated for leaders with minimum response threshold.
- EMU results compared to higher education benchmarks.
- Executive Leadership is committed to developing divisional/departmental action plans to address opportunities and build upon strengths.

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Questions?



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University Data Retention New Resources

Lauren London, General Counsel

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Background

Cross-Functional Team

- Alexis Braun-Marks
- Lauren London
- Evan Finley
- Jeffrey Ammons
- Beth Hardcastle
- Tracey Piercecchi
- Rocky Jenkins
- Ron Woody
- Chris Shell
- Donna Holubik
- Zunhang Zhou
- Casey Wooster

Purpose

- Compile and organize existing schedules and procedures
- Determine best practices for organizing and publicizing retention schedules
- Give clarity on data stewardship
- Inform campus communities and provide resources for questions

Reminders

- Constitutional autonomy
- No new requirements created by this work
- Emphasis on transparency and utility

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What We Did



- Reviewed prior work in this area;
- Determined classes of data to include;
- Worked with partners to benchmark and check our processes;
- Formed sub-teams to work with departments who steward the data;
- Compiled and Refined Retention Schedules*;
- Created an easy-to-use website displaying the data, the governing administrative policy, and resources for questions.

*Data Schedules will continue to be updated.

Data Schedules

Schedules are divided into seven categories:

- Administrative
- Business and Finance
- Health and Counseling
- Human Resources
- Law Enforcement
- Student
- Other

As a reminder, these are not intended to be exhaustive.

New Resources

- [Data Retention Website](#)
 - Retention Schedules
 - Administrative Policy
 - Contact Information
- [Administrative Policy](#)
 - Definition of a "Record"
 - Who is a "Responsible Unit" for preservation and other purposes
 - Appropriate methods of disposal
- Contact for Questions: data_retention@emich.edu
- [Data Breach Reporting](#)

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Questions?



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Stay Healthy!

Leigh Greden, Chief of Staff

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New “Stay Healthy” Website

www.emich.edu/staying-healthy

- COVID-19 information
- “What if I am sick?” → STAY HOME!
- Ordering cleaning supplies
- Other resources



STAYING HEALTHY

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COVID Policies

- Vaccines encouraged but not mandated
 - Some students may be required to be vaccinated by an outside agency
- Testing not required
 - University reserves the right to mandate testing in the future
- Masking not broadly required
 - Instructors may require face masks in their classes with written notice
 - Employees may require face masks in their private enclosed offices
- Updated policies reflect lack of any government emergency and peer practices

Questions?





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Public Safety Updates

Matt Lige, Chief of Police & Director of Public Safety

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ALICE Training

Alert
Lockdown
Inform
Counter
Evacuate



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ALICE Training Opportunities



Upcoming voluntary training:

❖ *Wednesday, August 16, from 10:00 – 11:30am*

❖ *Tuesday, Sept. 19, from 1:30 – 3:00pm*

352 Student Center – reservations not required

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ALICE Training Opportunities



Various department heads will receive an email inviting you to schedule an ALICE training for your group!

Stay tuned!

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Other Safety Updates

- ✓ Door locks being added to various classroom buildings
 - Pray Harrold complete
 - Strong underway
 - Sill Hall underway
 - More buildings added soon



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Other Safety Updates

- ✓ Emergency blue lights updated
- ✓ Security cameras (24/7 monitoring) continue to be updated and expanded
- ✓ New firearm detection software being added to camera system

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Other Safety Updates

- ✓ SEEUS is available to assist this fall
- ✓ Housing late-night staffing added last year
- ✓ Watch for the upcoming safety video update

