

Administrative Leaders Meeting

Wednesday, January 10, 2024

Upcoming AP meetings

- **Thursday, May 2**
- **Wednesday, August 7**
- **Wednesday, November 13**

Student Center Ballroom, 9:00 a.m.



Today's Agenda

1. Welcome & General Updates
2. 2024 Focus: Enrollment!
3. New NBF Salary Grade Structure
4. 2024 United Way Campaign
5. Leave Time Entry Process
6. Bulletin Board Policies
7. Final Comments





EASTERN MICHIGAN UNIVERSITY

Welcome & General Updates

James M. Smith, President

2024 MLK, Jr. Celebration Week

Theme: “Driven By The Dream”

Monday, January 15 -
Friday, January 19, 2024

38th Annual Celebration

Keynote Speaker:
Honorable Victoria Pratt



2024 MLK Celebration

- ❑ Monday 1/15 @8:45am: Walk to Freedom (MLK Statue)
- ❑ Monday 1/15 @11:30am: Luncheon (Student Center Ballroom)
 - ❑ Keynote speaker: Honorable Victoria Pratt
 - ❑ Emcee: FOX 2 Anchor Roop Raj
 - ❑ Tickets must be purchased in advance
- ❑ Check the website for many other Academic, Artistic, Athletic and Community Service events throughout the week!



www.emich.edu/mlk

Other Upcoming Events

Saturday 1/27: TruEMU Night with the Detroit Red Wings (Little Caesars Arena) @7:00pm

Thursday 2/8: Board of Regents: committees & regular meetings (all day)

Tuesday 2/20: Star Lecture with Prof. Barbara Patrick @6:30pm (Zoom)*

** This presentation addresses the economic, political, and social disparity by discussing the Civil Rights Movement and the strategies organizers utilized to challenge racial segregation and discrimination in the Deep South.*



SAVE THE DATE!

Eastern Michigan University's 175th Birthday Party!

When: Thursday, March 28 (Time TBD)
Where: Student Center (exact location TBD)



Cupcakes!

Giveaways!

Games!

Music!

Some Recent Hires (1 of 2)

Zainab Aljibory: Manager, Accounting & Financial Reporting

Julia Atkins: Director, Enrollment Marketing

Daniel Baskin: Director, Gallery Program

Erin Boomer: Manager, Learning & Talent, Univ. Human Resources

LaJoyce Brown: Director, Admissions

Curtis Ellis: Academic Labor Relations Administrator

Emily Gould: Enrollment Management Outreach Administrator

Dwight Hamilton: Chief Diversity Officer



Some Recent Hires (2 of 2)

Alexander Hensley: Associate Director,
Athletics Compliance

William Heinze: Director, Forensics Program

Courtney Morris: Director, Americorps Program

Jordan Phelps: Internal Communications Specialist

John Randle, Sr.: Director, Labor Relations &
Human Resources Partner Services

Maher Salah: Vice President, Advancement

Margaret Zech: Director, Enrollment Technology



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



EASTERN MICHIGAN UNIVERSITY

2024 Focus: Enrollment!

Katie Condon
Vice President for Enrollment Management

New Enrollment Management Team Members



- ✓ Dr. LaJoyce Brown- Director of Admissions
- ✓ Dr. Julia Atkins- Director of Enrollment Marketing
- ✓ Emily Gould- Outreach Administrator
- ✓ Margaret Zech- Director of Enrollment Technology

- Vacant- Director of International Programs & Partnerships
- Vacant- Assistant Director of Enrollment Marketing

**Recruitment & retention
are everyone's job.**

What is Enrollment?

Websites, Billboards, Social Media, Word-of Mouth, Web Searches

Campus Visits, Emails, Print Pieces, School Visits, Phone Calls, Financial Aid, Community, Personalized Outreach & Connection

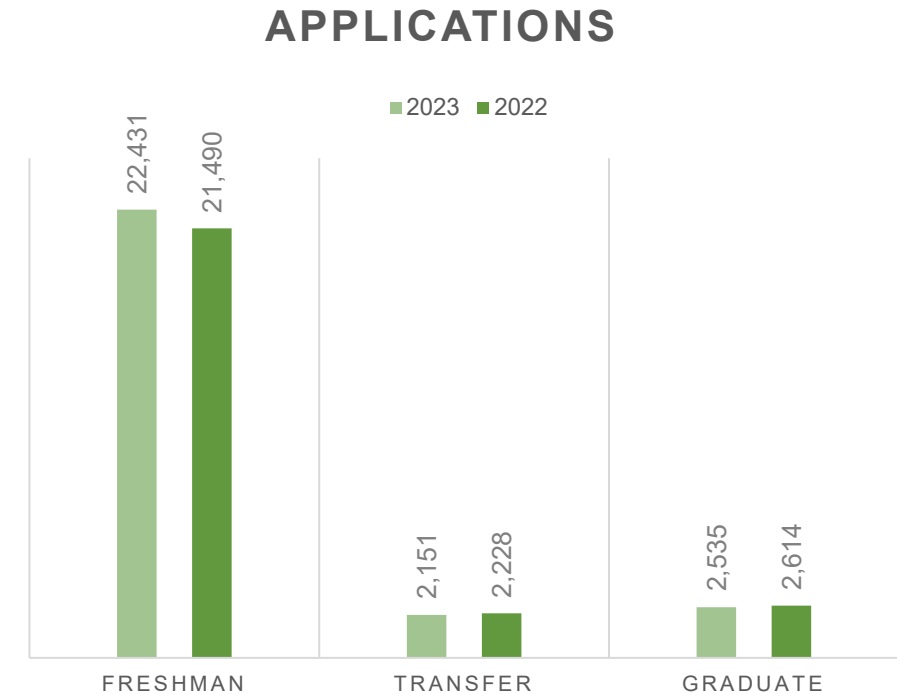
Enrollment

Marketing



EMU- Current Trends

- Most popular majors: Nursing, Psychology, Exploratory, Business, Criminology, Computer Science, Engineering
- Average distance to campus: 53.3 miles
- 350+ students eligible for Eastern Tuition Advantage Program
- Received applications from 100+ countries
- Beibu Gulf University
Enrollment Year Three: 600



