Tuesday, March 19, 2002

8:00 a.m.  Student Affairs Committee Meeting
           205 Welch Hall

8:00 a.m.  Faculty Affairs Committee Meeting
           201 Welch Hall

9:00 a.m.  Educational Policies Committee Meeting
           205 Welch Hall

10:30 a.m. Finance Committee Meeting
           201 Welch Hall

12:00 p.m. Regular Board Meeting - Communication Section
           201 Welch Hall

12:30 p.m. Adjourn for lunch
           204 Welch Hall

1:30 p.m.  Reconvene Regular Board Meeting
           201 Welch Hall

• AGENDA

Call to Order
Roll Call Attendance

Tab A - Communications
Lunch

Reconvene Regular Board Meeting
Call to Order
Roll Call Attendance

Tab B – Resolution – Dr. Ronald W. Collins

Tab C - Minutes of January 15, 2002, Regular Board Meeting

Tab D - President’s Report

Tab E - Executive Summary
CONSENT AGENDA

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

REGULAR AGENDA

Student Affairs Committee
Section 13 Monthly Report and Minutes (SAC)

Educational Policies Committee:
Section 14 Monthly Report and Minutes (EPC)
Section 15 Official Reporting Dates for 2002-03 Fiscal Year (EPC)
Section 16 Report: Charter Schools (EPC)
Section 17 Support for CORR (Center for Organizational Risk Reduction) (EPC)

Faculty Affairs Committee:
Section 18 Monthly Report and Minutes (FAC)

Finance Committee:
Section 19 Monthly Report (FC)
Section 20 POLICY REVISION: Conflict of Interest (FC)
Section 21 Lease Agreement - McKenny Union/Wendy’s (FC)
Section 22 FY 2003 General Fund Scholarships, Grants-in-Aid-Enhancement (FC)
Section 23 Graduate Assistantship Stipends for 2002-03 (FC)
Section 24 Doctoral Fellowship Stipend Adjustment for 2002-03 (FC)

New Business

Section 25 Commencement Speaker and Honorary Degree Recipient (EPC)
TO: Student Affairs Committee

FROM: Teri L. Papp
   Committee Secretary

DATE: March 11, 2002

SUBJECT: Student Affairs Committee Meeting
   Tuesday, March 19, 2002; 8:00 a.m.
   205 Welch Hall

This is to confirm that the Student Affairs Committee is scheduled to meet Tuesday, March 19, 2002.

The meeting will be held in Room 205 Welch Hall, beginning promptly at 8:00 a.m.

Enclosed for your review prior to the meeting are the minutes of the January 15, 2002 Student Affairs Committee meeting and the agenda for the March meeting.

/tlp

cc: Cabinet
   Division Council Members
RECOMMENDATION

MONTHLY REPORT
STUDENT AFFAIRS COMMITTEE

ACTION REQUESTED

It is recommended that the Student Affairs Committee Agenda for March 19, 2002 and the Minutes of January 15, 2002 be received and placed on file.

STAFF SUMMARY

At its January 15, 2002 meeting the Student Affairs Committee heard position papers addressing Health Center Funding, Parking/Softball Fields and Academic Advising. Updates were also heard on new Dining Services venues and the Greek Social Policy.

The March 19, 2002 agenda includes discussion of the new Greek Social Policy and updates on GoalQuest, General Fund Scholarships, Health Center Funding, Recreation Fields, McKenny Expansion and Celebration of Excellence Week. Alternative Spring Break student reports will also be heard and CIRP Survey Data will be presented.

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer ___________________ Date ___________
Tuesday, March 19, 2002
8:00 a.m.

**Agenda**

1. Approval of January 15, 2002 Meeting Minutes
   - Regent Griffin
2. Introduction of New Members
   - Jim Vick
3. Greek Social Policy
   - Jackie Jones/
     Adam Nekula
4. GoalQuest Update
   - Courtney McAnuff
5. General Fund Scholarships Update
   - Courtney McAnuff
6. Recreation Fields Follow-Up
   - Adam Nekula
7. Alternative Spring Break Student Reports
   - Peggy Harless/
     Allison Treppa
8. McKenny Expansion Update
   - Gienna Frank Miller
9. CIRP Survey Data
   - Sandra Williams
10. Celebration of Excellence Week Update
    - Gienna Frank Miller
11. Announcements
12. Other
MEMBERS PRESENT

Regents: Dr. Rosalind E. Griffin
Administration: Glenna Frank Miller, Greg Peoples, Jim Vick
Students: Denise Beauvais, Gloria Gallegos, Emily Hamman, Ron Honse, Jackie Jones, Holly Justice, Adam Nekula, Neil Ripley, Allison Treppa

GUESTS

Regents: Steven Gordon
Students: Kelly Sandor, Curt Sayers, Robert Trotter
Press (Echo): Joe Novak, Kristina Smith

Regent Griffin convened the meeting at 8:00 a.m. The minutes of the September 25, 2001 meeting were approved as presented.

Introduction of New Members

Jim Vick introduced Emily Hamman, the new LGBT representative. He also reported that International Student Association elections will be held in February and the new ISA president will attend the March meeting.

Health Center Funding Position Paper

In keeping with its new approach, the committee heard a very thorough position paper presented by Denise Beauvais on University Health Services and the need for increased funding. Approximately 7000 students accessed University Health Services in the past year, creating 17-21,000 visits. Currently the only funds that come from EMU are a small portion of the per credit hour general fee; the remainder comes from
fees for service, with the current ratio being 55% from general fees and 45% from service fees. The $2.13 per credit hour that UHS receives from the general fee has remained constant since 1994-95. Health education programs are most at risk if funding is not increased since a fee-for-service is not charged. The Student Affairs Committee voted unanimously to endorse the Position Paper and recommend to the Board of Regents that University Health Services funding move toward the 67%/33% level set by the Board in 1984-85. The Committee further recommended that the general fee be increased proportionately so that any additional funding for UHS doesn’t come from other general fee allocations.

Parking/Softball Fields Position Paper Addendum

Adam Nekula presented an addendum to the Parking/Softball Fields Position Paper approved by the Student Affairs Committee on November 27, 2001. The addendum includes the following recommendations:

1. Build the four new softball fields to ASA standards large enough to include four football fields entirely in the grass of the outfield and two soccer fields.
2. Reconsider the recommendation to eliminate the shuttle service. Students living in Westview Apartments and those using the new fields will require some type of safe transportation.
3. Include a well-lit direct path for students to walk to the fields.
4. Construct the fields in such a way that the intramural program will not lose a year of play.

The addendum also includes a recommendation to replace the existing tennis courts that are in need of repair with twelve courts to be located at the Rec/IM fields being built on the west campus. The Student Affairs Committee voted unanimously to endorse the recommendations outlined in the addendum.

Academic Advising Update

The Committee unanimously endorsed a position paper on Academic Advising – the Student Leader Group’s number one priority – presented by Allison Treppa and Adam Nekula. The paper:

- encourages the hiring of full-time academic advisors and administrative support in each of the colleges, providing a central location for students to go for information in their college
- encourages any and all action to make the transfer process to Eastern Michigan University easier for students
- recommends that the University devise a way of clarifying to students which advisors to see and when
- recommends changing the hours of Faculty Academic Advising training to better accommodate teaching schedules
- recommends that all faculty advisors be trained by the general Academic Advising office in order to stay current on changes in basic studies requirements and
- recommends that a student/academic advisor ratio be established in conjunction with CAS Standards
- and, applauds the efforts of Vice President McAnuff and Provost Schollaert
for their proactive approach to addressing the need for improvements in the
area of Academic Advising.

MLK Day Preview

Glenna Frank Miller, director of McKenny Union and Campus Life, outlined the exciting
week of events planned in celebration of Martin Luther King Day.

Marketplace/Freshens Update

Michael Crabb, director of Dining Services and Anne Klaes, assistant director,
Catering/Contract Operations reported on the newest Dining Services venues, “It’s a
Toss Up & Company” and “Crossroads Marketplace.” The Crossroads Marketplace will
include an Einstein Brothers Bagels shop that will produce bagels for all of the Dining
Services venues on campus. EMU is the first self-operated college to have an Einstein
Brothers Bagels on its campus.

Greek Social Policy

Jackie Jones, Panhellenic Council president and Adam Nekula, Inter-fraternity Council
president reported on the proactive approach being taken by the presidents of EMU’s
Greek organizations in developing a Greek Social Policy in response to events that
have taken place on other Michigan campuses.

Other

Ron Honse, Students with Disabilities representative, took a moment to publicly thank
Vice President Doyle for the $5000 increase allocated for sidewalk improvements in the
2002-03 budget. This represents a $3000 increase in the amount requested by the
Student Affairs Committee at its November meeting.

Student Body President Neil Ripley publicly recognized DPS Officer Chuck Mosher for
his diligence in policing campus handicap parking spaces on behalf of Eastern
Michigan’s students with disabilities.

Allison Treppa, Campus Life Council representative, reported that 90 students will work
at nine different sites during Alternative Spring Break activities in February.

Emily Hamman reported the LGBT Resource Center has planned a full calendar of
events this year including a workshop on career strategies for the LGBT population.

Regent Griffin adjourned the meeting at 8:53 a.m.

Respectfully submitted.

Ten L. Papp
DATE: February 19, 2002

TO: Samuel A. Kirkpatrick
President

FROM: Patrick J. Doyle
Vice President for Business and Finance

SUBJECT: Tentative Finance Committee Agenda Topics for the March 19, 2002 Board of Regents Meeting

The Consent and Regular Agenda items have been identified for presentation to the Finance Committee of the Board of Regents on March 19, 2002 at 10:30 a.m. They are listed below:

Regents Consent Agenda
1. Report: Treasurer’s
2. Report: Internal Audit
3. Report: Grants/Contracts
4. Report: Construction Projects Progress
5. Report: Accounts Receivable
6. Report: Interim Budget Status
7. Report: Technology Plan Implementation

Finance Committee Agenda
- Monthly Report
- Policy Revision – Conflict of Interest
- Lease Agreement – Wendy’s/McKenny Union

/slb

cc: Dana Aymond
Cabinet
DATE: February 6, 2002
TO: Cabinet
FROM: Dana Aymonc
Secretary to the Board
Subject: Schedule for the Tuesday, March 19, 2002, Board Meeting

The next regular Board of Regents meeting is scheduled for Tuesday, March 19, 2002, at 12:00 p.m., in 201 Welch Hall. In order to prepare the Board materials for distribution, the following schedule has been developed:

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>February 19</th>
<th>Board agenda topics to the Board of Regents Office, 201-B Welch.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>March 6</td>
<td>Final Board documents to the Board of Regents Office, 201-B Welch, by 12:00 noon.</td>
</tr>
<tr>
<td>Monday</td>
<td>March 11</td>
<td>Board notebooks distributed to Board of Regents (one week in advance of Board meeting, per Board direction)</td>
</tr>
</tbody>
</table>

The Board committee meeting schedule for Tuesday, March 19, 2002, is as follows:

- Faculty Affairs Committee: 8:00 a.m. 201 Welch
- Student Affairs Committee: 8:00 a.m. 205 Welch
- Educational Policies Committee: 9:00 a.m. 205 Welch
- Finance Committee: 10:30 a.m. 201 Welch
- Regular Meeting: 12:00 noon 201 Welch
- Recess for lunch: 12:30 p.m. 204 Welch
- Reconvene Regular Meeting: 1:30 p.m. 201 Welch

Please notify appropriate members of your staff about the above schedule. Should you have any questions, please contact me at 7-2410.

cc: Michael Harris, Loretta Newman, Susan Brazin, Carol Wilkins
    Teri Papp, Sue Campbell, Sherry Kelley, Brian Anderson
    Christina Bell, Gail Getz, Lori Ristau, Gerri Beaugrand
    Gale Brandau
Tuesday, March 19, 2002

8:00 a.m.  Student Affairs Committee Meeting
          205 Welch Hall

8:00 a.m.  Faculty Affairs Committee Meeting
          201 Welch Hall

9:00 a.m.  Educational Policies Committee Meeting
          205 Welch Hall

10:30 a.m. Finance Committee Meeting
           201 Welch Hall

12:00 p.m. Regular Board Meeting - Communication Section
           201 Welch Hall

12:30 p.m. Adjourn for lunch
           204 Welch Hall

1:30 p.m.  Reconvene Regular Board Meeting
           201 Welch Hall

- AGENDA

Call to Order
Roll Call Attendance

Tab A - Communications
Lunch

Reconvene Regular Board Meeting
Call to Order
Roll Call Attendance

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Section 6  REPORT:  Interim Budget Status  (FC)
Section 7  REPORT:  Technology Plan Implementation  (FC)
Section 8  Academic Affairs Administrative/Professional Appointments/Transfers  (EPC)
Section 9  Staff Appointments  (EPC)
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REGULAR AGENDA

Student Affairs Committee
Section 13 Monthly Report and Minutes  (SAC)

Educational Policies Committee:
Section 14 Monthly Report and Minutes  (EPC)
Section 15 Opening of Term and Official Record Dates for 2002-03 Fiscal Year  (EPC)
Section 16 Report:  Charter Schools

Faculty Affairs Committee:
Section 17 Monthly Report and Minutes  (FAC)

Finance Committee:
Section 18 Monthly Report  (FC)
Section 19 POLICY REVISION:  Conflict of Interest  (FC)
Section 20 Lease Agreement – Wendy’s/McKenny Union  (FC)
Section 21 FY 2003 General Fund Scholarships, Grants-in-Aid-Enhancement
Section 22 Graduate Assistantship Stipends and Tuition Budget for 2002-03  (EPC)
COMMUNICATIONS SECTION
RESOLUTION TO RECOGNIZE DR. RONALD W. COLLINS (posthumous)

WHEREAS, Dr. Ronald W. Collins served at Eastern Michigan University for 35 years as Provost and Vice President for Academic Affairs for 17 years, as acting vice president for academic affairs for nine months, as associate vice president for academic affairs for two and one half years and as head of the department of chemistry for three years. He was Professor of Chemistry in the College of Arts and Sciences; winner of Eastern Michigan University Distinguished Faculty Award for teaching 1977; nationally recognized scholar and a widely regarded author. Dr. Collins’ remarkable legacy to Eastern Michigan included

- **the development of many strong academic programs.** He led efforts to create the University’s first two doctoral programs, an Ed.D. in Educational Leadership and a Ph.D. in Clinical Psychology, to establish the Department of African American Studies, and to develop numerous baccalaureate and master’s degree programs. He initiated numerous improvements in the general education curriculum, and he supported the establishment of the University Honors Program.

- **enhanced scholarly and creative activity by the faculty.** Dr. Collins’ passionate support for faculty research efforts led to a strong program of sabbatical leaves and direct research support. He ensured that scholarly and creative endeavors were supported even in the most challenging times.

- **strong support for outreach and community engagement efforts.** The University’s strong programs in continuing education, its groundbreaking leadership in on-line education, and its outstanding record of service to the metropolitan community all are the result of Dr. Collins’ leadership.

- **an unwavering commitment to student success.** Dr. Collins focused on maximizing the opportunity for academic success for all students. He championed strong program review and assessment, excellence in advising, and expanded curricular opportunities for all students. His dedication to superior teaching resulted in the creation of the Faculty Center for Instructional Excellence.

- **significant enhancement of University instructional facilities.** Under Dr. Collins’ leadership, a buildings for the College of Health and Human Sciences and for the College of Business were planned and constructed, and a magnificent new library was completed. He also was responsible for the transformation of the Porter Building and Boone Hall into outstanding academic facilities.

- **improvement of academic resources.** Through careful budgeting, persuasive work with the legislature, private fundraising efforts, and the growth of grant and contract activities, Dr. Collins was responsible for a significant improvement in the University’s resource base. These efforts have resulted in a University far more able to meet the many challenges and opportunities it faces.
- a model of love and commitment to Eastern Michigan University. Dr. Collins' devotion to Eastern Michigan was rooted in the academic core of the University, but he demonstrated a deep devotion to all areas of the institution. He was a devoted supporter of programs across the campus and gave personal as well as professional time to the University.

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents expresses its great appreciation to Dr. Ronald W. Collins for his service as Provost and Vice President for Academic Affairs, energies to teaching, research and service as Professor of Chemistry in the College of Arts and Sciences, as we memorialize his life at EMU we congratulate his numerous achievements and successes and note that his legacy will continue at Eastern Michigan University.
EASTERN MICHIGAN UNIVERSITY

Board of Regents’ Meeting

The preliminary minutes of the January 15, 2002, Board of Regents Meeting.

The Regular Meeting of the Eastern Michigan University Board of Regents was called to order by Chair Incarnati at 12:01 p.m. in Room 201, Welch Hall, on the campus at Ypsilanti, Michigan.

Chair Incarnati asked Secretary Aymond for an attendance call.

The Board Members present were:
   Chairman Philip Incarnati
   Regent Jan Brandon
   Regent Robert DeMattia
   Regent Steven Gordon
   Regent Rosalind Griffin
   Regent Michael Morris
   Regent Karen Valvo

The Board member who was absent was:
   Regent Joseph Antonini

Members of the Administration present were:
   President Samuel Kirkpatrick
   Vice President Paul Schollaert
   Vice President Patrick Doyle
   Vice President Juanita Reid
   Vice President John Shorrock
   Vice President Jim Vick

COMMUNICATIONS

Secretary Aymond announced there were four requests to address the Board, and, abiding by the Board guidelines, 7 minutes would be allowed for each speaker
Malcolm Marts, a member of the Washtenaw Coalition for a Living Wage, spoke about the poverty wage on campus.