RAVE Alerts

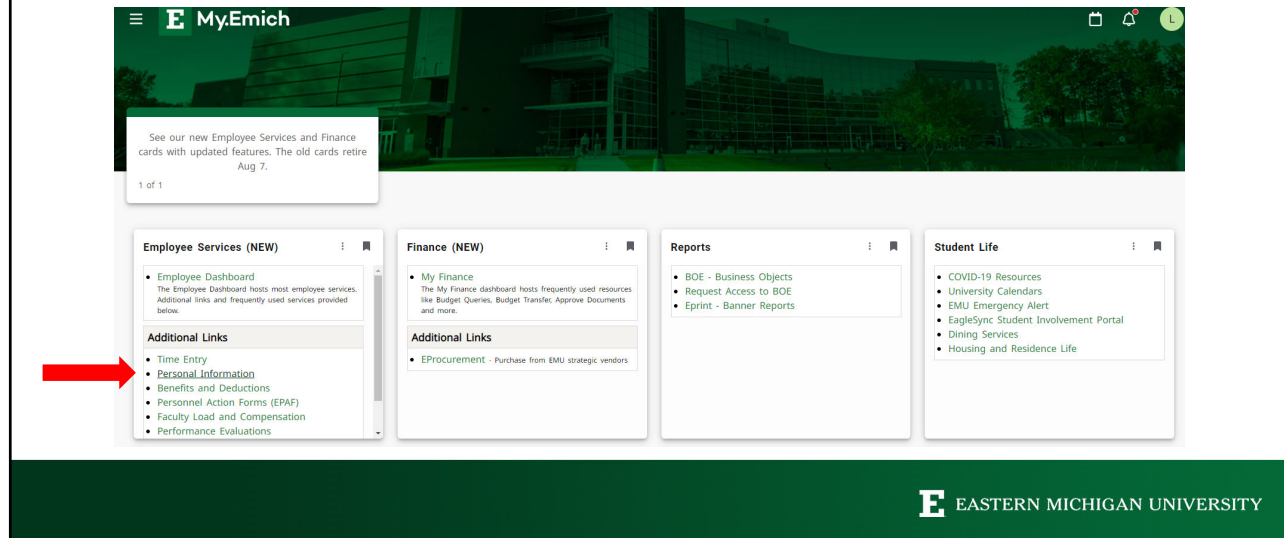
**GO MOBILE WITH
RAVE ALERTS**

- Sends a text message to your cell phone for instant alerts
 - Example: active shooter
 - Example: “snow day”
- This fall, all employee cell phone numbers will automatically be added to Rave
- How do I update my cell phone number?

Step 1: Go to your my.emich page

Step 2: Click “Personal Information”

**GO MOBILE WITH
RAVE ALERTS**

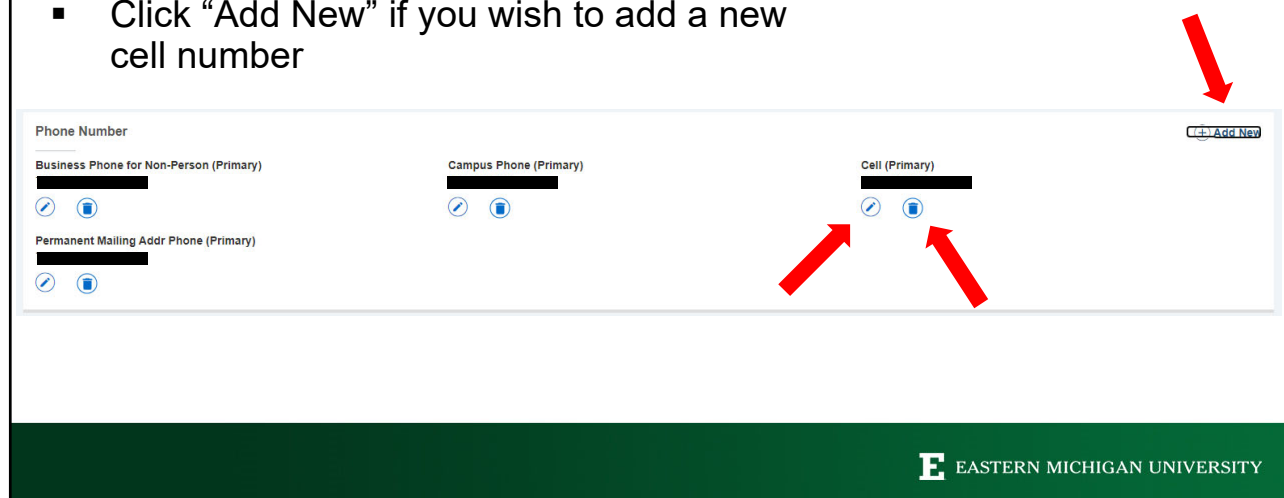


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Step 3: Update your cell phone number

**GO MOBILE WITH
RAVE ALERTS**

- Edit your cell number if needed
- Delete any old cell numbers
- Click “Add New” if you wish to add a new cell number



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Questions?



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Where Can I Find This Information?

emich.edu/president/communications/meetings.php

Thank You!

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END OF MEETING