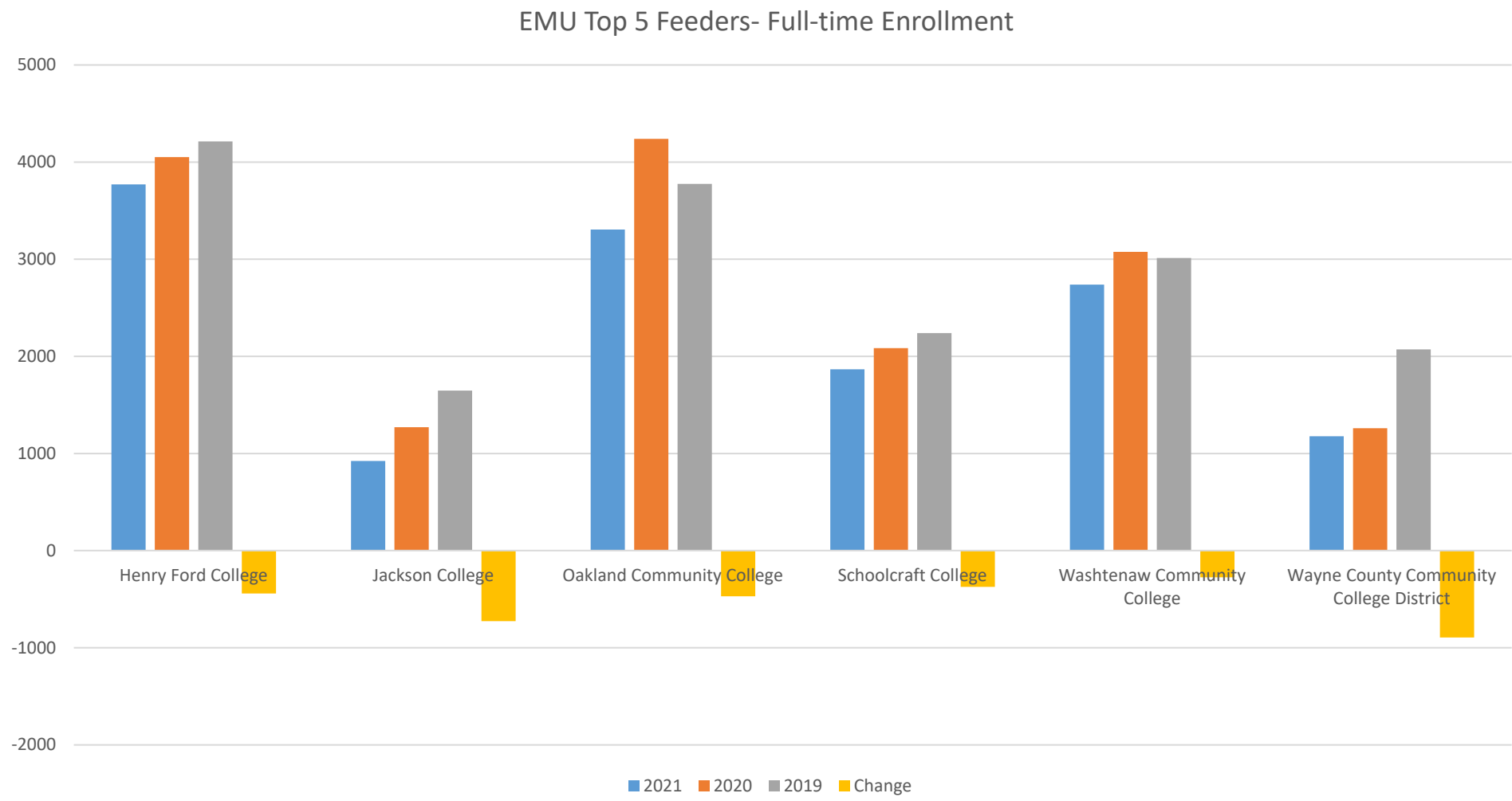
EMU- Current Trends

High School Projections

| Geography | Geomarket Code | Projected Seniors | | | | % Change | Projected Graduates | | | | % Change |
|----------------------------|----------------|-------------------|-----------|-----------|-----------|-----------|---------------------|-----------|-----------|-----------|-----------|
| | | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 | 2022-2025 | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 | 2022-2025 |
| Michigan | MI | 113,100 | 108,582 | 107,484 | 108,603 | -4% | 99,130 | 97,510 | 98,460 | 98,740 | -0.4% |
| Wayne Co | MI01 | 18,899 | 18,142 | 17,167 | 18,065 | -4.4% | 16,565 | 16,292 | 15,726 | 16,424 | -0.8% |
| Detroit's Northern Suburbs | MI02 | 29,952 | 28,680 | 28,366 | 28,168 | -6% | 26,252 | 25,755 | 25,984 | 25,610 | -2.4% |
| Ann Arbor | MI03 | 8,948 | 8,500 | 8,477 | 8,330 | -6.9% | 7,843 | 7,633 | 7,765 | 7,573 | -3.4% |
| Capital District | MI04 | 6,534 | 6,225 | 6,131 | 6,093 | -6.7% | 5,727 | 5,591 | 5,617 | 5,540 | -3.3% |
| Kalamazoo and Grand Rapids | MI05 | 23,669 | 23,181 | 23,025 | 23,601 | -0.3% | 20,746 | 20,817 | 21,092 | 21,458 | 3.4% |
| The Thumb | MI06 | 10,219 | 9,655 | 9,686 | 9,783 | -4.3% | 8,957 | 8,670 | 8,873 | 8,894 | -0.7% |
| Northern Michigan | MI07 | 14,879 | 14,199 | 14,632 | 14,564 | -2.1% | 13,041 | 12,751 | 13,403 | 13,241 | 1.5% |