Jackie Jones and Adam Nekula, President of the Panhellenic Council and the Interfraternity Council, announced work on a Greek Affairs Social Policy.

Adam Nekula, President of the Interfraternity Council, spoke in support of the new softball fields and wished new tennis courts to be a part of the new complex.

Tyrone Wilson, representing the UAW Local 1976, thanked the Board in advance for supporting approving the Community Blue PPO Healthcare plan.

The Communications portion of the agenda concluded at 12:20 p.m.

The Board recessed for lunch.

The Regular Meeting of the Eastern Michigan University Board of Regents was reconvened at 1:31 p.m. and an attendance roll call was taken.

The Board members present were:
   Chair Philip Incarnati
   Regent Jan Brandon
   Regent Robert DeMattia
   Regent Rosalind Griffin
   Regent Steven Gordon
   Regent Michael Morris
   Regent Karen Valvo

The Board member absent was:
   Regent Joseph Antonini
RESOLUTION: Boaz Cheboiywu

Regent Gordon moved and Regent Morris seconded to support the Resolution for Boaz Cheboiywu.

WHEREAS, Eastern Michigan University’s Boaz Cheboiywu won the 2001 NCAA Men’s Cross Country Championship November 19, 2001, with a course record time of 28:47, seven seconds faster than the previous record for the 10-kilometer course; and

WHEREAS, Cheboiywu ran the fifth fastest time in NCAA cross country championship history since the race was extended to a 10-kilometer course in 1976; and

WHEREAS, Cheboiywu is the first Eastern Michigan University national champion in any sport at the Division I level and the first national champion in cross country; and

WHEREAS, Cheboiywu also won the NCAA Great Lakes Regional November 10, 2001, with a course record time of 29.52.0, nearly 45 seconds ahead of second place Alan Webb of the University of Michigan; and

WHEREAS, Cheboiywu also won the Mid-American Conference Championship October 27, 2001, by more than a minute with a time of 24:11.0; and

WHEREAS, Cheboiywu set five course records in the five races he competed in during 2001, including the Pre-National Invitational at Furman University October 13, 2001;

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents congratulates and commends Boaz Cheboiywu for the honor and distinction he has brought himself and Eastern Michigan University.

January 15, 2002

Motion Carried.
RESOLUTION: Men’s Cross Country Mid-American Conference Champions

Regent Valvo moved and Regent Morris seconded to support the Resolution for the Men’s Cross Country Team.

WHEREAS, the Eastern Michigan University Men’s Cross Country Team won its tenth Mid-American Conference Championship October 27, 2001, with a score of 30 points, a Mid-American Conference record score; and

WHEREAS, EMU’s Boaz Cheboiyywo was the overall winner with a time of 24:11.0, more than a minute faster than his nearest competitor, and EMU’s Jordan Desilets finished third (25:12.5), Ryan Desgrange was fourth (25:15.5) and Steve Crane was ninth (25:28.0); and

WHEREAS, EMU Head Coach Brad Fairchild was named Mid-American Conference Coach of the Year; Chiboiywo, Desilets and Desgrange were selected for Mid-American Conference first team honors and Crane earned MAC second team honors; and

WHEREAS, EMU runners were selected four times as Mid-American Conference Runners of the Week, including Matt Wehrman (October 19), Boaz Cheboiyywo (October 3 and October 16) and Neil Kirk (October 9);

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents congratulates and commends the EMU Men’s Cross Country Team, Head Coach Brad Fairchild and athletes Boaz Cheboiyywo, Jordan Desilets, Ryan Desgrange and Steve Crane for the honor and distinction they have brought themselves and Eastern Michigan University.

January 15, 2002

Motion Carried.
MINUTES OF THE NOVEMBER 27, 2001, REGULAR
BOARD MEETING

Regent Incarnati moved and Regent Brandon seconded to approve the minutes of
the November 27, 2001, Regular Meeting of the Board of Regents.

Motion Carried.

PRESIDENT'S REPORT

As we embark on a new year at EMU and have many of our strategic planning and mission
deliberations behind us, I want to focus on how our students, faculty and staff are advantaged by
new services this winter; on recognitions of our excellence and personal accomplishments; and
on our efforts to secure our future through public and private support.

New services, systems and facilities development are high priorities at EMU and they benefit all
members of the University community. The University is responding to student concerns about
academic advising. Through initiatives currently being implemented, we will nearly double our
capacity to deliver professional academic advising to our students. Planning for the new
Transfer Center in Pierce Hall also is underway. Renovations of the space are beginning and
staff positions are being transferred and posted to provide one-stop service for prospective
transfer students, ensuring quick access to all information needed to enroll at EMU. Our
prospective students also are engaged electronically. Through the new GoalQuest targeted
communication system, 3,000 high school students and other applicants are receiving regular
electronic messages from EMU to help gauge their interest and encourage them to enroll. We
are the first university in Michigan to use this targeted e-mail approach to admissions.

Our staff and faculty have new opportunities this semester to sharpen their skills, improve their
benefits and participate in a streamlined employment process. EMU faculty and staff who serve
in administrative positions are eligible to participate in an exciting new program that is part of
our Human Resources transformation project—Leadership EMU. In February, and again in
March, we will begin a professional development program for a cohort of academic professionals
aimed at improving management skills and nurturing emerging talent at the University. Two
groups of 30 participants will attend sessions one day per week for ten weeks as part of this new
program.

Those throughout the campus involved in the hiring process also will be pleased to learn that we
are implementing newly redesigned employment practices that are more efficient and
decentralized, moving from over 100 steps with 24 approvals and 19 forms to a greatly
simplified process.
We also are excited about the migration of almost 700 employees to the improved Community Blue PPO health care plan which allows us to reduce cost growth and develop wellness initiatives in addition to improving coverage for our staff. The agreements that have been approved by union members and considered by the Board today reflect the work of our collaborative Health Care Task Force. We remain concerned that not all employees are covered by this improved plan and that the changing health care landscape and reduced State support will make it much more difficult to provide this benefit for others in the future.

Facility projects that are not dependent upon State support are progressing rapidly. Proposals are due by the end of the month from firms interested in defining the program for the expansion of McKenny Union. Survey work for the parking expansion projects approved at the last Board meeting are underway, and we are nearing completion of our program statement for the modernization of Pray-Harrold, which we have asked the State to support. Dining Services has opened “Freshens” in the Union, which offers a dining menu that includes healthy food options, and the new College of Business computer lab and interactive classrooms, funded in part by a gift from Ford, have opened for students in classes at the start of the semester.

A new year is a time to celebrate institutional and individual accomplishments. The excellence of our people, programs and alumni is being recognized by diverse peers and organizations around the nation. EMU’s Office of Financial Aid has recently been honored by being designated as part of the Department of Education’s Quality Assurance Program. This is an honor that is afforded to only 5 percent of all US colleges and universities. It recognizes us for an outstanding audit record, financial procedures and efficiencies, and it rewards us by providing greater flexibility in administering federal aid programs and relaxing burdensome oversight regulations. It is an excellent example of our commitment to continuous improvement in a very demanding service area.

In addition to Board recognitions today for outstanding student achievements exemplified by our cross-country championships, our former students are being recognized in a variety of ways. I just returned from the annual meeting of the NCAA where the Association gave its prized Silver Anniversary Award for lifetime career achievement to alumnus Rodeny Slater, an EMU Athletic Hall of Fame member and former US Secretary of Transportation. Steven Koponen, a 1993 graduate, has been named a recipient of the prestigious Milken Family Foundation “National Educator Award,” the twenty-second EMU graduate to earn this distinction. Also, at least 11 schools headed by EMU alumni received this year’s Golden Apple Award for heightened success on state achievement tests.

Members of the EMU faculty are consistently being recognized by their peers for excellence in teaching, research and creative activities. Bernie O’Connor, in the Political Science Department, was recently named 2001 Michigan Professor of the Year by the Carnegie Foundation for the Advancement of Teaching and the Council for Advancement and Support of Education; Tom Fleming, Special Assistant to the Provost, was one of 16 persons appointed to President Bush’s Commission on Excellence in Special Education; and Rebecca Martusewicz’s recent book, Seeking Passage: Post-Structuralism, Pedagogy, Ethics, received the Critic’s Award of the American Educational Studies Association.
We are doing well in our grant and contract activity and in private resource development. As we closed out the 2001 calendar year, there were 33 more grant proposals over the prior year, 39 more awards were received and the dollar value of grants increased over $1 million. Examples include $330,000 for the Law Enforcement, Fire and Emergency Management Technology program to provide training in forensics, cyber crime and management, and $75,000 from SBC-Ameritech to support Ellen Hoffman’s “New Teacher Resource Network,” which brings together expertise in technology and education to improve the quality of teaching as new teachers begin their careers.

As private support becomes increasingly important for achieving excellence, we recently celebrated one of the most significant gifts EMU has ever received—initial funding and a commitment of $1 million from Ernest and Jeanne Meranti to fund a program in business ethics, the capstone of which is a senior seminar. This gift will have a broad impact on our students, faculty, programs and future business leaders.

Resource development issues obviously are important and continue to attract our attention. Our largest donor is still the State of Michigan and its slipping economy is impacting us in major ways. The good news is that enrollment this winter is up over last winter by 2 percent, an increasingly important factor as State support diminishes, and the State has spared us from the mid-year budget cuts that have been applied to State agencies. The bad news is that State revenues are down over $1 billion and many believe we would be fortunate to receive a level or slightly increased appropriation next fiscal year. We are working hard on these challenges through meetings with legislators and the governor, and we are growing in our innovative Alumni Legislative Connection, with a kick-off for this year’s initiative later this month.

Michigan public universities have an excellent story to tell and in the face of considerable political discussion about tuition increases we must, once again, sustain our ability to shape revenue streams if we are to survive a serious threat to institutional quality. A decade ago Michigan was behind 31 other states in funding per full-time students and ranked thirty-fifth in the percent of tax revenue dedicated to public higher education. This was a result of a general decline in State support over a 20-year period and the tough fiscal pressures the State was facing. Through sound policy decisions, Michigan is now among the top third in key funding indicators. We must all work hard to keep Michigan from slipping in this ranking, just as we also engage in cost savings and cost avoidance, which amounted to over $10 million in our universities last year.

We know that the ability to restrain tuition is directly linked to appropriation increases. When appropriations have gone down, tuition has gone up. This has preserved quality and actually increased access. State enrollments have increased the past seven years and we have used institutional resources to provide scholarships. Michigan universities disperse more direct student financial aid than any other state except New York and California. Indeed, Michigan public universities allocate over $240 million of general fund revenues per year for student financial aid.

Although Michigan’s economy is more diverse than in the past, it is still heavily subjected to cyclical forces. Our universities need the flexibility to adapt to the down cycles through enhanced revenue from other sources. If the State had not permitted this flexibility in prior stressful years, Michigan would have lost its reputation for quality. This will be an interesting spring in Lansing, and we will be there.
As we look ahead here in Ypsilanti, several significant events come to mind and I hope they are on your calendars. On January 21, EMU celebrates Martin Luther King Day with a full array of activities including workshops, presentations, the President’s Luncheon now in the Convocation Center, and an address by Lani Guinier. On January 23, we will formally dedicate the new Psychology Clinic at 611 West Cross Street and have an open house beginning at 3:30 p.m., including a program at 4:00 p.m. Finally, as a first sign of spring, we are getting ready for Mardi Gras by celebrating one of our own and raising funds for WEMU on the evening of February 8, in the Convocation Center.

As this report suggests, many have been hard at work since the November Board meeting and our spirits have been replenished by the holiday break. We look forward to a spirited new year.
TREASURER’S REPORT

Section 1

Regent DeMattia moved and Regent Griffin seconded that the Treasurer’s Report for the month of November 2001, be received and placed on file.

Motion Carried.

INTERNAL AUDIT

Section 2

Regent DeMattia moved and Regent Griffin seconded that the Internal Audit report for November 2001 through January 2002 be received and placed on file.

Motion Carried.

GRANTS/CONTRACTS

Section 3

Regent DeMattia moved and Regent Griffin seconded that 82 grants and contracts totaling $3,096,525 for the period 11/01/01 through 12/31/01 be accepted.

Motion Carried.

CONSTRUCTION PROJECTS PROGRESS

Section 4

Regent DeMattia moved and Regent Griffin seconded that the Board receive and place on file the Construction Projects Progress Report for the period ending December 10, 2001.

Motion Carried.
ACCOUNTS RECEIVABLE

Section 5

Regent DeMattia moved and Regent Griffin seconded that the Student Accounts Receivables Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of November 30, 2001 be received and placed on file.

Motion Carried.

2001-02 GENERAL FUND BUDGET STATUS REPORT

Section 6

Regent DeMattia moved and Regent Griffin seconded that the 2001-02 General Fund Budget Status Report for November 30, 2001, be accepted and placed on file.

Motion Carried.

REPORT: Information and Communications Technology Initiatives

Section 7

Regent DeMattia moved and Regent Griffin seconded that the Report on the progress of ICT Initiatives be accepted and placed on file.

Motion Carried.

STAFF APPOINTMENTS

Section 8

Regent DeMattia moved and Regent Griffin seconded that Board approve the 29 appointments for the months and dates shown on the following listings.
<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>CLASS RANK</th>
<th>JOB TITLE</th>
<th>EFFECTIVE DATE</th>
<th>BASE SALARY</th>
<th>% APPT</th>
<th>RACE</th>
<th>SEX</th>
<th>REASON</th>
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<td>Salo, Patricia</td>
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<td>PT-07</td>
<td>Associate Director Project Upward Bound</td>
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<td>Willey, Daniel</td>
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<td>NAME</td>
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<td>FM-06</td>
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<td>Douglass, Steve</td>
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<td>Forester Jr., Jimmy</td>
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<td>Larkins, Robert</td>
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<td>Rehder, Hans</td>
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<td>Person, Kenneth</td>
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Motion Carried.
SEPARATIONS/RETIREMENTS

Section 9

Regent DeMattia moved and Regent Griffin seconded to approve the 15 separations and retirements for the months and dates shown on the following listings.
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<th>RACE</th>
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<td>Dayal, Sahab</td>
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<td>PROF</td>
<td>PROF</td>
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<td>07/01/94</td>
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<td>PT-08</td>
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<td>PT-07</td>
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<td>02/02/02</td>
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</table>
EMERITUS FACULTY STATUS

Section 10

Regent DeMattia moved and Regent Griffin seconded to grant Emeritus Faculty Status to:

ALLEN CICHANSKI

Assistant Professor, Department of Geography and Geology from 1965 – 2002 (37 yrs.)
Ph.D. Ohio State University, 1965
B.S. Ohio State University, 1961

MARY D. TEAL

Professor, Department of Music from 1969 – 2001 (32 yrs.)
Ph.D. University of Michigan
Masters University of Michigan
Baccalaureate Northwestern State University

Motion Carried.

STUDENT AFFAIRS COMMITTEE

Section 11

Regent Griffin moved and Regent Brandon seconded that the Board accept the Student Affairs Committee agenda for January 15, 2002, and the Minutes of November 27, 2001.

Motion Carried.
EDUCATIONAL POLICIES COMMITTEE

Section 12

Regent Valvo moved and Regent Griffin seconded that the Educational Policies Committee agenda for January 15, 2002, and the Minutes of the November 27, 2001, meeting be received and placed on file.

Motion Carried.

REISSUANCE OF CHARTER SCHOOL
GREAT LAKES ACADEMY

Section 13

Regent Valvo moved and Regent Brandon seconded that the Board reissue the charter with the Great Lakes Academy and authorize the president of the University to execute a new contract to expire on June 30, 2007.

Motion Carried.

REISSUANCE OF CHARTER SCHOOL
ACADEMY FOR BUSINESS AND TECHNOLOGY

Section 14

Regent Valvo moved and Regent Morris seconded that the Board reissue the charter with the Academy for Business and Technology and authorize the president of the University to execute a new contract to expire on June 30, 2007.

Motion Carried.
REPORT: GENERAL EDUCATION REFORM

Section 15

Regent Valvo moved and Regent Griffin seconded that the General Education Reform report be received and placed on file.

Motion Carried.

POLICY: UNIVERSITY MISSION STATEMENT

Section 16

Regent Valvo moved and Regent Griffin recommended that a revised University Mission Statement, Values and Guiding Principles be approved. The statement is listed on the following pages.
UNIVERSITY MISSION STATEMENT

Eastern Michigan University is committed to excellence in teaching, the extension of knowledge through basic and applied research, and creative and artistic expression. Building on a proud tradition of national leadership in the preparation of teachers, we maximize educational opportunities and personal and professional growth for students from diverse backgrounds through an array of baccalaureate, master’s and doctoral programs. We provide a student-focused learning environment that positively affects the lives of students and the community. We extend our commitment beyond the campus boundaries to the wider community through service initiatives and partnerships of mutual interest addressing local, regional, national and international opportunities and challenges.

INSTITUTIONAL VALUES AND GUIDING PRINCIPLES

Institutional Values

Eastern Michigan University’s mission and philosophy are built upon shared values that define and nourish the intellectual, ethical, and aesthetic environment. These values are:

Teaching and Learning -- We believe that teaching and learning are central to everything that we do. We recognize that we are a community of learners who discover, interpret, apply, and transmit knowledge.