© 2022 The College Board

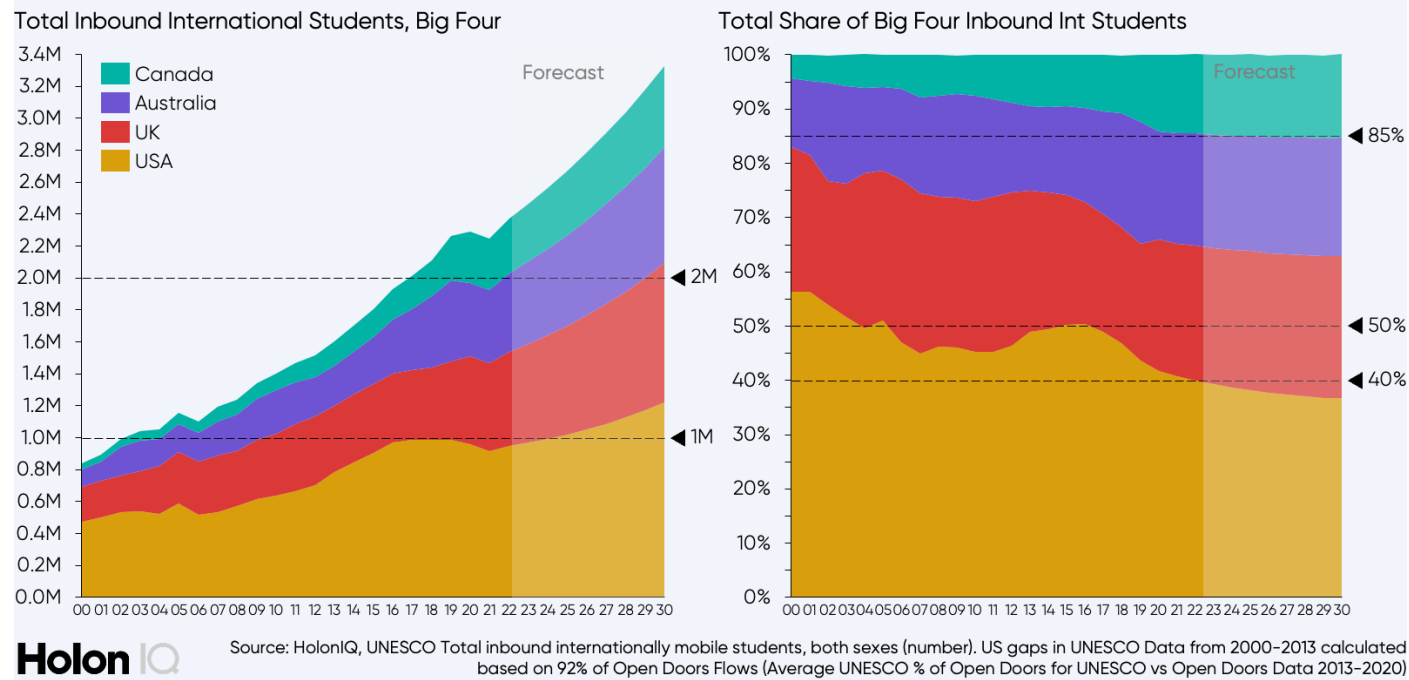
EMU- Current Trends



EMU- Current Trends

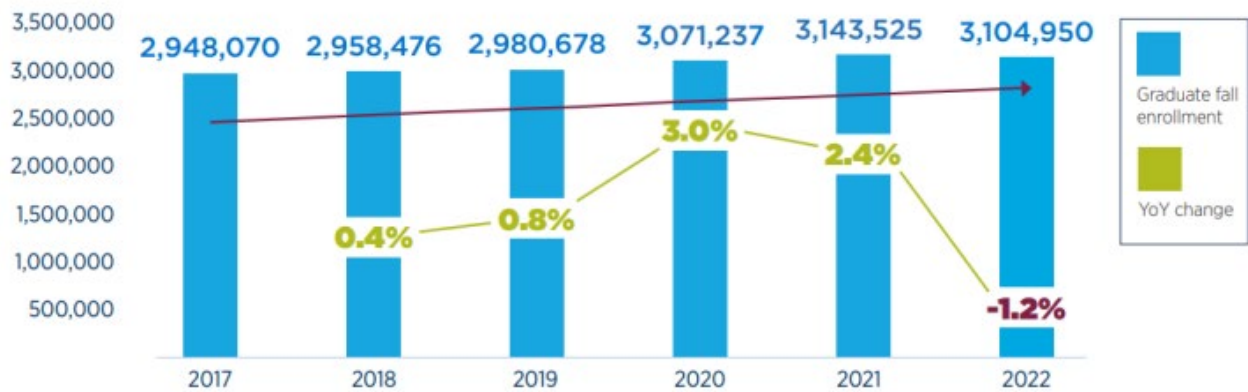
The competition for international students has intensified, with a shift from 60% choosing to study in the US in 2000 to a current percentage of less than 40.

The most likely forecast would see the US lose a further 3.3% share to direct peers, assuming 3.9% US growth and 5% AU, CA and UK growth.



EMU- Current Trends

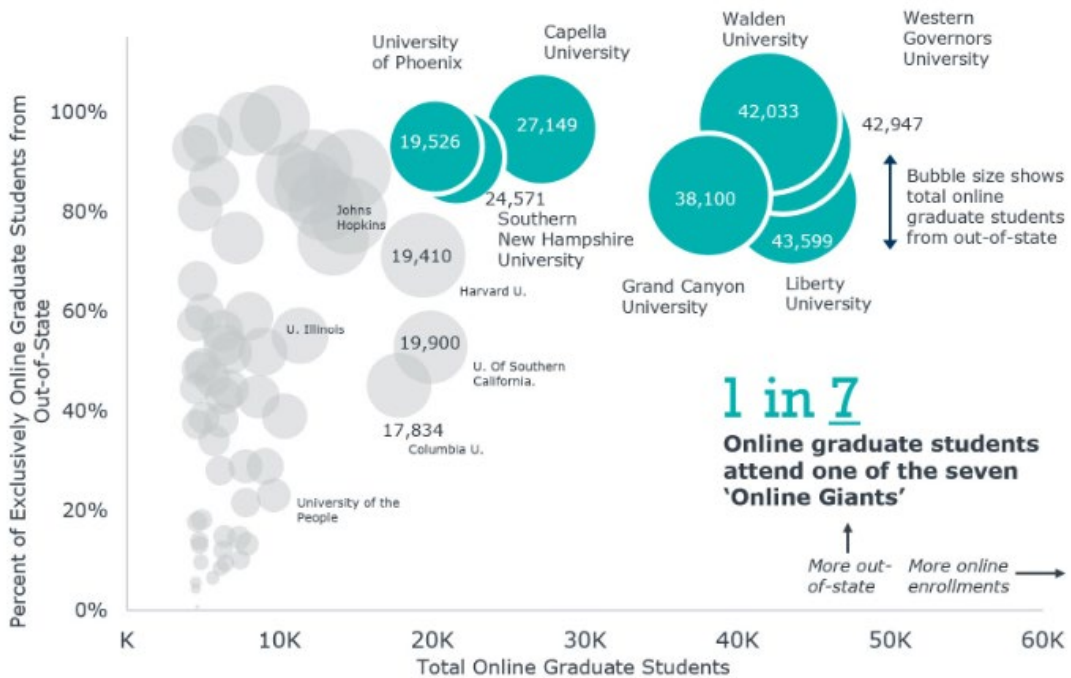
Figure A: Graduate fall enrollment trends 2017-2022



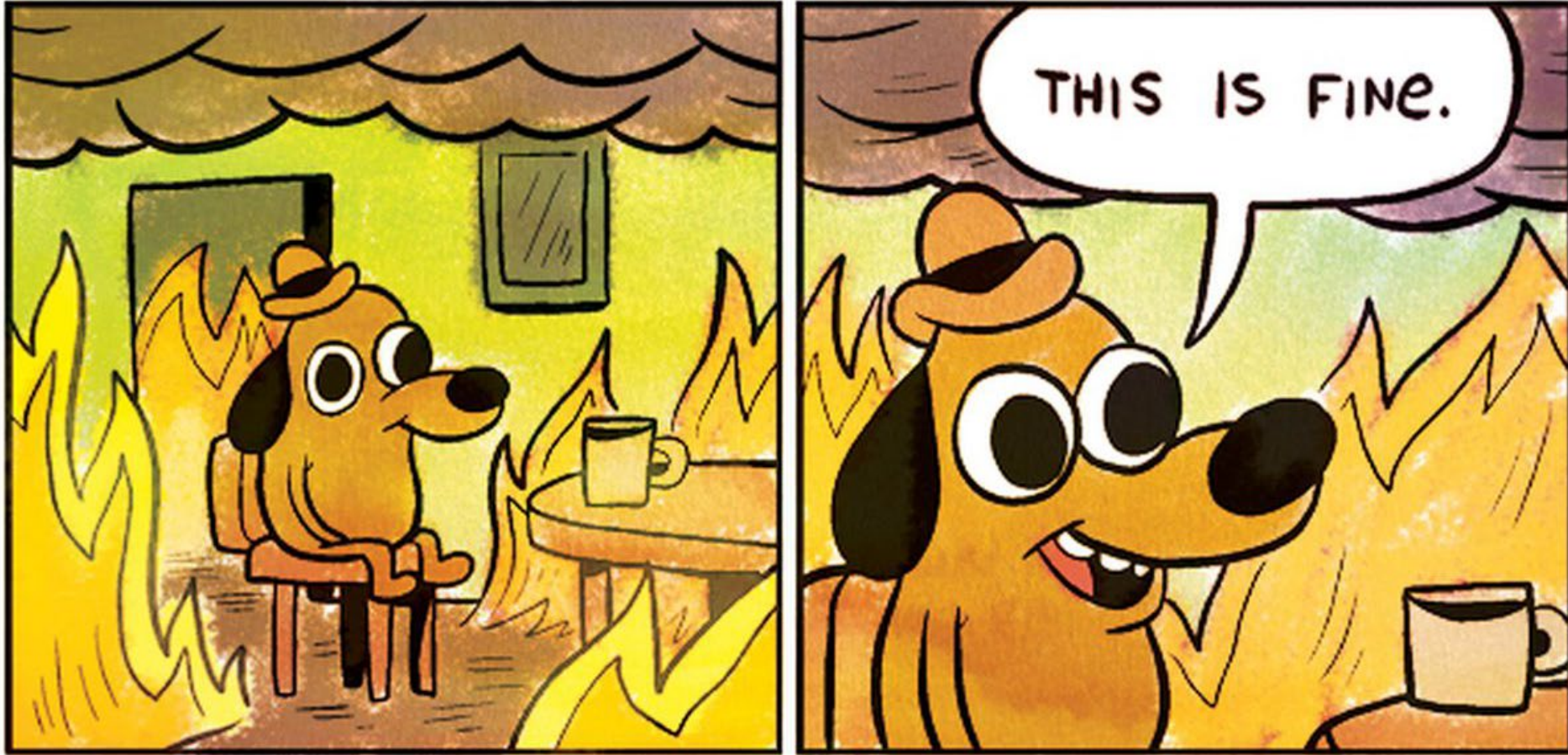
Online Giants Spending Massive Sums on Advertising, Marketing, and Lead Gen
Dollar amount each institution spent on advertising and promotion, 2020



Institutions With More Than 2,500 Exclusively Online¹ Graduate Enrollments, Fall 2020
Total Exclusively Online Graduate Enrollments and Percent From Out-of-State



So, what can we do?



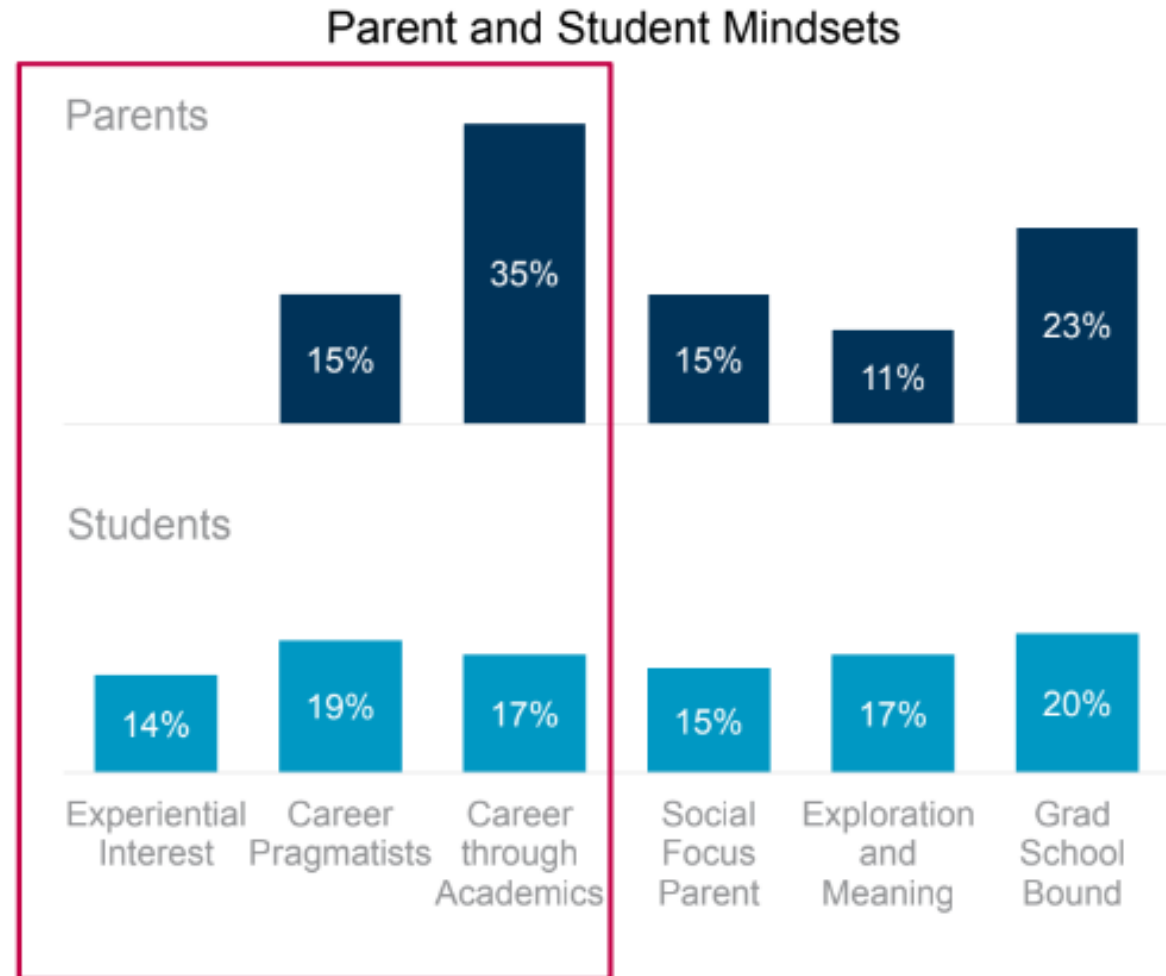
Enrollment Goals

- Enhance Outreach & Communication- Personable & Strategic
- Be the experts- Service & Accountability
- Create a positive campus visit experience- Intentional & Informative
- Improve admissions, financial aid & onboarding processes- Transparent & Streamlined
- Identify & attract the right fit students- Academically, Socially, & Culturally
- Leverage positive EMU attributes- Showcase & Highlight
- Tell a compelling story- Authenticity & Value Oriented

Encourage Prospective Student Mindsets

- Based on Prospective Student Research within MyCollegeOptions and ACT.
- Goal- to identify the dreams and desires prospective students have for their upcoming undergraduate education.

Half of parents
and students
are career-
oriented



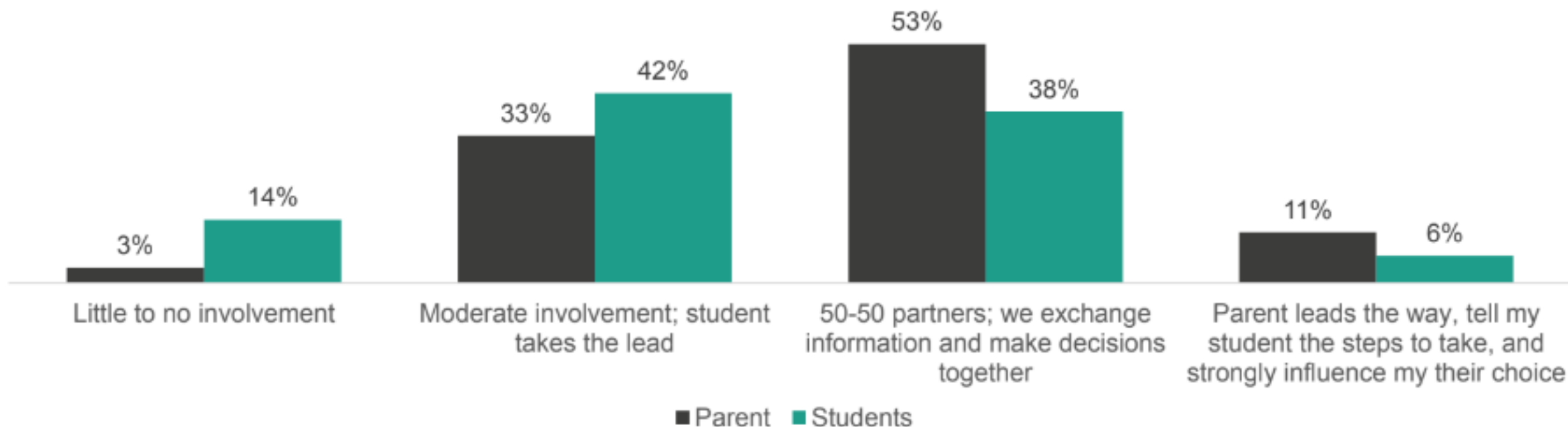
| <i>Mindset</i> | <i>% of Prospects</i> |
|--------------------------|------------------------------|
| Career Pragmatists | 51% |
| Career through Academics | 18% |
| Experiential Interests | 17% |
| Exploration and Meaning | 1% |
| Grad School Bound | 2% |
| Social Focus | 12% |