Excellence -- We believe that the promotion of personal and academic excellence provides a foundation for institutional quality. We are committed to achieving the highest standards through ongoing assessment and continuous quality improvement.
Human Dignity and Respect -- We believe that wisdom, sound judgment, acceptance, and respect for other persons, cultures, and ideas are characteristics of an educated person. We seek to demonstrate, through all programs, activities, and services, an appreciation of human diversity and an atmosphere of mutual respect and support for individual differences.

Diversity -- We believe that cultural diversity enriches learning experiences and promotes respect and understanding. We welcome qualified learners of varying interests, abilities, backgrounds, and expectations and are committed to creating an inclusive educational environment that provides exceptional opportunities for all learners. We seek to attract, serve, and retain a highly qualified and diverse student body, faculty, and staff, and to make special effort to provide access to educational opportunities for non-traditional and under-represented populations.

Scholarship and Intellectual Freedom -- We believe that intellectual and creative freedom supports scholarship and advances the learning process. We promote, encourage, and support personal and academic freedom. We seek to provide an environment that fosters knowledge development and creative learning experiences through intellectual and cultural exchange.

Public Engagement -- We believe that the University should engage the public in mutually beneficial relationships to achieve the public good. We aspire to develop regional, national, and international partnerships that allow us to serve our stakeholders more effectively, while providing increased learning opportunities for our students, faculty, and staff.

Leadership and Participatory Decision-Making -- We believe that effective organizations are characterized by visionary leadership and participatory decision-making at all levels. We are committed to creating and supporting an environment that fosters open communication and innovative approaches to change.

Integrity -- We believe that integrity is critical to our continued success and institutional effectiveness. We expect and support the highest level of personal, intellectual, academic, financial, and operational integrity within the University community.
Guiding Principles

The following guiding principles provide standards the University seeks to achieve:

Accessibility -- An inclusive community of learners that provides educational opportunities to any qualified individual who wishes to participate.

Relevancy -- Programs designed to broaden perspectives, heighten awareness, deepen understanding, establish disciplined habits of thought, respond to changes in the workplace and society, and help develop individuals who are informed, responsible citizens.

Responsiveness to change -- A learning community that is responsive to economic, social, and political change. As an agent of change, the University explores new alternatives, recognizes constraints, and makes wise institutional choices.

Flexibility -- While recognizing that various constituencies have different needs, University programs, activities and services are flexible so that people have the opportunity to participate and to achieve their goals and purposes.

Quality -- All programs, activities, and services achieve the highest standards of quality.

Collaboration -- All University programs, activities, and services work collaboratively to solve problems, provide greater efficiencies, and expand learning opportunities. Collaboration extends beyond the University to colleagues, communities, and institutions.

Accountability -- The University has consistent policies and procedures to ensure accountability at all levels. All members of the University community are accountable for their actions and decisions.

Affordability -- Qualified individuals who desire to participate are not discouraged from doing so because of financial resources.
FACULTY AFFAIRS COMMITTEE

Section 17

Regent Brandon moved and Regent Griffin seconded that the Faculty Affairs Committee agenda for January 15, 2002, and the Minutes of the November 27, 2001, meeting be received and placed on file.

Motion Carried.

FINANCE COMMITTEE

Section 18

Regent DeMattia moved and Regent Griffin seconded that the agenda for January 15, 2002, and the Minutes of November 27, 2001 be received and placed on file.

Motion Carried.

AMENDMENT TO THE COLLECTIVE BARGAINING AGREEMENT BETWEEN EASTERN MICHIGAN UNIVERSITY AND THE EASTERN MICHIGAN UNIVERSITY PATROL OFFICERS’ CHAPTER OF THE POLICE OFFICERS’ LABOR COUNCIL

Section 19

Regent DeMattia moved and Regent Griffin seconded that the Board approve modifications to the health care provisions of the existing Collective Bargaining Agreement between EMU and the Police Officers Labor Council (Officers) and that the administration be authorized to execute the Agreement on behalf of the Board of Regents.

Motion Carried.
AMENDMENT TO COLLECTIVE BARGAINING AGREEMENT BETWEEN EASTERN MICHIGAN UNIVERSITY AND UAW LOCAL 1975

Section 20

Regent DeMattia moved and Regent Griffin seconded that the Board approve modifications to the health care provisions of the existing Collective Bargaining Agreement between EMU and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, Local 1975 (UAW Local 1975 – Clerical/Secretarial) and that the administration be authorized to execute the Agreement on behalf of the Board of Regents.

Motion Carried.

AMENDMENT TO COLLECTIVE BARGAINING AGREEMENT BETWEEN EASTERN MICHIGAN UNIVERSITY AND UAW LOCAL 1976

Section 21

Regent DeMattia moved and Regent Griffin seconded that the Board approve modifications to the health care provisions of the existing Collective Bargaining Agreement between EMU and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, Local 1976 (UAW Local 1976 – Professional/Technical) and that the administration be authorized to execute the Agreement on behalf of the Board of Regents.

Motion Carried.
ELECTION OF BOARD OFFICERS

Section 22

ELECTION OF CHAIR

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

Motion Carried.

ELECTION OF VICE CHAIR

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

Motion Carried.

APPOINTMENT OF BOARD TREASURER

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

Motion Carried.

APPOINTMENT OF THE SECRETARY OF THE BOARD

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

Motion Carried.
APPOINTMENT OF THE INTERNAL AUDITOR

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

Motion Carried.

MEETING ADJOURNED

Regent Incarnati moved and Regent DeMattia seconded that the Regular Meeting of the Board of Regents be adjourned at 2:12 p.m.

Motion Carried.

Chairman Philip Incarnati announced the next official Board of Regents meeting will be March 19, 2002.

The official Board of Regent meeting dates for the year 2002 are:
   January 15, 2002
   March 19, 2002
   June 25, 2002
   September 24, 2002
   November 19, 2002

Respectfully submitted,

Dana C. Aymond
Secretary to the Board of Regents
ORAL REPORT TO BE MADE BY THE PRESIDENT
EXECUTIVE SUMMARY

SECTION 1 - REPORT:   TREASURER'S REPORT

It is recommended that the Treasurer's Report for the month of January 2002 be received and placed on file.

As of January 31, 2002, cash and investments totaled $77,749,639.56 and were invested to return a total annualized return of 4.76%. The short-term investment fund yield was 2.11% compared to the 3-month Treasury Bill at 1.67%. The intermediate-term investment fund total return is 3.91% (6.70% annualized) compared to the Merrill Lynch 1-3 year Treasury index at 3.99% (6.84% annualized). Cash and investments (excluding bond proceeds) as of January 31, 2002 increased by $11,179,993 compared to January 2001.

Fiscal Implications: Investment income is expected to meet budget.

SECTION 2 - REPORT:   INTERNAL AUDIT

Report was not ready at the time of printing.
SECTION 3 - REPORT:  GRANTS/CONTRACTS

It is recommended that the Board accept 37 grants and contracts totaling $2,053,330 for the period 01/01/02 through 02/28/02.

One-hundred % sponsor-funded grants and contracts in the amount of $1,895,192 were awarded to the University during the above period. Grants/contracts that required EMU cost-sharing and/or in-kind contributions totaled $158,138.

Fiscal Implications: This action approves University matching funds in the amount of $37,500 as cash contributions for projects awarded in the above period for a fiscal year-to-date total of $219,966 against a base budget of $361,652.

SECTION 4 - REPORT:  CONSTRUCTION PROJECTS PROGRESS

It is recommended that the Board receive and place on file the Construction Projects Progress Report for the period ending February 28, 2002.

Preparation is underway for the upcoming parking expansion project. The focus on relocating the softball fields to west campus is a priority. The program statement for the modernization of Pray-Harrold is continuing. Three proposals for McKenny expansion are being reviewed. The design on the University House is complete. Steel has been erected and carpentry begun.

Fiscal Implications: Expenditures and contracted obligations entered into to date do not exceed the budgets of the approved projects.

SECTION 5 - REPORT:  ACCOUNTS RECEIVABLE

Report not ready at the time of printing.
SECTION 6 – REPORT: 2000-01 GENERAL FUND BUDGET STATUS

It is recommended that the Board receive and place on file the 2001-02 General Fund Budget Status Report.

Enrollments to date exceeded the operating plan by 12,644 student credit hours or 2.5%. Tuition revenues exceeded the planned level by $2.86 million.
Appropriations from the State continue to accumulate at planned levels.
General Fund expenditures of $105.6 million are accumulating within plan.
New program initiatives of $1.1 million have been funded from tuition balances and planned allocations.

Fiscal Implications: It is anticipated that a balanced budget will be realized at year-end.

SECTION 7 – REPORT: INFORMATION AND COMMUNICATIONS TECHNOLOGY INITIATIVES

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

Fiscal Implications: The ICT Initiatives are funded through a combination of the $28 million and the ICT General Fund Budget.

SECTION 8 – ACADEMIC AFFAIRS ADMINISTRATIVE/PROFESSIONAL APPOINTMENTS/TRANSFERS

It is recommended that the Board approve two appointments.

Fiscal Implications: Salaries will be absorbed in the 2001-02 personnel budget.

SECTION 9 – STAFF APPOINTMENTS

It is recommended that the Board approve 23 staff appointments. 14 (61%) are female, 7 (30%) are African American, 1 (4%) is Hispanic, and 1 (4%) is Asian.

Fiscal Implications: The salaries are part of the 2001-2002 budget.
SECTION 10 - SEPARATIONS/RETIREMENTS

It is recommended that the Board approve 25 separations and retirements for the dates listed. Of the 25, 13 (52%) are female, 3 (12%) are African American, 2 (8%) are Hispanic.

Fiscal Implications: None.

SECTION 11 - EMERITUS FACULTY STATUS

It is recommended that the Board grant emeritus status to four former faculty members listed below.

Mary Clare Beck - Professor, University Library
From 1970 – 1998 (28 yrs.)

Ronald W. Collins (Posthumous) – Professor, Department of Chemistry
From 1965 – 2001
Provost and Vice President for Academic Affairs
From 1983 – 2001 (35 yrs.)

James Sandall – Professor, Department of Art
From 1975 – 2001 (26 yrs.)

Warren Williams – Professor, Department of Teacher Education
From 1969 – 1994 (25 yrs.)

Fiscal Implications: None.

SECTION 12 – FACULTY APPOINTMENTS

It is recommended that the Board approve five new tenure-track faculty appointments for the 2002-2003 academic year.

Fiscal Implications: Salaries will be absorbed in the faculty salary budget.
SECTION 13 - STUDENT AFFAIRS COMMITTEE MONTHLY REPORT AND MINUTES

It is recommended that the Student Affairs Committee Agenda for March 19, 2002 and the Minutes of January 15, 2002 be received and placed on file.

Fiscal Implications: None.

SECTION 14 – EDUCATIONAL POLICIES COMMITTEE MONTHLY REPORT AND MINUTES

It is recommended that the EPC agenda for March 19, 2002, and the minutes of January 15, 2002 be received and placed on file.

Fiscal Implications: None.

SECTION 15 – OFFICIAL REPORTING DATES

It is recommended that the Board formally accept the Opening of Term and Official Recording dates for 2002-03.

Fiscal Implications: None.

SECTION 16 – REPORT: CHARTER SCHOOLS

SECTION 17 – SUPPORT FOR THE CENTER FOR ORGANIZATIONAL RISK REDUCTION TO APPLY TO CONTINUE AS A DEPARTMENT OF LABOR/OSHA TRAINING INSTITUTE EDUCATION CENTER (THE MOTOR CITY EDUCATION CENTER)

It is recommended that the Board approve the submittal of an application to OSHA to continue as an OSHA Training Institute Education Center.

Fiscal Implications: These centers are self-funded.
SECTION 18 – FACULTY AFFAIRS COMMITTEE

It is recommended that the FAC agenda for March 19, 2002, and the minutes of January 15, 2002, be received and placed on file.

Fiscal Implications: None.

SECTION 19 - FINANCE COMMITTEE MONTHLY REPORT AND MINUTES

It is recommended that the Working Agenda for March 19, 2002 and the minutes for the January 15, 2002 Finance Committee meeting be received and placed on file.

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

SECTION 20 – POLICY REVISION: CONFLICT OF INTEREST

It is recommended that the Board approve the modifications to the Conflict of Interest policy.

Fiscal Implications: None.

SECTION 21 – LEASE AGREEMENT EXTENSION: MCKENNY UNION/WENDY’S

It is recommended that the Board approve an extension to the existing lease with Stanton Associates on a year-to-year basis not to exceed two years.

Fiscal Implications: Annual rent guarantee is $25,000 or 7% of gross sales, whichever is greater.
SECTION 22 – FY 2003 GENERAL FUND SCHOLARSHIPS, AND GRANT-IN-AID ENHANCEMENT

It is recommended that the Board approve an enhancement to the FY 2003 General Fund Scholarships and Grants-in-Aid in the amount of $828,500.

**Fiscal Implications:** For FY 2003 the Michigan Merit Plus Award, at a cost of $528,000, would be funded from FY 2002 tuition revenues in excess of plan. The Great Lakes Merit Award, at a cost of $300,000, will be funded directly from revenue generated from the enrollment of students who qualify for the program.

SECTION 23 – REPORT: GRADUATE ASSISTANSHIP STIPENDS FOR 2002-03

It is recommended that the Board approve a 4% increase to the GA stipend base rate beginning with fall 2002 and that a process for offering variable stipends based on market factors by academic discipline be approved. It is also recommended that the budgets be funded at the average determined by a study of benchmark universities.

**Fiscal Implications:** $100,000 is required to fund the 4% and $300,000 for variable stipends. $300,000 is from Strategic Planning funds. $400,000 will be in the 2002-03 General Fund Budget recommendations for Board approval.

SECTION 24 – DOCTORAL FELLOWSHIP STIPEND ADJUSTMENT FOR 2002-03

It is recommended that the Board approve a 4% increase beginning with fall semester.

**Fiscal Implications:** An increase of $7,868.00 is required. This amount is being included in the 2002-03 General Fund Budget recommendation.
RECOMMENDATION

REPORT: TREASURER'S

ACTION REQUESTED
It is recommended that the Treasurer's Report for the month of January 2002 be received and placed on file.

STAFF SUMMARY
As of January 31, 2002, Cash and Investments totaled $77,749,639.56 and were invested to return a total annualized return of 4.76%. As summarized below, Eastern's latest investment performance is compared to the established benchmarks.

- Short-Term Investment Fund Yield: 2.11%
- Benchmark: 3-month Treasury Bill: 1.67%
- Intermediate-Term Investment Fund Total Return: 3.91% (6.70% annualized)
- Benchmark: Merrill Lynch 1-3 Year Treasury Index: 3.99% (6.84% annualized)

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

- The portfolio has no investments in equities.
- The portfolio has no leveraged investments.
- The portfolio has no speculative derivatives.
- 100% of the portfolio is in fixed income obligations.
- 0% of the portfolio is in variable rate obligations.
- Average weighted credit quality of the portfolio is AA+.
- Average weighted maturity of the portfolio is approximately 74 days.

Cash and investments (excluding bond proceeds) as of January 31, 2002 increased by $11,179,993 when compared to January 2001.

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
# Cash

<table>
<thead>
<tr>
<th>Bank Balance</th>
<th>$1,968,917.31</th>
</tr>
</thead>
<tbody>
<tr>
<td>FirStar Bank</td>
<td>$1,295.43</td>
</tr>
<tr>
<td><strong>Total Cash</strong></td>
<td>$1,970,212.74</td>
</tr>
</tbody>
</table>

## Eagle Crest Cash

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Center</td>
<td>15,379.00</td>
</tr>
<tr>
<td>Golf Club</td>
<td>227,223.00</td>
</tr>
<tr>
<td>Maintenance Reserve</td>
<td>388,468.19</td>
</tr>
<tr>
<td><strong>Total Cash</strong></td>
<td>$631,070.19</td>
</tr>
</tbody>
</table>

## Investments

<table>
<thead>
<tr>
<th>Investments</th>
<th>Date Settled</th>
<th>Date Maturing</th>
<th>Total Return YTD (Annualized)</th>
<th>Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short Term Investment Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dreyfus Institutional Preferred</td>
<td>Daily</td>
<td>Mutual Fund</td>
<td>2.000% *</td>
<td>34,970,722.80</td>
</tr>
<tr>
<td>Dimensional Fund Advisors</td>
<td>Monthly</td>
<td>Mutual Fund</td>
<td>2.370% *</td>
<td>14,150,921.65</td>
</tr>
<tr>
<td><strong>Intermediate Term Investment Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vanguard Short Term Corporate</td>
<td>Monthly</td>
<td>Mutual Fund</td>
<td>6.758%</td>
<td>7,012,582.23</td>
</tr>
<tr>
<td>Federated US Government 2-5 Year</td>
<td>Monthly</td>
<td>Mutual Fund</td>
<td>8.691%</td>
<td>7,014,129.95</td>
</tr>
<tr>
<td><strong>Agencies:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Home Loan Mortgage Corp.</td>
<td>08/26/99</td>
<td>07/14/04</td>
<td>6.000%</td>
<td>3,000,000.00</td>
</tr>
<tr>
<td>Federal Home Loan Bank</td>
<td>09/10/99</td>
<td>09/10/04</td>
<td>5.750%</td>
<td>3,000,000.00</td>
</tr>
<tr>
<td>Federal Home Loan Bank</td>
<td>09/10/99</td>
<td>09/10/04</td>
<td>5.125%</td>
<td>3,000,000.00</td>
</tr>
<tr>
<td>Federal Home Loan Bank</td>
<td>09/10/99</td>
<td>09/10/04</td>
<td>5.150%</td>
<td>3,000,000.00</td>
</tr>
<tr>
<td><strong>Total Investments</strong></td>
<td></td>
<td></td>
<td></td>
<td>75,148,356.63</td>
</tr>
<tr>
<td><strong>Subtotal Cash and Investments</strong></td>
<td></td>
<td></td>
<td></td>
<td>$77,749,639.56</td>
</tr>
</tbody>
</table>

**Grand Total: Cash, Investments**

$77,749,639.56

* Figure represents net yield.
### EASTERN MICHIGAN UNIVERSITY
Summary of Cash/Investments and Bond Investments by Institution
January 31, 2002

<table>
<thead>
<tr>
<th></th>
<th>Amount of EMU Cash/Investment</th>
<th>% of Total Cash/Investment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Book Cash Balance</td>
<td>1,970,212.74</td>
<td>2.53%</td>
</tr>
<tr>
<td>B. Eagle Crest Cash Balance</td>
<td>631,070.19</td>
<td>0.81%</td>
</tr>
<tr>
<td>C. Dreyfus Institutional Preferred</td>
<td>34,970,722.80</td>
<td>44.98%</td>
</tr>
<tr>
<td>D. Dimensional Fund Advisors</td>
<td>14,150,921.65</td>
<td>18.20%</td>
</tr>
<tr>
<td>E. Vanguard Short Term Corporate</td>
<td>7,012,582.23</td>
<td>9.02%</td>
</tr>
<tr>
<td>F. Federated US Government 2-5</td>
<td>7,014,129.95</td>
<td>9.02%</td>
</tr>
<tr>
<td>G. Federal Home Loan Mortgage Corp.</td>
<td>3,000,000.00</td>
<td>3.86%</td>
</tr>
<tr>
<td>H. Federal Home Loan Bank</td>
<td>3,000,000.00</td>
<td>3.86%</td>
</tr>
<tr>
<td>I. Federal Home Loan Bank</td>
<td>3,000,000.00</td>
<td>3.86%</td>
</tr>
<tr>
<td>J. Federal Home Loan Bank</td>
<td>3,000,000.00</td>
<td>3.86%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>77,749,639.56</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

### Notes:

C. The Dreyfus Institutional Preferred Money Market Fund invests in a diversified portfolio of high quality, short-term debt securities. The average maturity of the fund approximates 55 days and EMU has access to its funds on a daily basis.