86% Career Minded

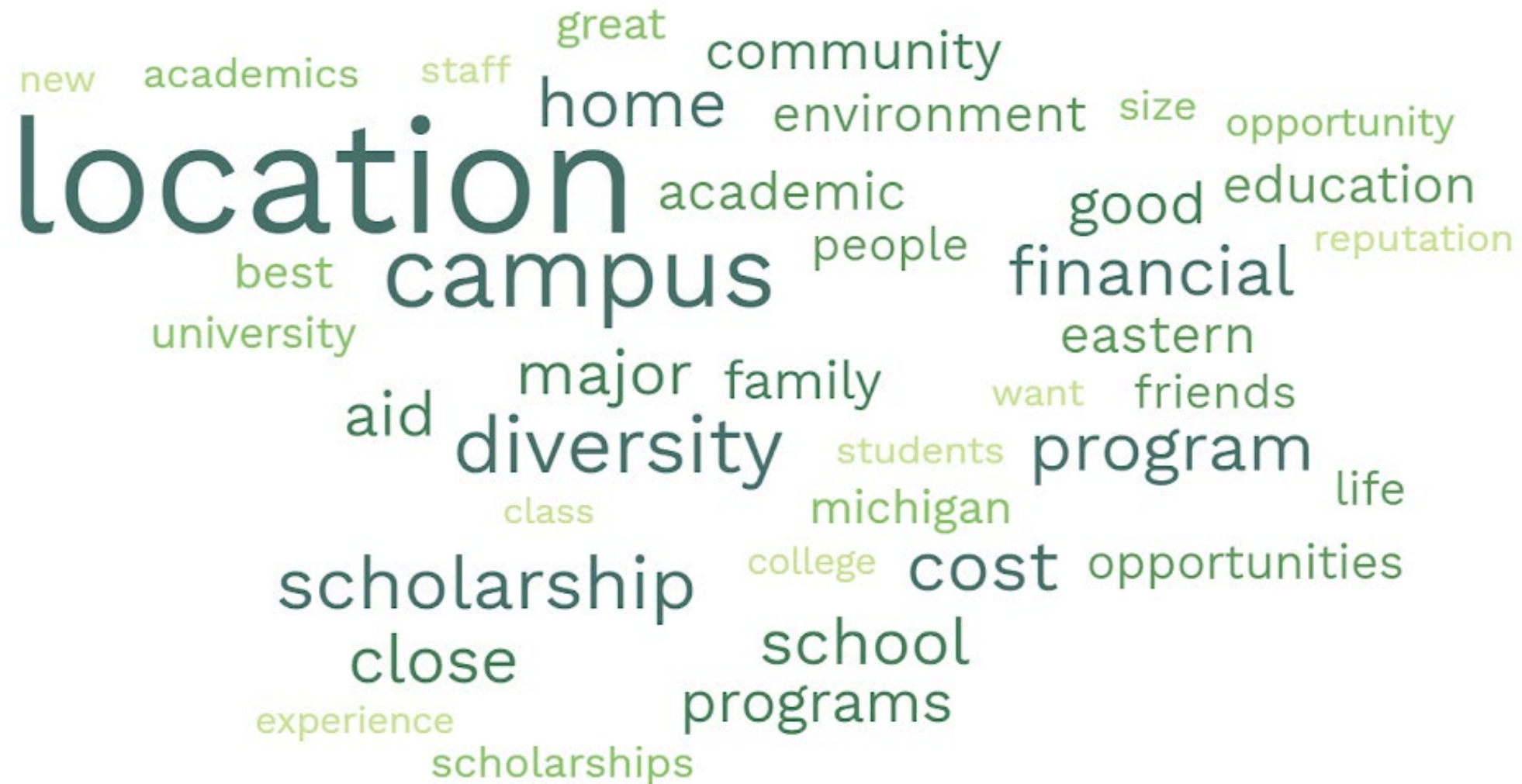
Parents and Students are In This Together

THOUGH EACH BELIEVES THEY ARE LEADING THE WAY

How would you describe your involvement in this child's college search overall?



Why I Enrolled:



Why I Didn't Enroll:



Looking Ahead

- Ocelot Chatbot
- Google Drive Resources
- Student Aid Index & FAFSA 2024
- Technology & Data (CRM RFP)
- High School Advisory Board
- On-campus events
- Notecard Campaign

Questions?





EASTERN MICHIGAN UNIVERSITY

New NBF Salary Grade Structure

Brett Last,
Associate Vice President & Chief Human Resources Officer



A Salary Structure-Why?

- Allows for consistency and transparency in salary related decision making related to scope of roles and job levels.
- Provides benchmarks for internal equity analyses.
- Helps employees understand earning “potential” within their salary grade.
- Assists with salary decisions based on internal movements e.g. promotions.
- Provides clear boundaries for hiring decisions.
- Sets stage to implement a compensation philosophy.
- Allows HR to uniformly make adjustments to ranges based on market evolution (factors such as inflation, competitiveness, etc.)

EMU NBF Salary Structure History



2006-EMU implements “broadband” NBF salary structure. 106 salary grades; overly complex given right-sizing of institution.

2022-Recognizing need to review and re-create a workable NBF salary structure, EMU engages Segal Consulting to do a full scale review.

2023-Segal completed market pricing of NBF jobs, worked with UHR on creating practical structure, and UHR reviewed with Comm. For Workforce Planning

Comparing EMU Jobs to “Market”

- We have established our general comparison to market as:
 - Other Doctoral Higher Education Institutions of similar:
 - Enrollment Size
 - Operating Budget
 - Athletic Conference
 - Michigan 15
 - Midwest
 - We also include local or general industry market data for positions that are not unique to higher education e.g. human resources, information technology, finance, etc.