D. The Dimensional Fund Advisors Fund invests in high quality corporate and bank debt obligations. The average weighted maturity of the fund is 339 days.

E. The Vanguard Short Term Corporate Fund invests in investment grade bonds and other fixed income securities. Not more than 30% of the fund assets may be invested in BBB grade securities. The average weighted maturity of the fund is 2.2 years.

F. The Federated US Government 2-5 Year Fund invests in US Treasury bills, notes and bonds. The average weighted maturity of the fund is 3.45 years.

# Eastern Michigan University

## University Investment Portfolio

**January 31, 2002**

<table>
<thead>
<tr>
<th></th>
<th>Dreyfus*</th>
<th>DFA</th>
<th>Vanguard</th>
<th>Federated US Govt 2-5</th>
<th>Net University Holdings</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Fund Net Assets</strong></td>
<td>$9,234,708,731</td>
<td>$7,751,000,000</td>
<td>$7,611,398,616</td>
<td>$656,518,363</td>
<td>$14,601,283</td>
<td>$77,749,640</td>
</tr>
<tr>
<td><strong>EMU's Investment</strong></td>
<td>$34,970,723</td>
<td>$14,150,922</td>
<td>$7,012,582</td>
<td>$7,014,130</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>% of Total Fund</strong></td>
<td>0.36%</td>
<td>0.19%</td>
<td>0.09%</td>
<td>1.07%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fund Inception Date</strong></td>
<td>11-Jun-97</td>
<td>27-Jul-83</td>
<td>29-Oct-82</td>
<td>1-Sep-91</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date of Initial EMU Investment</strong></td>
<td>20-Jan-01</td>
<td>18-Jan-96</td>
<td>18-Jan-96</td>
<td>22-Jan-96</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Average Weighted Maturity</strong></td>
<td>51 days</td>
<td>346 days</td>
<td>2.8 years</td>
<td>3.64 years</td>
<td>74 days</td>
<td></td>
</tr>
<tr>
<td><strong>Book NAV (7/1/00)</strong></td>
<td>1.00</td>
<td>10.15</td>
<td>10.46</td>
<td>10.39</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Market NAV (01/31/02)</strong></td>
<td>1.00</td>
<td>10.29</td>
<td>10.82</td>
<td>11.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Liquidity Option</strong></td>
<td>Same Day</td>
<td>Next Day</td>
<td>Next Day</td>
<td>Next Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Morningstar Rating</strong></td>
<td>N/A</td>
<td>5 stars</td>
<td>5 stars</td>
<td>4 stars</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3 Year Average Annual Total Return</strong></td>
<td>5.12%</td>
<td>5.27%</td>
<td>6.43%</td>
<td>5.93%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3 Year Benchmark</strong></td>
<td>4.79%</td>
<td>4.79%</td>
<td>6.36%</td>
<td>6.36%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3 Month Treasury Bill</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Merrill Lynch 1-3 Yr Treasury</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Portfolio Mix</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Commercial Paper Notes</td>
<td>18.8%</td>
<td></td>
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<tr>
<td>Repos</td>
<td></td>
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<tr>
<td>Variables</td>
<td></td>
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</tr>
<tr>
<td>Govt. Agency Mort. Backed Sec.</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Deposits</td>
<td>36.2%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct U.S. Govt. Agencies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.D.'s</td>
<td>28.1%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Treasury's</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>16.9%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonds</td>
<td>99.8%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>0.2%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Federal Home Loan Mortgage Corp.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3,000,000</td>
<td></td>
</tr>
<tr>
<td>Federal Home Loan Bank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3,000,000</td>
<td></td>
</tr>
<tr>
<td>Federal Home Loan Bank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3,000,000</td>
<td></td>
</tr>
<tr>
<td>Federal Home Loan Bank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3,000,000</td>
<td></td>
</tr>
<tr>
<td>Comerica Bank (sweep account)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,968,917</td>
<td></td>
</tr>
<tr>
<td>FirStar Bank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,295</td>
<td></td>
</tr>
<tr>
<td>Eagle Crest Cash</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$531,070</td>
<td></td>
</tr>
</tbody>
</table>

**Average Credit Quality Rating**

| AAA | AAA | A-1 | AAA | AAA | AA+ |

* Money Market Fund
** Average Duration
RECOMMENDATION

REPORT: INTERNAL AUDIT

ACTION REQUESTED
It is recommended that the Internal Auditor’s activity report for the period January through February 2002 be received and placed on file.

STAFF SUMMARY
The reports for the Ticket Sales and Information Systems internal audits have been issued. These reports include findings and corresponding recommendations to improve controls. The recommendations have been discussed with appropriate personnel. Management agrees with the recommendations and is proceeding with actions to implement the recommendations. Andrews Hooper & Pavlik is satisfied that management’s responses will satisfy the intent of the recommendations.

In addition, attached is a report prepared by University management on the status of recommendations made from the previous Human Resources/Payroll and Conflict of Interest audits completed in January 2002. As noted in the report, management has agreed with the internal auditor’s recommendations and has found that all recommendations have been implemented.

Enclosed is the updated internal audit schedule for the period ending September 30, 2002.

FISCAL IMPLICATIONS
It is expected that fiscal year 2001-2002 expended resources will be within approved budget limitations.

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

__________________________  __________________________
University Executive Officer  Date
Date: March 4, 2002

To: Juanita M. Reid
Vice President University Relations

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

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

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

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

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

Attachment

cc: Board of Regents
Cheryl Swanson
AUDIT REPORT

TICKET SALES (Including Football, Basketball and Special Events)

Background

The University has completed the process of converting from a preprinted ticket format to a computerized system that prints and records ticket sales at the time of sale (excluding season tickets). Tickets for the 2001-2002 basketball season were issued using the new computerized system. The 2001 football season tickets were printed in-house due to complications in getting the order to the ticket printing company. The ticket office also sells tickets for concerts, volleyball games and other events on campus. University students are admitted to athletic events free of charge by showing their student identification at the gate. Student attendance counts are maintained for football tickets per NCAA policy.

Based on our discussion with Ron Reid, Ticket Manager, football season tickets historically account for 4,000 - 4,500 tickets per game and basketball season tickets account for approximately 1,000 – 1,500 tickets per game. Unsold season tickets are sold as reserved tickets prior to game day. Individual general admission tickets are available for sale on or before game day. Season tickets and general admission tickets each carry a $5 - $10 face value for football and an $8 - $10 face value for basketball. Sets of general admission tickets are used for corporate season tickets. Other available tickets include complimentary, press box, athletic director suite, and athletic club suite tickets and are priced accordingly.

Objectives and Scope

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

The scope of our procedures are listed below by area:

Ticket Sales Audit Procedures – All

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

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

We selected a sample of fifteen deposits and compared the daily sales from the ticketing system to the cash receipts voucher. We also compared the cash receipts voucher in total and by payment type (credit card, check or cash) to the transaction receipt provided by the University Cashier’s Office. Finally, we traced the daily sales amounts from the cash receipts voucher into the Financial Records System for all accounts. Our sample of cash receipts included nine football deposits, six basketball deposits and nine deposits for other events.
Ticket Sales Audit Procedures - Football

Management prepared a reconciliation for the football ticket sales in total and we reviewed that reconciliation. We also reviewed the ticket request forms for authorization and indication of compliance with NCAA ticket limitations for visiting coaches and prospect admissions for four home football games.

Ticket Sales Audit Procedures - Basketball and Other Events

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

Conclusion

We have identified opportunities for strengthening the University's internal controls as they relate to the issuance of complimentary tickets and other areas.

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

We completed our audit fieldwork on March 4, 2002.

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

Football Ticket Sales

Finding

We noted for six out of the nine daily deposits which included football receipts, that the cash receipt voucher total did not agree to the ticketing system printout. Management has indicated the differences were caused by complications related to the printing of the football season tickets. We reviewed management’s reconciliation for football ticket sales in total, which supported the recorded revenues for the football tickets in total for the season. A small difference in the football season ticket fee income ($1.00 per ticket) remains unreconciled. We noted that it was difficult to test consignment football ticket sales for individual football games.

Recommendation

Differences in the daily ticket sales should be documented each day regardless of the cause of the difference. To allow for testing of consignment football ticket sales for individual football games, we recommend that a log be kept of each consignment ticket seller. We also recommend that each consignment ticket seller prepare and sign a reconciliation showing the number of tickets that they were issued, the number tickets they returned and the number of tickets they sold. Before the ticket seller is allowed to leave, their reconciliation should be reviewed and signed off by a supervisor and the supervisor should recount the number of tickets they are returning and agree them to the reconciliation. Each ticket seller’s reconciliation should be kept along with the tickets they return to provide for an adequate audit trail. Finally, a person separate from the ticket reconciliation process should enter the number of consignment tickets that were returned to the ticketing system.

Management’s Response

We agree. Forms and related procedures, as outlined in the recommendation, will be developed and implemented to better account for ticket sales.
Basketball Ticket Sales

Finding

Fewer season tickets were counted than were available per the ticketing system. Following is a summary of the basketball season ticket reconciliation:

**BASKETBALL SEASON TICKET RECONCILIATION**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total sets of season tickets available for sale</td>
<td>856</td>
</tr>
<tr>
<td>Less: Number of unsold tickets counted</td>
<td>478</td>
</tr>
<tr>
<td>Number of complimentary and sold tickets</td>
<td>286</td>
</tr>
<tr>
<td>Total number of sets of season tickets accounted for</td>
<td>764</td>
</tr>
<tr>
<td>Number of sets of season tickets unaccounted for</td>
<td>92</td>
</tr>
</tbody>
</table>

Recommendation

We recommend that tickets not be given to the recipients until they are reported as sold in the ticketing system.

Management's Response

We agree. Of the 92 tickets, 90 were identified as corporate sponsor season tickets, which were entered incorrectly into the system by the previous ticket manager. Effective immediately, procedures have been designed so that tickets will be distributed only after they have been properly recorded in the ticketing system.

General Ticket Sales

Finding

Based on our discussion with the Ticket Manager, a list of complimentary tickets issued for each game was not retained. Instead there is a listing of all types of tickets distributed for the entire season.

Recommendation

We recommend that a list of complimentary tickets handed out for each game be retained. In addition we recommend that support with the proper approval for each complimentary ticket be matched up with the complimentary list of tickets for each game to help ensure that complimentary tickets are only handed out to the appropriate people.
Management's Response

We agree. Due to change in management, previous reports were not able to be located, however they were produced. The ticket system has this reporting capability and procedures include this process. These reports will be produced for all events and kept on file.

Cash Receipts Procedures

Finding

We noted the ticketing system operators are able to process credit card sales as cash transactions in the ticketing system. This causes differences between types of sales (credit card, cash or check) when totals by type of sale are compared to the cash receipts voucher. However, this does not affect the total sales reported for the day.

Recommendation

We recommend that the ticket office reconcile the summary from the ticketing systems to the physical daily deposit in total and by payment type before each deposit is made.

Management’s Response

We agree. The ticket office will reconcile the end of day summary from the ticketing system to the daily deposit in total and by payment type. Any differences will be investigated and resolved.

Finding

We found thirteen of the fifteen deposits we tested were not made within 48 hours of receipt, as required by University guidelines. These thirteen deposits were made between three to eighteen days after receipt.

Recommendation

We recommend that deposits be made within 48 hours to be in compliance with University guidelines.

Management’s Response

We agree, with the following caveat. The current deposit guidelines are being modified to allow appropriate flexibility in the deposit timeline. It currently states that funds “must be deposited within 48 hours of receipt at the Cashier’s Office”. It will be changed to funds “must be deposited within two business days at the Cashier’s Office, for deposits in excess of $100 in cash”. This will allow for scheduling exceptions like weekends and holidays. The amounts that were not deposited within 48 hours were secured in a controlled environment; in a locked safe, in a locked office, with security cameras.
Date: February 27, 2002

To: Margaret Cline
   Chief Information Officer

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

Re: INFORMATION SYSTEMS AUDIT

Attached is the report for the internal audit review of Information Systems. Revisions based on discussions with Mr. John Beaghan have been incorporated.

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

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

Attachment

cc: Board of Regents
Audit Report
Information Systems

Background

The Information and Communications Technology division is responsible for maintaining campus-wide software licenses; however, the individual departments are responsible for purchasing and maintaining most software that is used by their departments. Each division and some departments have an individual who is in charge of monitoring software licenses, as well as installing software onto individual computers. This individual is responsible for maintaining a listing of all computers within a department, as well as the software loaded on each computer. Before software is loaded on a computer, the number of licenses available and used should be checked to ensure that licenses are still available.

Objectives and Scope

Our objective was to evaluate the adequacy of internal controls in regards to the licensing of software by department, as well as campus wide.

The scope of our procedures included obtaining a list of all departments within the University. From that list, we selected five departments to test. We selected the Controller’s Office, Health Services, Admissions, College of Business, and the Student Technology departments. For each of the departments listed above, we requested a listing of every computer in the department, which included all software installed on each computer. From this list, we judgmentally chose a sample of five computers per department to test for accuracy. In addition to testing five individual computers per department, we also selected five software programs utilized by the department and counted the number of software licenses for each program listed as being utilized for each department. We then compared the number of software licenses being utilized for a specific software package to the number of licenses purchased as reported by the network technician of each department.

Conclusion

We identified opportunities for strengthening the University’s internal controls as they relate to the areas we reviewed. We have included recommendations to management for improving the internal control process over software licensing practices.

We concluded our audit fieldwork on February 18, 2002.

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.
Finding and Recommendation

Finding

In general, we noted that several of the departments do not maintain an ongoing list of all the computers in their department and the software loaded on each computer. As such, it does not appear that the number of licenses is being tracked by the departments to ensure that they are not exceeding their licensing agreements. For some departments selected, it appears the department does not have a sufficient number of licenses to support certain software in use; however, it should be noted that current excess licenses in one department may compensate for deficiencies in other departments. In addition, employees or students using personal software on University devices must demonstrate evidence of ownership in accordance with University policy.

Recommendation

The University should develop a strategy for each department to keep an updated list of each computer and the software on each computer. A reconciliation between the software being used and the licenses on record should also be kept. Along with the reconciliation, an external determination of licensing compliance should be made of each department's reconciliation on at least an annual basis. Management should review the results of the reconciliation on a regular basis to help ensure that a sufficient number of licenses are purchased and available.

Management's Response

We agree. A formal strategy will be developed to ensure compliance with software licensing requirements. In addition, a communication will be generated, reminding faculty, staff and students of their responsibility in complying with the University's Acceptable Use of Information Technology Resources guidelines. The guidelines outline the University's commitment to complying with software licensing agreements.
STATUS OF AUDIT RECOMMENDATION

March 19, 2002

Human Resources/Payroll Audit
Conflict of Interest

Prepared by
Vice President for Business and Finance Office
INTERNAL AUDIT RECOMMENDATION STATUS

Audit Performed: CONFLICT OF INTEREST
Date Completed: November 19, 2001

Recommendation(s):
1. None by AHP. However, the Board of Regents recommended that a contract directly involving an individual Board member be submitted for approval by the Board of Regents. In addition, contracts with the University where a University employee is directly involved must be reviewed for potential conflicts and approved prior to the employee executing the contract.

Client Response: See current Board recommendation regarding policy revision, Conflict of Interest.

Audit Performed: HUMAN RESOURCES/PAYROLL
Date Completed: November 19, 2001

EXCEPTION PAYROLL REPORTING/FULL PAYROLL REPORTING

Recommendation(s):
1. We recommend that the University review and update the current policy to ensure that time reporting practices are designed to meet the University’s needs in an effective manner. We also recommend that each department review the payroll policy to ensure that time cards and payroll time vouchers for exception and full payroll reporting are being completed consistently among the departments.

Client Response:
We agree. Policies and procedures are being reviewed in preparation for the conversion to SCT Banner. We expect that the use of Banner’s electronic approvals, workflow and ongoing training will help to resolve the reporting inconsistencies.

Implementation Status: Recommendation implemented. Management reported that they are reviewing policies as an integral part of the SCT Banner software implementation. Current draft revisions to policies will be updated once the software program is in service (anticipated Payroll module date is 1/1/03).

Obtained copies of revised draft policies for Payroll and General Personnel Policy, which will be submitted for approval once draft reviews are completed.

Verification Date: 3/6/02

PAYROLL ADJUSTMENTS

Recommendation(s):
1. To ensure all payroll adjustments are properly documented and approved, we recommend that someone outside of the payroll department periodically review payroll adjustments. This is most critical for adjustments affecting payroll and human resource employees.
Client Response:
We agree. A procedure will be initiated where a periodic review of payroll adjustments is performed by an employee not associated with Payroll or Human Resources.

Implementation Status: Recommendation implemented. Payroll management reported that in addition to compensating controls that were in place prior to this audit recommendation (Budget Office oversight, Department Head review of Labor Distribution Reports and Monthly Account Statements, and separation of duties within the Payroll Office), a new procedure has been developed where an independent party (an Accounting Department Supervisor who does not have any Payroll or Human Resources responsibilities) reviews Labor Distribution Reports and supporting documentation for all adjustments affecting Payroll and Human Resources employees.

Obtained a copy of a memo notifying the Designated Fund Accountant of this responsibility and procedures. Management reported that the first review will take place during the 3/15/02 pay cycle.

Verification Date: 3/6/02

RECORD RETENTION

Recommendation(s):
1. We recommend that all documentation required by University policy for the recording and approval of payroll be retained for an appropriate period of time in support of the authorization and recording of payroll.

Client Response:
We agree. This was an isolated incident. We will reinforce the existing practice of retaining the payroll time report vouchers and departmental batch sheets.

Implementation Status: Recommendation implemented. Management reported that the existing procedure of retaining proper documentation have been reinforced with Payroll staff, both in staff meetings and via an internal memo. Noted document retention and obtained a copy of the internal memo, dated 2/22/02.

Verification Date: 3/6/02

PAYROLL AUTHORIZATION AND RECONCILIATION OF PAYROLL HOURS

Recommendation(s):
1. We recommend a periodic communication be sent to all departments noting the importance of reviewing their monthly account statements and labor distribution reports to help ensure that personnel changes are being properly reflected. We also recommend that the University enhance procedures to ensure proper signatures are on the departmental batch sheets.

Client Response:
We agree. A formal communication will be developed and sent periodically noting the importance of reviewing monthly account statements and labor distribution reports. The existing procedure for obtaining approval signatures on departmental batch sheets will be reinforced with Payroll staff. With the implementation of Banner, the approval process will be done electronically.
Implementation Status: Recommendation implemented. Management has disseminated a memo to all departments noting their responsibility to review Account Statements and Labor Distribution Reports. In the memo, a centralized email account was identified for the reporting of any discrepancies in personnel charges to accounts.

Emphasized the need to continue this communication process on a periodic basis to all relevant departmental representatives.

Verification Date: 3/6/02

OFF-CYCLE/MANUAL CHECKS RECORD RETENTION

Recommendation(s):
1. We recommend that all off-cycle/manual checks be copied and retained before issuance to support that the check issued has been properly completed, and to ensure proper authorization of Payroll.

Client Response:
We agree. We will begin to photocopy the original check, rather than printing a copy of the check with the signature and logo missing.

Implementation Status: Recommendation implemented. The Payroll Department now photocopies the original off-cycle checks, with the signature and EMU logo present, and retains these records. This replaces the old procedure of printing a duplicate check copy without the original notations present.

Reviewed the files and noted that the Payroll Coordinator is now retaining photocopy versions of the checks. Obtained a copy of a revised internal departmental procedure that was updated to reflect the new procedure.

Verification Date: 3/6/02

Audit recommendations verified by: ____________________________
Robert Brackenbury
Assistant to the Vice President for Business & Finance
## Eastern Michigan University Internal Audit Schedule

**Andrews Hooper & Pavlik**

For Period Ending September 30, 2002

<table>
<thead>
<tr>
<th>Timing</th>
<th>Work Pfnd</th>
<th>Report</th>
<th>Budget Hours</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various</td>
<td>Various</td>
<td></td>
<td>100</td>
<td>Planning, Risk Analysis &amp; Administrative Planning/Scheduling Audits Board Meetings, Other Meetings, etc. Risk Assessment for following years</td>
</tr>
<tr>
<td>Completed</td>
<td>Jan-02</td>
<td></td>
<td>40</td>
<td>Conflict of Interest Statements Board of Regents, President &amp; Administrative Professionals 10 &amp; above</td>
</tr>
<tr>
<td>Completed</td>
<td>Jan-02</td>
<td></td>
<td>200</td>
<td>Payroll</td>
</tr>
<tr>
<td>Completed</td>
<td>Mar-02</td>
<td></td>
<td>160</td>
<td>Information Systems</td>
</tr>
<tr>
<td>Completed</td>
<td>Mar-02</td>
<td></td>
<td>50</td>
<td>Football/Basketball Ticket Sales (including special events) Advance Sales At Game Sales</td>
</tr>
<tr>
<td>Mar-02</td>
<td>Jun-02</td>
<td></td>
<td>170</td>
<td>University Housing</td>
</tr>
<tr>
<td>Mar-02</td>
<td>Jun-02</td>
<td></td>
<td>80</td>
<td>Parking</td>
</tr>
<tr>
<td>Apr-02</td>
<td>Jun-02</td>
<td></td>
<td>100</td>
<td>Financial Aid Compliance Reconciliation</td>
</tr>
<tr>
<td>Jun-02</td>
<td>Sep-02</td>
<td></td>
<td>80</td>
<td>Student Government</td>
</tr>
<tr>
<td>Jul-02</td>
<td>Sep-02</td>
<td></td>
<td>80</td>
<td>Catering and Conferences</td>
</tr>
<tr>
<td>Jul-02</td>
<td>Sep-02</td>
<td></td>
<td>180</td>
<td>Cash Receipts</td>
</tr>
<tr>
<td>Various</td>
<td>Various</td>
<td></td>
<td>160</td>
<td>Special Projects</td>
</tr>
<tr>
<td>Various</td>
<td>Various</td>
<td></td>
<td>100</td>
<td>Contingencies</td>
</tr>
</tbody>
</table>

**Total: 1,500**
RECOMMENDATION

REPORT: GRANTS/CONTRACTS

ACTION REQUESTED

It is recommended that 37 grants and contracts totaling $2,053,330 for the period 01/01/02 through 02/28/02 be accepted.

SUMMARY

One-hundred percent sponsor-funded grants and contracts in the amount of $1,895,192 were awarded to the University during the period 01/01/02 through 02/28/02. Grants and contracts awarded to the University that required EMU cost-sharing and/or in-kind contributions totaled $158,138.

Summary of Grants and Contracts (pp. 2-4)
Grants & Contracts Progress Report (p. 5)
January 2002 Proposal Activity (pp. 6-11)
February 2002 Proposal Activity (pp. 12-17)

FISCAL IMPLICATIONS

This action approves allocating University matching funds in the amount of $37,500 as cash contributions for projects awarded during the period 01/01/02 through 02/28/02, for a fiscal year-to-date total of $219,966 against a base budget of $361,652.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date
Eastern Michigan University  
Summary of Grants and Contracts  
3/19/2002  
(Reported for FY 2001)  
100% Sponsored

<table>
<thead>
<tr>
<th>Title</th>
<th>Grantor/Contractor</th>
<th>Director</th>
<th>Administrator</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAW-Ford NPC Rouge Plants 2001-2002 Contract Year</td>
<td>UAW-Ford National Programs Center</td>
<td>Melanie Ferren</td>
<td>Melanie Ferren</td>
<td>$778,524</td>
</tr>
<tr>
<td>Oregon Foster Care Review Project - Phase IV</td>
<td>Oregon, State of</td>
<td>Mark Ragg</td>
<td>Peggy Wieneck</td>
<td>$181,144</td>
</tr>
<tr>
<td>Development of Non-yellowing Soybean-based Waterborne Coatings (Year-Two)</td>
<td>United Soybean Board</td>
<td>Jamil Baghdachi</td>
<td>Ted Provder</td>
<td>$118,733</td>
</tr>
<tr>
<td>Michigan Coalition for School Technology Improvement - Center for Information Development, Year 2</td>
<td>Eaton County ISD</td>
<td>Ellen Hoffman</td>
<td>Ellen Hoffman</td>
<td>$115,000</td>
</tr>
<tr>
<td>Incat 01/02 State Michigan Economic Development Corporation</td>
<td>Incat 01/02 State Michigan Economic Development Corporation</td>
<td>Melanie Ferren</td>
<td>Kerry Keene</td>
<td>$93,000</td>
</tr>
<tr>
<td>EMU School of Police Staff and Command- Eastern Michigan University</td>
<td>EMU School of Police Staff and Command- Eastern Michigan University</td>
<td>Gerald Lawver</td>
<td>Gerald Lawver</td>
<td>$84,031</td>
</tr>
<tr>
<td>Michigan Department of State Police</td>
<td>Michigan Department of State Police</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ameritech New Teacher Technology Program</td>
<td>Ameritech Foundation</td>
<td>Ellen Hoffman</td>
<td>Ellen Hoffman</td>
<td>$75,000</td>
</tr>
<tr>
<td>Ameritech Foundation</td>
<td></td>
<td>Jon Margerum-Leys</td>
<td>Roberta Faust</td>
<td></td>
</tr>
<tr>
<td>Ford Motor Company/Eastern Michigan University Partnership</td>
<td>Ford Motor Co.</td>
<td>Earl Potter</td>
<td>Earl Potter</td>
<td>$50,000</td>
</tr>
<tr>
<td>EMU School of Cybercrime Investigation</td>
<td>EMU School of Cybercrime Investigation</td>
<td>Gerald Lawver</td>
<td>Gerald Lawver</td>
<td>$44,394</td>
</tr>
<tr>
<td>Michigan Department of State Police</td>
<td>Michigan Department of State Police</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carlisle 01/02 State Michigan Economic Development Corporation</td>
<td>Carlisle 01/02 State Michigan Economic Development Corporation</td>
<td>Melanie Ferren</td>
<td>Kerry Keene</td>
<td>$42,900</td>
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<td>Conflating Street Centerline Attributes from the Emergency 911 Centerline to the DOP-Based Centerline</td>
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<td>Yichun Xie</td>
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<td>Incat Systems, Inc.</td>
<td>Melanie Ferren</td>
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<td>$31,000</td>
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<tr>
<td>The Universal Group of Companies</td>
<td>The Universal Group of Companies</td>
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<td>MASCRO R&amp;D</td>
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<tr>
<td>Grantor/Contractor</td>
<td>Director</td>
<td>Administrator</td>
<td>Amount</td>
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<td>Shure Communications</td>
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<td>City of Sylvania, Ohio for preparation of a Reconnaissance Level Survey of the entire city Various Sponsors</td>
<td>Ted J. Ligibel</td>
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<td>$5,600</td>
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<tr>
<td>Midway Products</td>
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<td>City of Monroe Action Plan</td>
<td>Joseph Ohren</td>
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<td>Charles M. Monsma</td>
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<td>Julie Becker</td>
<td>Julie Becker</td>
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<td>Second Chance Body Armor, Inc.</td>
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<td>Training and assistance on pattern input and design, February 2002</td>
<td>Julie Becker</td>
<td>Julie Becker</td>
<td>$1,875</td>
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<td>Oakland Technical Center</td>
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<tr>
<td>Training and assistance on pattern input and design, January 2002</td>
<td>Julie Becker</td>
<td>Julie Becker</td>
<td>$1,500</td>
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<td>Intier Automotive, Farmington Hills MI</td>
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<tr>
<td>Pattern input and design, February 2002</td>
<td>Julie Becker</td>
<td>Julie Becker</td>
<td>$864</td>
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<td>RECARO North America, Inc.</td>
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32 Grants and Contracts for a total of: $1,895,192
## Eastern Michigan University
### Summary of Grants and Contracts
#### 3/19/2002

(Reported for FY 2002)

### Requiring EMU Matching Funds

<table>
<thead>
<tr>
<th>Title</th>
<th>Funding Agency</th>
<th>Director</th>
<th>Administrator</th>
<th>EMU In-kind</th>
<th>EMU Cash</th>
<th>Sponsor</th>
<th>Total</th>
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<tbody>
<tr>
<td>CCLI: Adaptation and Implementation of Inquiry-based Genomics into the Undergraduate Curriculum</td>
<td>National Science Foundation</td>
<td>David Kass</td>
<td>David Kass</td>
<td>$112,494</td>
<td>$37,500</td>
<td>$123,711</td>
<td>$273,705</td>
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<td>Art Fair Jazz &amp; Blues Stage and Live Broadcast</td>
<td>Michigan Council for the Arts</td>
<td>Molly Motherwell</td>
<td>Molly Motherwell</td>
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<td>$3,380</td>
<td>$16,380</td>
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<td>Graduate Assistantship with the State of Michigan Historic Preservation Office</td>
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<td>Ted J. Ligibel</td>
<td>Ted J. Ligibel</td>
<td>$3,870</td>
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<td>$6,843</td>
<td>$10,713</td>
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<td>Partnership Uniting Libraries and Schools Electronically II (PULSE II)</td>
<td>Canton Public Library</td>
<td>Raymond Rosenfeld</td>
<td>Charles Monsma</td>
<td>$720</td>
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<td>$8,769</td>
<td>$9,489</td>
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### Grants/Contracts for a total of:

<table>
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<tr>
<th>EMU In-kind</th>
<th>EMU Cash</th>
<th>Sponsor</th>
<th>Total</th>
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<tr>
<td>$142,532</td>
<td>$37,500</td>
<td>$158,138</td>
<td>$338,170</td>
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**GRANTS AND CONTRACTS: AWARD REPORT FOR 3/19/2002**
## GRANTS AND CONTRACTS
### FY 2002 PROGRESS REPORT
March 19, 2002

### Table I  Current Proposal/Award Activity and Prior Year Comparison

<table>
<thead>
<tr>
<th></th>
<th>FY00-01 Annual Plan</th>
<th>FY00-01 Plan To Date</th>
<th>FY00-01 Actual To Date</th>
<th>FY00-01 Plan Variance</th>
<th>FY01-02 Annual Plan</th>
<th>FY01-02 Plan To Date</th>
<th>FY01-02 Actual To Date</th>
<th>FY01-02 Actual Plan Variance</th>
<th>FY01-02 vs FY00-01 Actual to Date Var.</th>
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</thead>
<tbody>
<tr>
<td>Number of Proposals</td>
<td>457</td>
<td>305</td>
<td>268</td>
<td>(37)</td>
<td>31</td>
<td></td>
<td></td>
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<tr>
<td>Number of Awards</td>
<td>357</td>
<td>238</td>
<td>215</td>
<td>(23)</td>
<td>15</td>
<td></td>
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<tr>
<td>Dollar Value of Awards</td>
<td>$15,100,000</td>
<td>$10,666,667</td>
<td>$10,605,114</td>
<td>$538,447</td>
<td>$249,039</td>
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<td>Matching Funds</td>
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<td>$38,526</td>
<td>$21,243</td>
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### Table II  Future Budgetary Implications of FY01-02 Awards/Matching Funds

<table>
<thead>
<tr>
<th></th>
<th>Dollar Value</th>
<th>Budgeted Expenditures by Fiscal Year</th>
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<tbody>
<tr>
<td>FY01-02 Awards to Date</td>
<td>$10,854,153</td>
<td>FY01-02: $7,959,616 FY02-03: $2,449,803 FY03-04: $254,606 FY04-05: $190,128</td>
</tr>
<tr>
<td>FY01-02 Matching Funds to Date</td>
<td>$219,966</td>
<td>$114,710 FY01-02: $44,084 FY01-02: $38,242 FY01-02: $22,930</td>
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</table>

### Table III  Grant and Contract Expenditures

<table>
<thead>
<tr>
<th></th>
<th>FY01-02</th>
<th>FY00-01</th>
<th>FY01-02 vs FY00-01 Variance</th>
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<tr>
<td>Expenditures to Date as of January 31</td>
<td>$7,079,904</td>
<td>$6,594,172</td>
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### Table IV  Proposals Pending

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<tr>
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<th>FY01-02</th>
<th>FY00-01</th>
<th>FY01-02 vs FY00-01 Variance</th>
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<tr>
<td>No. of Pending Proposals as of February 28</td>
<td>108</td>
<td>74</td>
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<td>Dollar Value of Pending Proposals</td>
<td>$15,841,571</td>
<td>$16,025,999</td>
<td>(184,428)</td>
</tr>
<tr>
<td>Proposal #</td>
<td>Funding Agency</td>
<td>EMU Unit</td>
<td>Award Status Date of Action</td>
</tr>
<tr>
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<td>---------------------------------</td>
<td>-----------------------</td>
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</tr>
<tr>
<td>20011007</td>
<td>Ameritech Foundation</td>
<td>Teacher Education</td>
<td>Awarded 1/31/2002</td>
</tr>
<tr>
<td>20020605</td>
<td>Canton Public Library</td>
<td>Political Science ICARD</td>
<td>Awarded 1/31/2002</td>
</tr>
<tr>
<td>20020712</td>
<td>Dana Corporation</td>
<td>Center for Quality</td>
<td>Awarded 1/31/2002</td>
</tr>
<tr>
<td>20020403</td>
<td>Eaton County ISD</td>
<td>Teacher Education</td>
<td>Awarded 1/31/2002</td>
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<td>20020726</td>
<td>Flint Ink Inc.</td>
<td>Coatings Research Institute</td>
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<td>20020728</td>
<td>Ford Motor Co.</td>
<td>Coatings Research Institute</td>
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<td>20020713</td>
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<tr>
<td>20020570</td>
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<td>CEITA</td>
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<td>20020542</td>
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<td>20020717</td>
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<td>Textiles Research &amp; Training Institute</td>
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<tr>
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<td>State of Michigan</td>
<td>Geography &amp; Geology</td>
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<td>HECR</td>
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GRANTS AND CONTRACTS: ACTIVITY REPORT FOR JANUARY 2002
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Quantity of Awards: 21
Sum of Awards: $619,553

Quantity of Pending: 102
Quantity of Denied: 3
### EASTERN MICHIGAN UNIVERSITY OFFICE OF RESEARCH DEVELOPMENT

**Report to the Board of Regents:** 3/19/2002  
**Grant/Contract Activity for February 2002**

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**GRANTS AND CONTRACTS: ACTIVITY REPORT FOR FEBRUARY 2002**
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GRANTS AND CONTRACTS: ACTIVITY REPORT FOR FEBRUARY 2002
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**GRANTS AND CONTRACTS: ACTIVITY REPORT FOR FEBRUARY 2002**
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Quantity of Awards: 16  
Sum of Awards: $1,433,777

Quantity of Pending: 108  
Quantity of Denied: 4
RECOMMENDATION

REPORT: CONSTRUCTION PROJECTS PROGRESS

ACTION REQUESTED
It is requested that the Board of Regents receive and place on file the Construction Projects Progress Report for the period ending February 28, 2002.