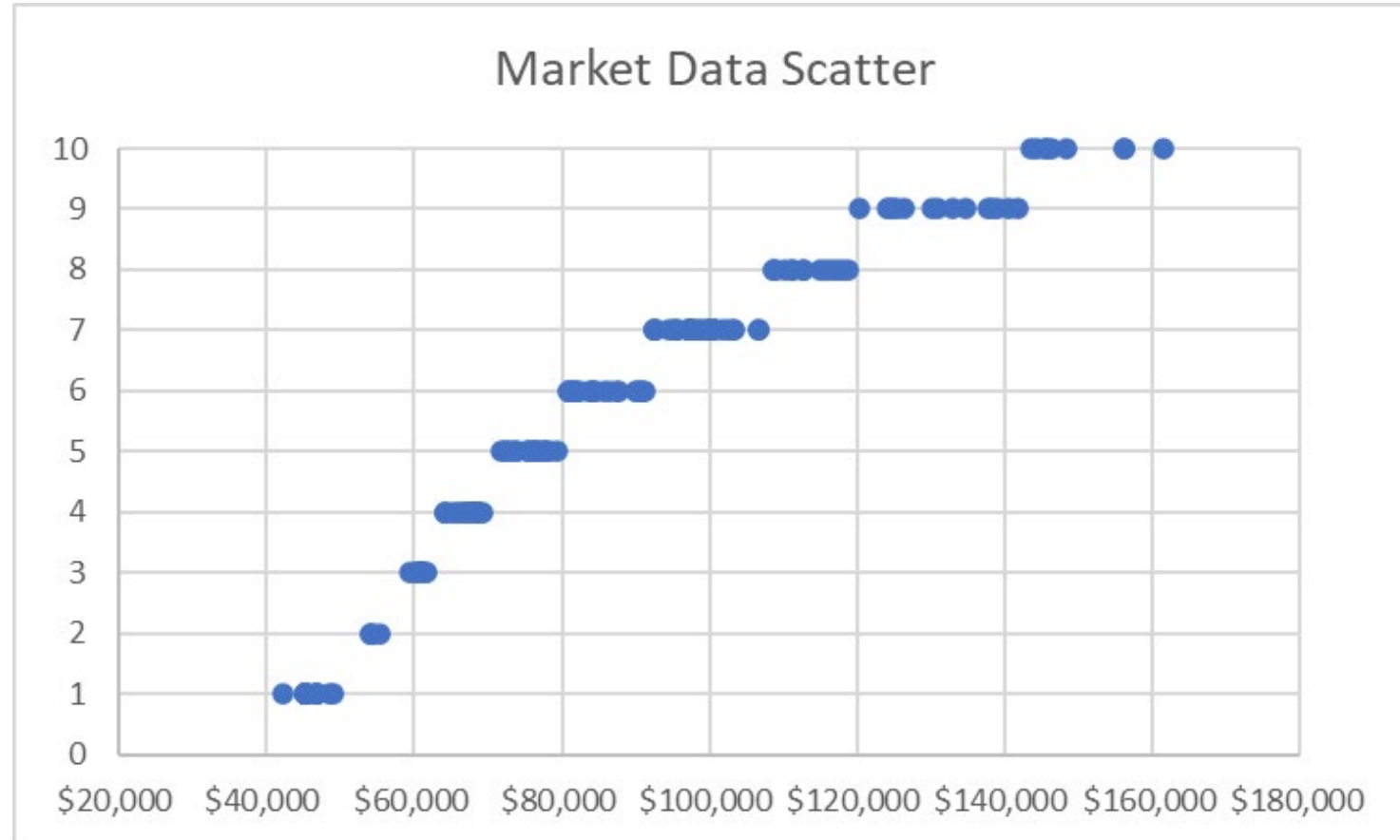


Salary Structure Development

Model data to find the best grades and midpoint increase

Jobs are arranged/aggregated into grades based on how the jobs group based on their “market” midpoints.

Structure applies exclusively to staff administrative positions. Salaries for those who hold academic rank, tenure and faculty return rights are determined through other processes as they are covered in part by terms of bargaining agreements.



New Grade Structure

| Salary Grade | Minimum | Midpoint | Maximum |
|--------------|-----------|-----------|-----------|
| 1 | \$40,000 | \$48,000 | \$56,000 |
| 2 | \$44,800 | \$53,800 | \$62,700 |
| 3 | \$50,300 | \$60,300 | \$70,400 |
| 4 | \$56,300 | \$67,500 | \$78,800 |
| 5 | \$63,000 | \$75,600 | \$88,200 |
| 6 | \$70,900 | \$86,900 | \$102,800 |
| 7 | \$81,600 | \$99,900 | \$118,300 |
| 8 | \$93,800 | \$114,900 | \$136,000 |
| 9 | \$107,800 | \$132,100 | \$156,300 |
| 10 | \$123,700 | \$154,600 | \$185,600 |
| 11 | \$144,700 | \$180,900 | \$217,100 |

What's Next?

- Address small group of employees below grade minimum who are meeting objective performance expectations. Partner with managers on appropriate communications.
- Update jobs in Banner and PageUp to reflect new grade assignments.
- Publish grade structure on UHR website.
- Work with executive leadership to further refine approach to market competitiveness within institutional budgets.

Questions?





EASTERN MICHIGAN UNIVERSITY

2024 EMU United Way Campaign

Leigh Greden, Chief of Staff
Jessica “Decky” Alexander, Director of Engage @ EMU

United Way of Southeast Michigan Supports Our Community!



\$1,378,715

awarded in Washtenaw County
during 2022-2023 cycle

139,382

of people impacted
through United Way
funding



United Way of Southeast Michigan Supports Our Community!



Examples:

- ✓ Child Care Network
- ✓ Family Empowerment Program (EMU)
- ✓ Food Gatherers
- ✓ Shelter Assoc. of Washtenaw
- ✓ SOS Community Services
- ✓ Ypsilanti Meals on Wheels



United Way and WEMU



- ☐ “Washtenaw United” recurring segment on WEMU (89.1 FM)
- ☐ Mondays at 7:49 a.m.
(replayed at 9:49 a.m.)

WEMU 89.1

You Can Make A Difference!



\$1 per week (\$52/year) = one year of child developmental screening & connections to key support services for one family

\$5 per week (\$260/year) = one year of technological devices to be delivered to one child to help close the digital divide

\$10 per week (\$520/year) = one year of safe, temporary housing for 10 individuals experiencing homelessness

\$20 per week (\$1,040/year) = preventing utility shut offs for one family for a full year

Donate!



- ☐ **When?** Campaign launches in February – Watch your email for details!
- ☐ **How?** Donate via check, credit card, or payroll deduction (On your [my.emich](#) portal or a dedicated EMU/United Way website)
- ☐ **Help!** We are recruiting “champions” for each area in the University

Questions?





EASTERN MICHIGAN UNIVERSITY

Leave Time Entry Process

Erin Green, Controller

Leave Reporting - the Basics

- All Exempt (Salary) Employees must report their leave (vacation and sick time) taken on a semi-monthly basis
 - Employee Dashboard in Banner Employee Self Service
 - Report no later than 30 days after period end (e.g.; 15th or 30th of month)
- Supervisors of such employees are responsible for:
 - Ensuring employees report leave taken
 - Approving such Leave Reports (no later than 30 days after period end)
 - Encouraging employees to take earned vacation

Leave Reporting - the Basics

- Failure to record accurate vacation taken results in overstated vacation balances (a liability to the University)
- Failure to record accurate sick time taken may also result in overstated vacation or abuse of sick time policy (AP staff is entitled to 5 paid sick days per occurrence)

Create and Enter Leave Report Instructions

1. In **Employee Dashboard (my.emich)**: Click the Enter Leave Report button in the My Activities section of right-hand navigation bar. A list of leave reports are displayed.

The screenshot displays the Employee Dashboard (my.emich) interface. At the top, there is a green header bar with a white 'E' logo and a settings icon. Below the header, the page title 'Employee Dashboard' is visible. The main content area is divided into several sections. On the left, there is a profile section with a placeholder image and a 'My Profile' button. To the right of the profile, there is a section for 'Leave Balances as of 12/19/2023' with three rows: 'Vacation in hours', 'Sick in hours', and 'Sick Bank in hours'. Below this, there is a 'Pay Information' section with a dropdown arrow. The 'Pay Information' section contains four links: 'Latest Pay Stub: 12/21/2023', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. Below the 'Pay Information' section, there are four more sections: 'Earnings', 'Taxes', 'Job Summary', and 'Employee Summary', each with a dropdown arrow. On the right side of the dashboard, there is a 'My Activities' section. This section contains a list of links: 'Enter Leave Report', 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Effort Certification', and 'Campus Directory'. The 'Enter Leave Report' link is highlighted with a red circle.

Create and Enter Leave Report Instructions

2. Click the "Start Leave Report" button related to the desired leave period. The selected leave report is displayed.

⌵ E

Employee Dashboard

• Leave Report

Leave Report

Approvals

Leave Report

| Leave Period | Hours/Days/Units | Submitted On | Status | |
|-------------------------|------------------|--------------|-------------|-------------------------------|
| [REDACTED] | | | | |
| 12/16/2023 - 12/31/2023 | | | Not Started | <div>Start Leave Report</div> |
| 12/01/2023 - 12/15/2023 | 4.00 Hours | 12/11/2023 | Completed | <div>i</div> |
| 11/16/2023 - 11/30/2023 | 4.00 Hours | 11/28/2023 | Completed | <div>i</div> |

E EASTERN MICHIGAN UNIVERSITY

Create and Enter Leave Report Instructions

3. Click the desired day on the calendar. The selected day is highlighted and the Earn Code field is displayed.
4. Click the Earn Code drop-down field and select the desired earn code from the list (e.g., sick, vacation, etc.)
5. Enter the desired time in the Hours field.

The screenshot displays the 'Leave Report' interface for an employee. At the top, there is a green header with the Eastern Michigan University logo and navigation links. Below the header, the 'Leave Report' section is active, showing a calendar for the period 12/16/2023 to 12/31/2023. The calendar is a grid with days of the week as columns and dates as rows. Tuesday, December 19th, is highlighted in blue. A red circle with the number 3 points to this highlighted day. Below the calendar, there is a section for entering leave details. It includes a dropdown menu for 'Earn Code' and a text input field for 'Hours'. A red circle with the number 4 points to the 'Earn Code' dropdown, which currently shows 'Vacation'. Another red circle with the number 5 points to the 'Hours' input field. The interface also includes buttons for 'Restart Leave Report' and 'Leave Balances' at the top right, and a 'Submit By' date of 01/30/2024, 11:59 PM.

Create and Enter Leave Report Instructions

6. Click the Save button (bottom right of screen). The information entered is displayed in the leave report.
7. Repeat this process for each day in the pay period that requires time entry.

Submit Leave Report Instructions

1. Click the "Preview" button in the lower right corner of the page. The Preview window is displayed
2. Click to check the "I certify..." statement. By checking the certification statement you are certifying that the time entered represents a true and accurate record of your time. (see next page)
3. Click the "Submit button". A successful submission message is displayed and the status changes to Pending. (see next page)

Submit Leave Report Instructions

E

Employee Dashboard • Leave Report • [Redacted] • Preview

Leave Report Detail Summary

Pay Period: 12/16/2023 - 12/31/2023 | 0.00 Hours | In Progress | Submit By 01/30/2024, 11:59 PM

Time Entry Detail

| Date | Earn Code | Shift | Total |
|------------|---------------|-------|------------|
| 12/19/2023 | 720, Vacation | 1 | 0.00 Hours |

Summary

| Earn Code | Shift | Week 1 | Week 2 | Week 3 | Week 4 | Total |
|---------------|-------|--------|--------|--------|--------|-------|
| 720, Vacation | 1 | | | | | |

Routing and Status

| Name | Action |
|----------------|---|
| | Originated On 12/19/2023, 04:30 PM [Redacted] |
| | Submit By 01/30/2024, 11:59 PM |
| Green, Erin C. | In the Queue |

Comment (Optional):

Add Comment

2000 characters remaining

☐ I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return

Submit

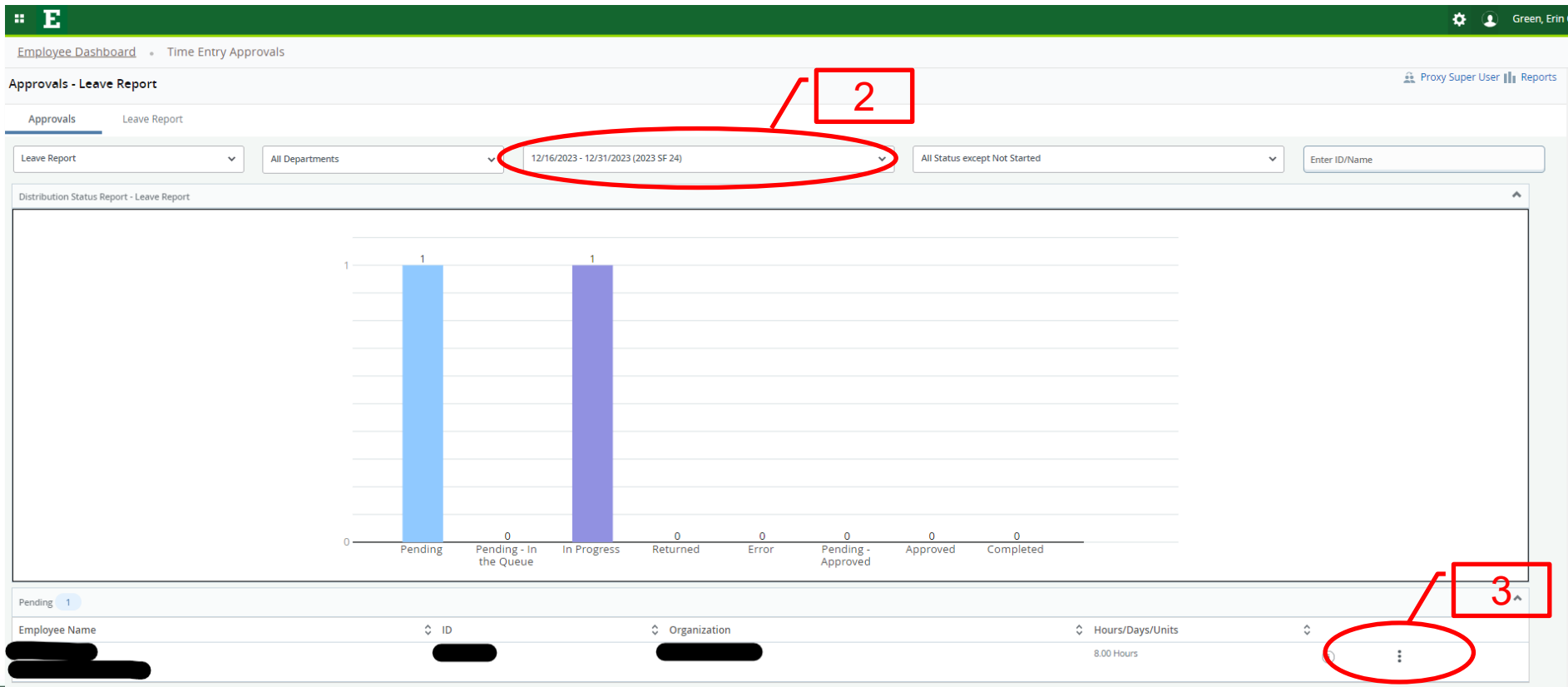
Approve Leave Report Instructions

1. In **Employee Dashboard (my.emich)**: Select “Approve Leave Report” under “My Activities”

The screenshot displays the Employee Dashboard interface. At the top, there is a green header bar with a white 'E' logo and a settings icon. Below the header, the page title 'Employee Dashboard' is visible. The main content area includes a profile section with a placeholder image and a 'My Profile' button. To the right, there are 'Leave Balances as of 12/19/2023' for Vacation, Sick, and Sick Bank, each with a corresponding slider. Below this, there are sections for 'Pay Information' (Latest Pay Stub, All Pay Stubs, Direct Deposit Information, Deductions History), 'Earnings', 'Taxes', 'Job Summary', and 'Employee Summary'. On the right side, there is a 'My Activities' sidebar with a list of actions: 'Enter Leave Report', 'Approve Time', 'Approve Leave Report' (circled in red), 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Effort Certification', and 'Campus Directory'.