STAFF SUMMARY
Preparation and planning is underway for the upcoming parking expansion project. Bid documents and code review are in progress and soil investigation and borings have begun on all sites. The focus on relocating the softball fields to west campus is continuing with attention to coordinating activities in order not to miss a season of intramural sports activities.

The program statement for the modernization of Pray-Harrold is continuing with the goal to present to the Board for approval in June 2002.

Proposals from three finalists to develop a program statement for the expansion of McKenny Union are being reviewed.

The design of the University House is substantially complete. Steel has been erected and rough carpentry has commenced. Landscape berms will continue to be built with excess dirt from the foundation. Most of the framing should be complete by the end of March.

FISCAL IMPLICATIONS
Expenditures and contracted obligations to date do not exceed the budgets of the approved projects. No future implications are foreseen at this time that would cause project budgets to be exceeded.

ADMINISTRATIVE RECOMMENDATION
The proposed Board action has been reviewed and is recommended for Board approval.
## I. PROJECTS IN PROGRESS

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<th>Budget</th>
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</tr>
<tr>
<td>Status: Project awarded to Detroit Elevator Co.</td>
<td></td>
</tr>
<tr>
<td>Scheduled Completion: July 2002</td>
<td></td>
</tr>
<tr>
<td>HOYT EMPORIUM</td>
<td>$600,000</td>
</tr>
<tr>
<td>Account No: 7-77824</td>
<td></td>
</tr>
<tr>
<td>Source of Funds: Housing and Dining Reserves</td>
<td></td>
</tr>
<tr>
<td>Design Consultant: Angelini &amp; Associates</td>
<td></td>
</tr>
<tr>
<td>Project Manager: Staff</td>
<td></td>
</tr>
<tr>
<td>Status: Schematic design in progress</td>
<td></td>
</tr>
<tr>
<td>Scheduled Completion: March 2002</td>
<td></td>
</tr>
<tr>
<td>MCKENNY &quot;FRESHENS&quot;</td>
<td>$50,000</td>
</tr>
<tr>
<td>Account No. 7-77826</td>
<td></td>
</tr>
<tr>
<td>Source of Funds: Housing and Dining</td>
<td></td>
</tr>
<tr>
<td>Project Manager: Staff</td>
<td></td>
</tr>
<tr>
<td>Status: Project is complete</td>
<td></td>
</tr>
<tr>
<td>MARK JEFFERSON ELEVATOR CONTROL REPAIR</td>
<td>$60,000</td>
</tr>
<tr>
<td>Account No: 7-77817</td>
<td></td>
</tr>
<tr>
<td>Source of Funds: Asset Preservation</td>
<td></td>
</tr>
<tr>
<td>Project Manager: Staff</td>
<td></td>
</tr>
<tr>
<td>Status: Project has begun with circuit control repairs estimated to be 25% complete</td>
<td></td>
</tr>
<tr>
<td>Scheduled Completion: June 2002</td>
<td></td>
</tr>
</tbody>
</table>
I. PROJECTS IN PROGRESS

301 OWEN RENOVATION
Account No: 7-77818
Source of Funds: Department Funded
Project Manager: Staff
Status: Project is substantially complete with technology wiring in progress.
Scheduled Completion: December 2001

PARKING AND PAVING 2002
Account No: TBD
Source of Funds: Bond Proceeds
Project Manager: Staff
Design Consultant: Staff
Status: Planning underway; soil investigation and borings have begun.
Scheduled Completion: Surface lots August 2002; Structure December 2002

PRAY-HARROLD MODERNIZATION PROGRAM ASSESSMENT
Account No: TBD
Source of Funds: Facility Plan
Project Manager: Staff
Status: Preliminary report complete. Final Program Statement underway
Scheduled Completion: April 2002

ROOSEVELT STAFF & COMMAND
Account No: 7-77834
Source of Funds: Department Funded
Project Manager: Staff
Status: Project is 95% complete and interior finishes in progress.
Scheduled Completion: January 2002

SOUTHEAST STAIR TOWER REPAIRS
Account No: 7-77832
Source of Funds: Parking and Paving Reserve
Design Consultant: NTH Consultants
Project Manager: NTH Consultants
Status: Replacement of stair landings, stair section, and steps is complete with finishes in progress on the stair tower of Parking Structure.
Project is Complete

UNIVERSITY APARTMENT RENOVATION
Account No.: 4-42011; 4-42013; 4-42015; 4-43018
Source of funds: Housing and Dining reserves
Design Consultant: Staff
Project Manager: Staff
Ongoing upgrade and modernization of 40-50 apartments per year.
Status: Implementation upon vacancies throughout the year.
Scheduled Completion: Project is on-going

BUDGET

95,000
6,644,000
56,000
50,000
65,000
275,000
# EASTERN MICHIGAN UNIVERSITY
CONSTRUCTION PROJECTS PROGRESS REPORT
FEBRUARY 28, 2002

## I. PROJECTS IN PROGRESS

<table>
<thead>
<tr>
<th>UNIVERSITY HOUSE</th>
<th>ACCOUNT NO: 7-77778</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds:</td>
<td>royalties, gifts, debt refinancing, equity from Forest Ave. house and Stonebridge residence.</td>
</tr>
<tr>
<td>Design Consultant:</td>
<td>David Schaff</td>
</tr>
<tr>
<td>Project Manager:</td>
<td>Walt Menard/Staff</td>
</tr>
<tr>
<td>Status:</td>
<td>Wall framing is in progress and 50% complete.</td>
</tr>
<tr>
<td>Scheduled Completion:</td>
<td>December 2002</td>
</tr>
</tbody>
</table>

**TOTAL PROJECTS IN PROGRESS** | **$12,186,000**

## DEVELOPING PROJECTS

- Phase II Student Housing
- Main Campus Parking Structure Renovation - Phase II
- Hoyt Fire Alarm System Replacements - Hoyt,Buell,Jones-Goddard
- Rackham Fire Alarm System Replacement
- Energy Performance Contract
- Buell Substation/Switch Panels
- McKenny Union Expansion

**PROJECTS ON HOLD** | **$110,000**

- Jones-Goddard Electrical Upgrades

**TOTAL PROJECTS ON HOLD** | **$110,000**
REPORT: ACCOUNTS RECEIVABLE

ACTION REQUESTED
It is recommended that the Student Accounts Receivable Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of February 28, 2002 be received and placed on file.

STAFF SUMMARY
The Student Accounts Receivable Ratio Analysis reflects that the February 28, 2002 net receivable balance is $10,508,000 or 9.34 percent of revenue as compared to $9,677,000 or 10.13 percent of revenue as of February 28, 2001, which is a .79 percent decrease. The report shows a decrease of .44 percent as compared to the five year average of 9.78 percent.

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

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

University Executive Officer __________________________ Date __________________________
# Student Accounts Receivable Ratio Analysis

**2000-01, 2001-02**
(thousands of dollars)

<table>
<thead>
<tr>
<th></th>
<th>2000-01</th>
<th></th>
<th></th>
<th>2001-02</th>
<th></th>
<th></th>
<th>5 Year Average Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revenue</td>
<td>Net Receiptable</td>
<td>Percent</td>
<td>Revenue</td>
<td>Net Receiptable</td>
<td>Percent</td>
<td>Percent</td>
</tr>
<tr>
<td>July</td>
<td>$34,859</td>
<td>$29,663</td>
<td>85.09%</td>
<td>$55,113</td>
<td>$31,922</td>
<td>57.92%</td>
<td>49.20%</td>
</tr>
<tr>
<td>August</td>
<td>49,850</td>
<td>23,682</td>
<td>47.51%</td>
<td>58,088</td>
<td>22,627</td>
<td>38.95%</td>
<td>34.77%</td>
</tr>
<tr>
<td>September</td>
<td>50,210</td>
<td>16,598</td>
<td>33.06%</td>
<td>58,900</td>
<td>12,758</td>
<td>21.66%</td>
<td>20.54%</td>
</tr>
<tr>
<td>October</td>
<td>51,397</td>
<td>10,924</td>
<td>21.25%</td>
<td>59,130</td>
<td>10,911</td>
<td>18.45%</td>
<td>19.90%</td>
</tr>
<tr>
<td>November</td>
<td>51,379</td>
<td>9,570</td>
<td>18.63%</td>
<td>107,205</td>
<td>21,402</td>
<td>19.96%</td>
<td>17.25%</td>
</tr>
<tr>
<td>December</td>
<td>90,906</td>
<td>12,524</td>
<td>13.78%</td>
<td>111,791</td>
<td>15,583</td>
<td>13.94%</td>
<td>14.30%</td>
</tr>
<tr>
<td>January</td>
<td>95,492</td>
<td>9,677</td>
<td>10.13%</td>
<td>112,511</td>
<td>10,508</td>
<td>9.34%</td>
<td>9.78%</td>
</tr>
<tr>
<td>March</td>
<td>95,847</td>
<td>6,767</td>
<td>7.06%</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>April</td>
<td>103,982</td>
<td>11,701</td>
<td>11.25%</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>May</td>
<td>104,747</td>
<td>7,261</td>
<td>6.93%</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>June</td>
<td>104,822</td>
<td>4,571</td>
<td>4.36%</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
</tbody>
</table>

* No July bills due to planned delay in Fall assessment, pending final notification of the state appropriation and subsequent tuition and fee increases.
Eastern Michigan University
Student Accounts Receivable Reports
For Month Ended February 28, 2002

Aging Report

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>60-120 Days</th>
<th>121-180 Days</th>
<th>181-360 Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Receivable</td>
<td>$4,193,905</td>
<td>$4,616,024</td>
<td>$1,128,457</td>
<td>$1,788,360</td>
<td>$11,726,691</td>
</tr>
<tr>
<td>Allowance</td>
<td>121,841</td>
<td>182,762</td>
<td>304,603</td>
<td>609,206</td>
<td>1,218,412</td>
</tr>
<tr>
<td>Net Receivable</td>
<td>$4,072,064</td>
<td>$4,433,262</td>
<td>$823,854</td>
<td>$1,179,100</td>
<td>$10,508,279</td>
</tr>
<tr>
<td>02/28/01 Balance</td>
<td>$3,957,204</td>
<td>$3,592,550</td>
<td>$702,349</td>
<td>$1,424,825</td>
<td>$9,676,928</td>
</tr>
</tbody>
</table>

Revenue Summary

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year To Date</th>
<th>Prior Year To Date</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; Required Fees</td>
<td>$88,097,486</td>
<td>$73,117,745</td>
<td>20.49%</td>
</tr>
<tr>
<td>Other Student Fees</td>
<td>2,698,295</td>
<td>2,294,700</td>
<td>17.59%</td>
</tr>
<tr>
<td>Total</td>
<td>90,795,781</td>
<td>75,412,445</td>
<td>20.40%</td>
</tr>
<tr>
<td>Other Funds Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>19,993,356</td>
<td>18,418,422</td>
<td>8.55%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,721,509</td>
<td>1,660,700</td>
<td>3.66%</td>
</tr>
<tr>
<td>Total</td>
<td>21,714,865</td>
<td>20,079,122</td>
<td>8.15%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$112,510,646</td>
<td>$95,491,567</td>
<td>17.82%</td>
</tr>
</tbody>
</table>
Eastern Michigan University
Student Accounts Receivable
Collection Agency Inventory
For Month Ended February 28, 2002

<table>
<thead>
<tr>
<th>Agency</th>
<th>Cumulative Inventory @ February 2002</th>
<th>Cumulative Inventory @ February 2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>AssetCare</td>
<td>$31,869</td>
<td>$35,838</td>
</tr>
<tr>
<td>Credit Bureau of Ypsilanti</td>
<td>1,993,097</td>
<td>1,971,531</td>
</tr>
<tr>
<td>Enterprise Recovery</td>
<td>2,645,471</td>
<td>2,197,426</td>
</tr>
<tr>
<td>General Revenue Corporation</td>
<td>1,748,652</td>
<td>1,034,586</td>
</tr>
<tr>
<td>H. W. Ketchum Collection</td>
<td>1,001,551</td>
<td>1,032,933</td>
</tr>
<tr>
<td>Immediate Credit Recovery</td>
<td>1,565</td>
<td>96,632</td>
</tr>
<tr>
<td>National Enterprise Systems</td>
<td>819,696</td>
<td>-</td>
</tr>
<tr>
<td>World Credit, Inc.</td>
<td>144,479</td>
<td>151,249</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$8,386,380</strong></td>
<td><strong>$6,520,196</strong></td>
</tr>
</tbody>
</table>

Five Year Revenue       | $506,011,594                         | $470,377,434                        |
Five Year % of Revenue   | 1.66%                                | 1.39%                               |
### Eastern Michigan University
Collection Agency Comparison

#### Net Assignments

<table>
<thead>
<tr>
<th>Agency</th>
<th>Y-T-D February 2002</th>
<th>Y-T-D February 2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>AssetCare</td>
<td>-</td>
<td>(140,074)</td>
</tr>
<tr>
<td>Credit Bureau of Ypsilanti</td>
<td>110,795</td>
<td>246,345</td>
</tr>
<tr>
<td>Enterprise Recovery</td>
<td>468,790</td>
<td>179,637</td>
</tr>
<tr>
<td>General Revenue Corporation</td>
<td>681,499</td>
<td>(86,240)</td>
</tr>
<tr>
<td>H. W. Ketchum Collection</td>
<td>(83,356)</td>
<td>(61,615)</td>
</tr>
<tr>
<td>Immediate Credit Recovery</td>
<td>(78,589)</td>
<td>(306,347)</td>
</tr>
<tr>
<td>National Enterprise Systems</td>
<td>484,086</td>
<td>-</td>
</tr>
<tr>
<td>World Credit, Inc.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$1,583,185</td>
<td>($168,294)</td>
</tr>
</tbody>
</table>

#### Recoveries

<table>
<thead>
<tr>
<th>Agency</th>
<th>Y-T-D February 2002</th>
<th>Y-T-D February 2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>AssetCare</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Credit Bureau of Ypsilanti</td>
<td>80,956</td>
<td>91,079</td>
</tr>
<tr>
<td>Enterprise Recovery</td>
<td>194,706</td>
<td>161,623</td>
</tr>
<tr>
<td>General Revenue Corporation</td>
<td>148,482</td>
<td>159,640</td>
</tr>
<tr>
<td>H. W. Ketchum Collection</td>
<td>65,313</td>
<td>54,376</td>
</tr>
<tr>
<td>Immediate Credit Recovery</td>
<td>7,416</td>
<td>34,085</td>
</tr>
<tr>
<td>National Enterprise Systems</td>
<td>133,590</td>
<td>-</td>
</tr>
<tr>
<td>World Credit, Inc.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$630,463</td>
<td>$500,803</td>
</tr>
</tbody>
</table>
## Collection Expense