Approve Leave Report Instructions

2. Select the pay period to review
3. Click the Ellipsis button associated with the desired Pending document and then select "Preview" from the list. The Preview window is displayed.



Tip: the employee's available leave balance can also be viewed via this ellipsis button

Approve Leave Report Instructions

- Carefully review all details and then click the "Approve" button. A successful approval message is displayed.

Employee Dashboard • Time Entry Approvals • Mgr Sponsored Acct, 111011-00, E, 125050, Controller • Preview

Leave Report Detail Summary

Pay Period: 12/16/2023 - 12/31/2023 | 8.00 Hours | Pending | Submitted On 12/18/2023, 07:46 AM

| Time Entry Detail | | | |
|-------------------|---------------|-------|------------|
| Date | Earn Code | Shift | Total |
| 12/21/2023 | 720, Vacation | 1 | 8.00 Hours |

| Summary | | | | | | |
|---------------|-------|--------|--------|--------|--------|------------|
| Earn Code | Shift | Week 1 | Week 2 | Week 3 | Week 4 | Total |
| 720, Vacation | 1 | | 8.00 | | | 8.00 Hours |
| Total Hours | | 8.00 | | | | |

| Routing and Status | |
|--------------------|------------------------------------|
| Name | Action |
| | Originated On 12/18/2023, 07:45 AM |
| | Submitted On 12/18/2023, 07:46 AM |
| | Approve by 01/30/2024, 11:59 PM |
| Green, Erin C. | Pending Approval |

Comment (Optional):

Add Comment

2000 characters remaining

☐ Confidential Comment

Return Details Return for correction **Approve**

Tip: you can also "Return for correction" if time permits

Leave Reporting – Other Tips

- Supervisors – schedule a short block of time each week on your calendar (as a reminder) to review and approve pending reports (and search that expected leave reports are created)
- Automated emails are sent to supervisors from Payroll when the approval period for a Pending report is about to expire – take action
- Employees – review PTO balances via Employee Dashboard
- Supervisors – Payroll can run reports for a specific employee if any concerns.
- Detailed instructions:
<https://www.emich.edu/controller/payroll/training/>
- *Other questions or need detailed one-on-one training?*
payroll_questions@emich.edu

Questions?





EASTERN MICHIGAN UNIVERSITY

Bulletin Board & Posting Policy

Jeff Ammons
Associate General Counsel

Dieter Otto
Executive Director, Custodial, Motor Pool, and Grounds Services

Five (?) Minute Free Speech Primer

What Speech Is Protected?



Most Speech is Protected

- In Particular: We Cannot Discriminate between Viewpoints
- “If the First Amendment means anything, it means that the government may not prohibit expression because of its message, ideas, subject matter, or content.”
 - ~Chief Justice Thurgood Marshall
 - Chicago Police Dep’t. v. Mosley (1972)

What Speech IS NOT Protected?

- **True Threats** (“Fighting Words”) meant to incite violence
- **Incitement to Imminent Lawless Action** (and is likely to incite or produce such action)
- **Some False Statements of Fact** (when the speaker knows it is false and intends to persuade others)
- **Speech that violates a Copyright**
- **Obscenity/Child Pornography**

Is Hate Speech Criminal in Michigan?

- **Ethnic Intimidation (MCL § 750.147b)**
 - **Maliciously, and with specific intent** to intimidate or harass another person because of that person's race, color, religion, gender, or national origin, does any of the following:
 - Causes physical contact with another person
 - Damages, destroys, or defaces any real or personal property of another person
 - **Threatens, by word or act, to do one of the other two.**
- THE KEYS: "ANOTHER PERSON" and "SPECIFIC INTENT" –
 - must be aimed at a specific target, not just the protected group writ large.
 - Specific Intent tied to ethnic intimidation is extremely hard to prove

Is there an acceptable way to regulate speech?



**Bulletin Board & Posting
Policy!!**

**BULLETIN BOARDS & POSTING
ADMINISTRATIVE POLICY**

Purpose

To clearly describe the terms and conditions for the use of Eastern Michigan University's ("EMU") bulletin boards.

Scope

This administrative policy ("Policy") applies to all EMU employees, students and visitors.

Policy

EMU owns and controls all bulletin boards on EMU property. EMU welcomes its students, employees and visitors to post materials on EMU bulletin boards in accordance with this Policy. EMU has designated its bulletin boards as being either a "public" bulletin board or a "reserved" bulletin board.

I. RULES APPLICABLE TO ALL WRITINGS AND MATERIALS POSTED ON ANY EMU BULLETIN BOARD

Any writing or material (a "Poster") posted on an EMU bulletin board must comply with all of the following conditions, regardless of whether such Poster is posted on a "public" or "reserved" bulletin board.

- A. A Poster shall be made with material, such as a piece of paper, that may be easily removed from a bulletin board.
- B. Use of adhesive material other than staples or thumb tacks to secure a Poster onto a bulletin board, such as tape or glue, is prohibited.
- C. Except for the usual wear and tear caused by items such as staples and thumb tacks, Posters shall not permanently alter a bulletin board.
- D. Posters shall be secured only to the cork or cork-like portion of a bulletin board and shall not be secured to any area outside of or adjacent to the cork portion of a bulletin board, such as frames, doors, woodwork or walls.
- E. The maximum size of a Poster shall be 18" x 24", unless written permission from the appropriate EMU department or office is given in advance of the posting.
- F. No more than one Poster concerning the same material, event, program, activity or service may be posted on the same EMU bulletin board at the same time.
- G. A Poster advertising an event, program, or activity shall be removed within 48 hours after the event, program or activity has concluded.
- H. A Poster shall provide, in the lower right hand corner of the Poster in a size and font that may be read without assistance, the date the Poster was posted and the identity of the person or organization posting the Poster and shall stay posted for a maximum of 14 days after being posted on a bulletin board.
- I. A Poster shall not advertise alcoholic beverages or illicit drugs or their availability at

EMU Physical Plant Administrative Procedures Page:

<https://www.emich.edu/physplant/info/adminprocedures.php>

Bulletin Board & Posting Policy

Posting requirements:

- Only one posting per bulletin board
- Secured only with thumb tack or staple
- Max size is 18" x 24"
- Max 14 days per posting (or 2 days after event)
- Identify the person or organization that is posting
- Etc.

No approval “stamp” necessary



Bulletin Board & Posting Policy

There are two types of
bulletin boards at EMU

Bulletin Board & Posting Policy

(1) Public Bulletin Boards

- unlabeled public bulletin boards or bulletin boards with “EMU – Public” label

Bulletin Board & Posting Policy

(2) Reserved Bulletin Boards

- a. Reserved – Departmental
- b. Reserved – Student Activities
- c. Reserved – Residence Hall

Enforcement of the Bulletin Board & Posting Policy

Key Takeaway:

**Enforcement needs to be
regular and consistent.**

Who enforces the Bulletin Board & Posting Policy?

Biggest enforcement area:
Non-bulletin board postings.

Physical Plant staff

Who enforces the Bulletin Board & Posting Policy?

Public Bulletin Boards

- Physical Plant Staff

Reserved – Departmental

- Departmental and Building Administrators

Reserved – Student Activities

- Campus Life Staff and Building Administrators

Reserved – Residence Hall

- Area Complex Directors and Program Managers

Who enforces the Bulletin Board & Posting Policy?

Ask for permission?
or
Ask for forgiveness?

Who enforces the Bulletin Board & Posting Policy?

Questions?

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Questions?



Where Can I Find This Information?

emich.edu/president/communications/meetings.php

Thank You!

END OF MEETING