<table>
<thead>
<tr>
<th>Agency</th>
<th>Y-T-D February 2002</th>
<th>Y-T-D February 2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>AssetCare</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Credit Bureau of Ypsilanti</td>
<td>37,510</td>
<td>41,546</td>
</tr>
<tr>
<td>Enterprise Recovery</td>
<td>60,108</td>
<td>51,076</td>
</tr>
<tr>
<td>General Revenue Corporation</td>
<td>42,964</td>
<td>51,111</td>
</tr>
<tr>
<td>H. W. Ketchum Collection</td>
<td>21,649</td>
<td>17,185</td>
</tr>
<tr>
<td>Immediate Credit Recovery</td>
<td>2,151</td>
<td>7,687</td>
</tr>
<tr>
<td>National Enterprise Systems</td>
<td>30,015</td>
<td>-</td>
</tr>
<tr>
<td>World Credit, Inc.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$194,397</strong></td>
<td><strong>$168,605</strong></td>
</tr>
</tbody>
</table>
### Eastern Michigan University

**Collection Agency Inventory Rollforward**

**2001-02**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Beginning Inventory January 2002</th>
<th>+February 2002 Assignments</th>
<th>-February 2002 Recoveries</th>
<th>=Ending Inventory February 2002</th>
</tr>
</thead>
<tbody>
<tr>
<td>AssetCare</td>
<td>$31,869</td>
<td>$-</td>
<td>$-</td>
<td>$31,869</td>
</tr>
<tr>
<td>Credit Bureau of Ypsilanti</td>
<td>$1,989,688</td>
<td>$13,236</td>
<td>$9,826</td>
<td>$1,993,097</td>
</tr>
<tr>
<td>Enterprise Recovery</td>
<td>$2,430,657</td>
<td>$244,976</td>
<td>$30,163</td>
<td>$2,645,471</td>
</tr>
<tr>
<td>General Revenue Corporation</td>
<td>$1,522,503</td>
<td>$245,756</td>
<td>$19,607</td>
<td>$1,748,652</td>
</tr>
<tr>
<td>H. W. Ketchum Collection</td>
<td>$1,009,365</td>
<td>$1,628</td>
<td>$9,441</td>
<td>$1,001,551</td>
</tr>
<tr>
<td>Immediate Credit Recovery</td>
<td>$1,955</td>
<td>$-</td>
<td>$389</td>
<td>$1,565</td>
</tr>
<tr>
<td>National Enterprise Systems</td>
<td>$783,986</td>
<td>$54,003</td>
<td>$18,292</td>
<td>$819,696</td>
</tr>
<tr>
<td>World Credit, Inc.</td>
<td>$144,479</td>
<td>$-</td>
<td>$-</td>
<td>$144,479</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$7,914,499</strong></td>
<td><strong>$559,598</strong></td>
<td><strong>$87,717</strong></td>
<td><strong>$8,386,380</strong></td>
</tr>
</tbody>
</table>

#### 2000-01 (Prior Year)

<table>
<thead>
<tr>
<th>Agency</th>
<th>Beginning Inventory January 2001</th>
<th>+February 2001 Assignments</th>
<th>-February 2001 Recoveries</th>
<th>=Ending Inventory February 2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>AssetCare</td>
<td>$36,591</td>
<td>$(753)</td>
<td>$-</td>
<td>$35,838</td>
</tr>
<tr>
<td>Credit Bureau of Ypsilanti</td>
<td>$1,903,184</td>
<td>$81,179</td>
<td>$12,832</td>
<td>$1,971,531</td>
</tr>
<tr>
<td>Enterprise Recovery</td>
<td>$2,210,112</td>
<td>$15,087</td>
<td>$27,773</td>
<td>$2,197,426</td>
</tr>
<tr>
<td>General Revenue Corporation</td>
<td>$1,160,041</td>
<td>$(103,513)</td>
<td>$21,940</td>
<td>$1,034,588</td>
</tr>
<tr>
<td>H. W. Ketchum Collection</td>
<td>$1,104,266</td>
<td>$(63,028)</td>
<td>$8,305</td>
<td>$1,032,933</td>
</tr>
<tr>
<td>Immediate Credit Recovery</td>
<td>$95,840</td>
<td>$4,388</td>
<td>$3,596</td>
<td>$96,632</td>
</tr>
<tr>
<td>World Credit, Inc.</td>
<td>$151,249</td>
<td>$-</td>
<td>$-</td>
<td>$151,249</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$6,661,283</strong></td>
<td><strong>$(66,640)</strong></td>
<td><strong>$74,446</strong></td>
<td><strong>$6,520,196</strong></td>
</tr>
</tbody>
</table>
REPORT: 2001-02 GENERAL FUND BUDGET STATUS

ACTION REQUESTED
It is requested that the 2001-02 General Fund Budget Report as of January 31, 2002 be accepted and placed on file.

STAFF SUMMARY
This report overviews the year-to-date revenues and expenditures versus the operating plan as of January 31, 2002.

Enrollments to date of 510,246 student credit hours exceed the operating plan by 12,644 student credit hours or 2.5%. Tuition revenues exceed the planned level by $2.86 million.

Appropriations from the State of Michigan continue to accumulate at planned levels.

General fund expenditures of $105.6 million are accumulating within plan. Salary and benefit costs continue to be closely monitored.

New program initiatives of $1.1 million have been funded from tuition balances and planned provisional allocations.

FISCAL IMPLICATIONS
We anticipate a balanced budget at year-end.

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

University Executive Officer

Date
2001-2002 GENERAL FUND BUDGET STATUS REPORT  
July 1, 2001 through January 31, 2002

The General Fund budget status report compares both budget to actual revenue and expenses and to the operating plan, which is based on expected performance. The data contained within represents posted activity to the Financial Record System through January 31, 2002. Enrollments for summer and fall terms are official record. Winter enrollment reporting is unofficial.

REVENUES

In June of 2001, the Board of Regents approved the General Fund Revenue budget of $179,349,942.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Revenue Budget (6-19-01)</td>
<td>$179,349,942</td>
</tr>
<tr>
<td>Prior Year Carry forward Authorizations (9-25-01)</td>
<td>$5,387,673</td>
</tr>
<tr>
<td>Revised Spending Budget (9-25-01)</td>
<td>$184,737,615</td>
</tr>
</tbody>
</table>

The carry-forward balance of $5,387,673 approved by the Board in September 2002, increased the total funding allocated to operations to $184,737,615.

Revenues received to date are ahead of the plan. Through the end of this reporting period, $115.6 million in current year has been recorded versus $112.5 in planned revenue. The variance of $3.1 million is a result of increased on campus enrollments and other revenues net of reduced investment income.

Appropriation

The University’s FY2001 appropriation from the State of Michigan totals $87,349,942.

Through this period $31.9 or 36% of the revised appropriation budget has been received. Planned revenues were forecast at $31.9 through the same period. Accumulations are within plan.
Enrollments/Tuition

The original Enrollment Plan forecasted 542,688 student credit hours representing $78,056,731 in tuition and fee revenue net of uncollectables.

Tuition revenues for summer, fall and unofficial winter terms are above plan by 12,644 credit hours, exceeding plan by approximately $2.9 million.

Summer and fall tuition, registration fees and official enrollments have been reconciled. No variances of significance have been identified. Official winter enrollments will be reconciled when data is available.

Investment Income

Realized and unrealized gains on investments have not been booked, leaving investment income $206,000 short of plan. By the end of the year budget will be met.

Other Revenues

Indirect cost recovery from grants and contracts totals $621,333, which is 84% of the fiscal year plan vs. $416,871; or 76% from last year. This reflects more grant activity and a higher indirect cost recovery rate reflecting charter school activity.

Late fee and installment fee income have increased over plan. Collections for the two activities have increased $360,000 over the prior years experience.

Application fees are consistent with the prior fiscal year with $285,751 collected to date.

Income from Program and Technology fees are accumulating at or above planned levels.

Other General Fund revenues are accumulating at normal rates.
EXPENDITURES

Authorization

The Board of Regents approved the 2001-2002 General Fund operating budget in June of 2001 totaling $179,327,565 including provision for uncollectable tuition. In September of 2001 the Board authorized carryforward authorizations from the prior year of $5,387,673. This increased the spending authority to $184,715,238. Uncollectable tuition and fees were established at $853,079.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>General Fund Operating Budget (6-19-01)</td>
<td>$178,474,486</td>
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<tr>
<td>Un-collectable Tuition and Fee Allowance</td>
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<tr>
<td>Carry forward Authorizations</td>
<td>$5,387,673</td>
</tr>
<tr>
<td>Total Spending Authority</td>
<td>$184,715,238</td>
</tr>
</tbody>
</table>

General Fund expenditures and transfers, adjusted for faculty payroll deferrals, total $105.6 million or 57.2% of the total spending authorization. Planned expenditures through January totaled $107.3 million, which represents 57% of budget. This represents a favorable variance to plan of $1.1 million due to expenditures occurring at a slower rate than expected.

The majority of the variance or $950K results from lower than planned personal services costs. This includes recently funded staff and faculty positions included in the President’s planning initiatives that have yet to be filled.

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 $74.2 million versus the planned level of $75.1 million.

Staff salary savings from vacant positions are exceeding the plan. At the end of the January reporting period, 79.7 FTE were unfilled. Eleven of these are new positions in support of new planning initiatives. Net staff salary recoupment, including benefits, is expected to exceed forecast.
Fringe Benefits

Health care costs have increased beyond the planned provision. This is a result of rate increases for hospital, doctors and prescription medicine, increased claims, as well as growth in the number of contracts.

Funding has been identified to address this shortfall.

SS&M/Travel/Equipment

Support expenditures to date are occurring at a rate slightly slower than expected by approximately $223,000. This is due in part to expense authorizations related to recently funded planning initiatives not being fully reflected in the January reporting period. We also anticipate savings in utility costs associated in part to energy conservation initiatives. Uncommitted strategic planning resources are also a component of this balance. Expenditures are also generally consistent within normal parameters. These expenditures are monitored routinely.

Financial Aid

Financial aid expenditures total $10.4 million or 92% of the funding provided. Expenditures are lagging from the plan. The January planned spending through this period was $10.6 million. The Office of Financial Aid reports that all financial aid resources will be distributed.

Utilities

Utilities expenditures to date total $2.3 million or 42.5% of budget. Utility expenditures customarily absorb over 49% of budget through the January reporting period. Lighting retrofits and “rightsizing” water meters, accompanied by a mild winter, are contributing factors.
Extended Programs

Extended programs are self supporting activities. However, they are consolidated as part of the overall general fund operations as reported above.

Continuing Education/Extended Learning program expenditures total $4.9 million or 45% of the $11.0 million budget versus $4.0 million a year ago. Tuition revenue to-date of $8.1 million represents 75% of the $10.8 million revenue plan. A year ago tuition revenues totaled $6.7 million through the same period. The net of operations to-date totals $3.2 million. The department anticipates a balance at year-end of between $400,000 and $500,000.

Strategic Planning Initiatives

New program initiatives in the amount of $1.1 million have been identified and funded in the current fiscal year. Funding support has been identified from tuition balances and prior provision planning.

CONCLUSION

After 7 months, subject to the exceptions previously identified, revenues and expenditures are generally consistent with the operating plan. Tuition revenues in excess of plan have been earmarked for strategic planning initiatives. A balanced budget with a small increase in fund balance is anticipated.
### EASTERN MICHIGAN UNIVERSITY
### 2001-02 GENERAL FUND BUDGET STATUS REPORT
### JULY - JANUARY

<table>
<thead>
<tr>
<th></th>
<th>7/1/01 Plan</th>
<th>FY2002</th>
<th>1/31/02</th>
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<tr>
<td></td>
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<td>Actual</td>
<td>% of</td>
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<tr>
<td></td>
<td>2001-2002</td>
<td>01/31/02</td>
<td>Budget</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td><strong>Revenues</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Appropriation*</td>
<td>$97,637,200</td>
<td>$31,868,074</td>
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<tr>
<td>Tuition and Fees</td>
<td>$84,635,532</td>
<td>$78,794,473</td>
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<tr>
<td>Investment Income</td>
<td>$525,996</td>
<td>$456,877</td>
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<tr>
<td>Other Revenue</td>
<td>$6,150,214</td>
<td>$4,449,603</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$179,349,942</strong></td>
<td><strong>$115,571,027</strong></td>
<td><strong>64.44%</strong></td>
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<tr>
<td>Carry-Forward Funding</td>
<td><strong>$5,387,673</strong></td>
<td><strong>$5,387,673</strong></td>
<td><strong>100.00%</strong></td>
</tr>
<tr>
<td><strong>Total Approved Funding</strong></td>
<td><strong>$184,737,615</strong></td>
<td><strong>$120,958,700</strong></td>
<td><strong>65.48%</strong></td>
</tr>
</tbody>
</table>

| **Expenditures**     |            |        |         |          |                   |
| Faculty Salaries**   | $55,277,769| $31,283,092| 56.59% | 58.07% | $31,702,331 | ($419,239) |
| Staff Salaries       | $39,368,911| $20,266,950| 51.48% | 52.84% | $20,803,315 | ($536,365) |
| Other Personal Services | $1,673,997 | $1,281,133 | 76.53% | 81.89% | $1,370,868 | ($89,735) |
| Student Help         | $6,064,706 | $3,575,258 | 58.95% | 57.93% | $3,513,264 | $61,994 |
| Benefits             | $30,643,429| $17,763,834 | 57.97% | 56.41% | $17,285,865 | $477,969 |
| **Sub-Total Compensation** | **$133,028,812** | **$74,170,267** | **55.76%** | **56.46%** | **$75,107,050** | ($505,375) |
| SS&M/Travel/Equipment | $30,641,045| $15,544,330| 50.73% | 51.46% | $15,767,307 | ($222,977) |
| Utilities            | $5,379,540 | $2,285,215 | 42.48% | 49.42% | $2,658,515 | ($373,300) |
| Financial Aid        | $11,305,487| $10,390,871 | 91.91% | 98.53% | $10,639,805 | ($248,934) |
| Distribution to EMU Founda | $1,563,000 | $1,563,000 | 100.00% | 100.00% | $1,563,000 | $0 |
| Recharges (1,488,012) | ($743,783) | 49.99% | 58.15% | ($865,240) | $121,457 |
| General Fee Transfers | ($1,100,302) | ($1,052,070) | 95.62% | 98.97% | ($1,088,936) | $36,866 |
| Other Transfers      | $5,385,668 | $3,442,819 | 63.93% | 64.88% | $3,494,340 | ($51,521) |
| **Total Expenditures** | **$184,715,238** | **$105,600,649** | **57.17%** | **57.04%** | **$107,275,841** | ($1,243,784) |

*State Appropriation is accumulating at the planned level.
**Total YTD Faculty payroll expense includes accrued but unpaid faculty salaries and benefits.
***The operating plan generally represents the expected rate of realizing revenue and expenses based on the previous years experience. Noteworthy variances are analyzed and reported in the proceeding written report.
RECOMMENDATION

REPORT: Information and Communications Technology Initiatives

ACTION REQUESTED
It is recommended that the Report on the progress of ICT Initiatives 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

December 21, 2001 through March 1, 2002

ICT REORGANIZATION

- Consulting firm, Suzanne Forsyth Associates analyzing data collected in interviews.
  - Report of all interviews completed.
  - Cover report and recommendations in progress.
- ICT Transition and Leadership teams have completed final organization structure recommendations, prepared a timeline for implementation, and presented their work to the management team and staff.

ENTERPRISE NETWORKING INFRASTRUCTURE

- Enterprise Backup and Storage Systems installed. Moving existing servers to enterprise backup system.
- Added Fiber Optic Cable "run" from Pray-Harrold to Pierce to accommodate new Gigabit backbone core.
- Added Fiber Optic Cable "risers" in Pray-Harrold in anticipation of Pray-Harrold network equipment upgrade.
- Working to repair Fiber Optic Cable link between main campus and College of Business to accommodate equipment to be installed there this year.
- Working with Physical Plant to plan for fiber optic cable moves required by planned razing of Business and Finance Building and to plan for fiber installation and data equipment required for the remodel of Hover Hall.
- Bench testing new Cisco backbone core nodes. Working to configure environmentals to accommodate these two new nodes so that they can be installed and connected to the existing campus network.
- Replaced core network equipment in Porter.

FACULTY, STAFF AND STUDENT LAB PC REFRESHMENT

- Faculty planning team completed recommendation of Intel and Apple platform specifications.
- Developing methodology to distribute ordering and delivery of new systems.

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

SCT Business Process Review Events
- Human Resource Module
  - Second Business Process Review 1/14-1/18
• Financial Aid
  o Business Process Review I 2/4-2/8
  o Business Process Review II 2/18-2/22

SCT Training Events
• Finance
  o Finance Rules, Security & Approvals 1/28
  o Conversion & Interfaces I 1/30
  o Finance Sponsored Research 2/4-2/8
  o Fixed Assets 2/27-3/1
  o Budget Development & Position Control 3/04-3/08
• Student Module
  o Catalog & Schedule 2/11-2/15
  o Admissions & Records 3/04-3/08
• Technical Training
  o Conversion Training – HR & Finance

Hardware/Software Events
• Systems ordered for Workflow & Web4 products
• Database Machines connected to EMC Storage Environment

Other Events
• Presentation of Banner Alumni/Development System to Alumni Relations & EMU Foundation offices.
• Change Management Training 2/25, 2/26
• Direction Change to pursue Banner Web Native environment rather than client / server.
• Banner Training Team created. Objectives of the team are to design and implement a training structure for general users of the new Banner system.

E-mail, Calendaring, and Portal Implementation

ASSESSMENT, TRAINING, AND PROFESSIONAL DEVELOPMENT IN ICT SKILLS AND USE
• Phase one of profile surveys for faculty, staff, and students completed. Student profile completed.
BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

REPORT:
ACADEMIC AFFAIRS ADMINISTRATIVE/PROFESSIONAL APPOINTMENTS/TRANSFERS

ACTION REQUESTED

It is recommended that the Board of Regents approve two (2) Administrative/Professional appointments at the ranks, salaries, and effective dates shown on the attached listings.

FISCAL IMPLICATIONS

The salary will be absorbed in the 2001-2002 personnel budget.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Date
Provost and Vice President for Academic Affairs
### ADMINISTRATIVE/PROFESSIONAL TRANSFERS

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Race/Sex</th>
<th>Rank</th>
<th>Salary</th>
<th>Department</th>
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</thead>
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<td>Carman</td>
<td>Kirk</td>
<td>W/M</td>
<td>AP 09</td>
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<td>Continuing Education</td>
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<tr>
<td>Kinney</td>
<td>Rhonda</td>
<td>W/F</td>
<td>AP 13a</td>
<td>$84,593</td>
<td>Political Science</td>
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</table>
## ADMINISTRATIVE PROFESSIONAL TRANSFERS

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<thead>
<tr>
<th>Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Kirk Carman</td>
<td>W</td>
<td>M</td>
</tr>
</tbody>
</table>

Manager of Publicity and Promotions in Continuing Education effective January 14, 2002 at an annual base salary of $45,000.

### Education
- **M.A.** Eastern Michigan University, 1995
- **B.S.** Eastern Michigan University, 1993

### Experience
- 1995-present Eastern Michigan University

<table>
<thead>
<tr>
<th>Name</th>
<th>Race</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhonda Kinney</td>
<td>W</td>
<td>F</td>
</tr>
</tbody>
</table>

Academic Department Head in Political Science effective February 1, 2002 at an annual base salary of $84,593.

### Education
- **Ph.D.** University of Iowa, 1996
- **B.A.** University of Iowa, 1988

### Experience
- 1994-present Eastern Michigan University
- 1991-1993 University of Iowa
RECOMMENDATION

STAFF APPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve 23 staff appointments for the reporting period January 2, 2002 through February 19, 2002.

STAFF SUMMARY

Of the 23 appointments, 14 (61 percent) are female, seven (30 percent) are African American, one (4 percent) is Hispanic, and one (4 percent) is Asian. There are no other minorities.

FISCAL IMPLICATIONS

The salaries are part of the University’s 2001-2002 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
<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>CLASS RANK</th>
<th>JOB TITLE</th>
<th>EFFECTIVE DATE</th>
<th>BASE SALARY</th>
<th>% APPT</th>
<th>RACE</th>
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<tr>
<td>Sriram, Gayathri</td>
<td>English Language &amp; Literature</td>
<td>PT-09</td>
<td>Database Analyst/Programmer</td>
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<td>Rusiniak, Annmarie</td>
<td>Health Service Nursing Service</td>
<td>PT-07</td>
<td>Staff Nurse</td>
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<td>Foran, Heather</td>
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<tr>
<td>NAME</td>
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<td>CLASS RANK</td>
<td>JOB TITLE</td>
<td>EFFECTIVE DATE</td>
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<td>% APPT</td>
<td>RACE</td>
<td>SEX</td>
<td>REASON</td>
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<tr>
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<td>Special Education</td>
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<td>Secretary II</td>
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<td>Danna, Alvin</td>
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<td>FM-24</td>
<td>Stationary Engineer</td>
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<td>Glueck, Charles</td>
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<td>Groundsperson</td>
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<td>Woody, Laura</td>
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<td>Dining Services Unit Leader I</td>
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<td>Bush, David</td>
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<tr>
<td>Layher, Walter</td>
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<td>Pot &amp; Pan Utility</td>
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<td>New Hire</td>
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<td>Ruffin, Charles</td>
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<td>Custodian</td>
<td>02/17/02</td>
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<td>B</td>
<td>M</td>
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</tr>
<tr>
<td>Gonzalez, Roberto</td>
<td>Eastern Eaters</td>
<td>FM-95</td>
<td>Fast Food Worker</td>
<td>01/21/02</td>
<td>$16,640</td>
<td>100</td>
<td>H</td>
<td>M</td>
<td>New Hire</td>
</tr>
</tbody>
</table>
RECOMMENDATION

REPORT: SEPARATIONS/RETIREMENTS

ACTION REQUESTED
It is recommended that the Board of Regents approve 25 separations and retirements for the reporting period December 20, 2001 through March 1, 2002.

STAFF SUMMARY
Of the 25 separations and retirements, 13 (52 percent) are female; three (12 percent) are African American; and two (8 percent) are Hispanic. There are no other minorities reported.

FISCAL IMPLICATIONS
None.

ADMINISTRATIVE RECOMMENDATION
The proposed Board action has been reviewed and is recommended for Board approval.
<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>CLASS RANK</th>
<th>JOB TITLE</th>
<th>HIRE DATE</th>
<th>SEPARATION DATE</th>
<th>BASE SALARY</th>
<th>% APPT</th>
<th>RACE</th>
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<td>08/30/95</td>
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<td>L16</td>
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<td>Bush, Richard</td>
<td>Learning Technologies-Technical Services</td>
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<td>Director Learning Technology</td>
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<td>DiMantova, Walter</td>
<td>Center for Corporate Training Administration</td>
<td>AP-12</td>
<td>Director Center for Corporate Training</td>
<td>04/06/89</td>
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<td>Lower, David</td>
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<td>AP-09</td>
<td>Assistant Director Events</td>
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<td>Cummings, Michael</td>
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<td>CLASS</td>
<td>RANK</td>
<td>JOB TITLE</td>
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<td>RACE</td>
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<td>01/21/02</td>
<td>02/19/02</td>
<td>$16,640</td>
<td>100</td>
<td>H</td>
<td>M</td>
</tr>
</tbody>
</table>
RECOMMENDATION

EMERITUS FACULTY STATUS

ACTION REQUESTED

It is recommended that the Board of Regents grant Emeritus Faculty Status to four (4) former faculty members listed in the attached report.

SUMMARY

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

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date
EASTERN MICHIGAN UNIVERSITY
EMERITUS FACULTY STATUS RECOMMENDATION
March 19, 2002

Mary Clare Beck

Professor, University Library from 1970-1998
(28 years)

Masters Eastern Michigan University, 1976
Masters University of Denver, 1966
Baccalaureate University of Chicago, 1963

Ronald W. Collins (Posthumous)

Professor, Department of Chemistry from 1965-2001
Provost and Vice President for Academic Affairs from 1983-2001
(35 years)

Doctoral Indiana University, 1962
Baccalaureate University of Dayton, 1957

James Sandall

Professor, Department of Art from 1975-2001
(26 years)

M.F.A. Arizona State University, 1975

Warren Williams

Professor, Department of Teacher Education from 1969-1994
(25 years)

Doctorate University of Rochester, 1969
Masters University of Rochester, 1968
Baccalaureate Hobart College, 1964
EMERITUS FACULTY STATUS RECOMMENDATION

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

Name of Faculty Member: Mary Clare Beck

Current Status/Rank at EMU: Professor, retired August 31, 1998

Date of Hire at EMU: 7-6-70 Retirement Date: 8-31-98

Number of Years at EMU: 28 (Minimum of 15 years of service required)

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

Home Address: ____________________________________________________________

Home Telephone: __________________________________ E-Mail Address: ______________

Name of Spouse: __________________________________________________________

Degree(s)/Institutions/Year: Baccalaureate: B.A., University of Chicago, 1963

Masters: M.A., University of Denver, 1966

Doctoral: M.A., Eastern Michigan University, 1976

Please Attach a Brief Statement of Support to this Form

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

Recommended by (please print) Date

Interim Univ. Librarian Date Associate Provost Date

Provost Date Date Submitted to Board of Regents

Please forward this completed form to: Loë H. Ristau
Academic Affairs, 106 Welch Hall
EMERITUS FACULTY RECOMMENDATION
FOR
Mary Clare Beck

Statement of Support

Mary Clare Beck served the Eastern Michigan University for twenty-eight years. From her date of hire on July 6, 1970 through her retirement date of August 31, 1998 she served as Government Documents Librarian. She was promoted to full professor in 1993. Ms. Beck provided leadership and guidance for the campus community during her many years of service. Professional responsibilities included:

2. Made presentations to classes in various departments on such topics as legislative process, policy information, and current and historical government publications.
3. Prepared and contributed to library guides and bibliographies on such topics as women in politics, environmental impact statements, local statistics, the 1980 Census, and government policy sources.
4. Prepared library exhibits on such topics as the Space Program, Supreme Court and the Constitution.
5. Promoted the library as a source of government information with the distribution of tax forms, copyright forms, and copies of important government pamphlets. During the first half of the 80’s she disseminated information about the 1980 Census. In cooperation with the University of Michigan Libraries and the Washtenaw County Metropolitan Planning Commission, she offered well-attended workshops and distributed a directory and newsletter.

Served on the Library’s Self-Study Committee for the NCA Accreditation Report (1980-81), the Task Force on Issues facing the CER (1981), and the Library’s Collection Committee (1985-89). In the Michigan Academy of Science, Arts and Letters Ms. Beck served as both Vice-Chair (1982-83) and Chair (1983-1984) of the Library and Information Sciences Section. As Chair, she arranged the Section meetings and attended MASAL Council meetings. She also arranged for a showing of the ACRL/LOEX bibliographic instruction display at the Annual Conference. In 1984-85 she chaired the Section’s nominating committee. In 1986 she evaluated papers sent to the NASAL’s journal The Academician. Ms. Beck attended Depository Council meetings in 1983, 1986, and 1989 and spoke up on a variety of topics at the Open Forum Sessions. Served two terms (1983-85) as a member of the Michigan Library Association’s Legislative Committee. She served on EMU’s Women’s Studies Committee (1984) and the Institutional Policies Committee (1989-1990). Professional publications, presentations, performances and exhibitions include:


Ms. Beck’s refereed paper was one of 52 selected from 120 submitted. This “position paper” built upon published work by Durance, Ford, and others to suggest consideration of alternative models for library reference service.


KNOW YOUR COUNTY: A GUIDE TO WASHTENAW COUNTY GOVERNMENT, Ann Arbor, League of Women Voters of the Ann Arbor Area, 1984.


Dedication and loyalty to EMU has been proven, and recognized by not only those she has served but also by her colleagues at the library, the university, and the community. I recommend Mary Clare Beck be awarded Emeritus Status.
The Division of Academic Affairs recommends the awarding of Emeritus Faculty Status for the following retiring/retired faculty member:

Name of Faculty Member: Ronald William Collins (Posthumous)

Current Status/Rank at EMU: Provost and Vice President for Academic Affairs, Professor of Chemistry

Date of Hire at EMU: September 1, 1965  Retirement Date: February 2001 (2/1/2001 Deceased)

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

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

Home Address:

Home Telephone:

Name of Spouse

Degree(s)/Institutions/Year: Baccalaureate: B.S. University of Dayton
Masters: N/A
Doctoral: Ph.D. Indiana University

Please Attach a Brief Statement of Support to this Form

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

The Division of Academic Affairs 03/06/02
Recommended by _____________________________ Date

Department Head _____________________________ Date  Dean _____________________________ Date

Provost _____________________________ Date  03/06/02  Date Submitted to Board of Regents

Please forward this completed form to: Lori H. Ristau
Academic Affairs, 106 Welch Hall
March 6, 2002

To the Eastern Michigan University Board of Regents

The Division of Academic Affairs requests your support to remember Dr. Ronald W. Collins as an inspirational and integral figure in the development and leadership of Eastern Michigan University for 35 years. We can best do this by adding his memory and name to the distinguished rank of emeritus faculty at Eastern Michigan University.

Dr. Collins was Provost and Vice President for Academic Affairs beginning in August 1983 after serving as acting Vice President for Academic Affairs, Associate Vice President for Academic Affairs and head of the Department of Chemistry. He had 38 years total professional experience, including three years in industry and 35 years at EMU. His experience profile was varied, including basic and applied industrial research, teaching and research, and academic administration.

A graduate of Indiana University earning a Ph.D. in Inorganic Chemistry (1962), Dr. Collins devoted most of his academic career to chemistry education, instructional computer usage and as an academic administrator. He prioritized the interests of students and education before his own. In just six years he advanced in the organization from a faculty member to Provost and Vice President for Academic Affairs. He initiated a University Honors Program, doctoral programs, a Affirmative Action faculty hiring program, a World College, revised the General Education requirements, revised the Faculty/Course Evaluation system, and established the following faculty professional development centers: Faculty Center for Instructional Excellence (FCIE); Center for Instructional Computing (CIC); Center for Research Support (CRS), implemented a Library Automation Project, implemented a comprehensive Program Review process, created the Department of African American Studies, coordinated the preparation of the self-study for visit/review by the North Central Association (NCA), initiated mini-sabbaticals for administrators and initiated programs to maximize the opportunity for academic success for all first year students.

Dr. Collins, while Provost served as the University’s chief academic officer for the Division of Academic Affairs, with final supervisory responsibility for the college deans, academic department heads, program/office directors, faculty, and all administrative and clerical staff members. He was responsible for the academic strategic planning processes, administration planning and budget processes, the University instructional program and delivery system consisting of five colleges (Arts and Sciences, Business, Education, Health and Human Services, and Technology) plus the Graduate School, Extended Programs/Continuing Education, and the University Library formerly Learning Resources and Technologies. He played a significant role in fundraising and external relations. He initiated a major fundraising campaign entitled the Campaign for Scholars, which raised $17.3 million for academics.

Dr. Collins was a nationally recognized scholar and expert in the field of instructional computer usage. In 1977, he received EMU’s first Distinguished Faculty Award for teaching. He also received the University of Dayton Alumni Association’s Special Achievement Award in 1979. In 1980, he was awarded the Chemical Manufacturers Association’s Catalyst Award, a national honor presented to only four faculty members each year.

It was all this, and his love of Eastern Michigan University that was such an integral part of his life and as a result, our lives. It would be a most deserving honor to award posthumously the status of emeritus faculty he so greatly supported.

The Division of Academic Affairs
Ronald Collins died unexpectedly on February 1, 2001, after 35 years of service to EMU. Dr. Collins joined the Chemistry Department as an inorganic professor in 1965. His scholarly interest was a good match for EMU’s normal college roots: He was intrigued with the notion of applying a wonderful new technology to the teaching of college chemistry—the mainframe computer, punch cards, and the teletype terminal!

Ron was always a popular teacher; in fact, he earned the first EMU distinguished faculty award for teaching excellence. Ron served as the head of the Chemistry Department from 1978-1980. He served as Provost and Vice president for Academic Affairs from 1983 until his death. His years of leadership have profoundly shaped EMU and the path laid out for the institution for decades to come. Indeed, all but two of the faculty members who make up the Chemistry Department today were hired during Dr. Collins’ vice presidency.

As provost, Collins was a constant and generous supporter of the Chemistry Department. He and his wife Gerrie established the Collins' Endowed Scholarship in Chemistry in 1992, which is annually given to our top undergraduate students to encourage them to participate in faculty-directed research.
The Department of Art recommends the awarding of Emeritus Faculty Status for the following retiring faculty member:

Name of Faculty Member: James Sandall

Current Status/Rank at EMU: Retired Professor of Art

Date of Hire: September 2, 1975
Retirement Date: August 31, 2001

Number of Years at EMU: 26

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

Home Address:

Home Telephone:

Degree(s)/Institution(s): M.F.A. from Arizona State University

Name of spouse:

PLEASE ATTACH A BRIEF STATEMENT OF SUPPORT.

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

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

__________________________
Recommended by (please print)

__________________________
Date

__________________________
Department Head

__________________________
Date

__________________________
De

__________________________
Date

__________________________
Provost

__________________________
Date Submitted to Board of Regents
January 30, 2002

Board of Regents
Eastern Michigan University

Dear Members of the Board;

On behalf of the faculty of the Art Department, it is my pleasure to request that Professor of Art, James Sandall, be awarded the title of Professor of Art Emeritus.

In 1975, James Sandall, who had just earned his Master of Fine Arts degree in Photography from Arizona State University, joined Eastern Michigan University’s Art Department. His black and white photographs added a stark and powerful presence to the annual faculty exhibition at EMU. That same year, he submitted work to the annual juried show at the Detroit Institute of Arts. He was accepted and awarded a prize for one of his photographs.

For the next twenty-five years, James very ably and professionally performed his duties as the university’s sole fine arts professor of photography. He earned the love and respect of hundreds of students, many of whom have gone on to successful careers in photography. In the mid-eighties, James was awarded a National Endowment for the Arts grant in support of his photography. Just preceding his retirement in 2000, the Detroit Institute of Art accepted one of his photographs into its permanent collection, a rare and prestigious event. Also around this time, the EMU Art Masters Association voted him “Teacher of the Year.”

For his many years of excellent service, the Art Department faculty has voted unanimously to request that Professor James Sandall be awarded the title, Professor of Art Emeritus.

Respectfully submitted,

Thomas K. Venner
Professor and Head
Art Department
EMERITUS FACULTY STATUS RECOMMENDATION

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

Name of Faculty Member: Dr. Warren Williams, Teacher Education

Current Status/Rank at EMU: Retired (Professor)

Date of Hire at EMU: 7/15/69 Retirement Date: 4/26/94

Number of Years at EMU: 25 (Minimum of 15 years of service required)

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

Home Address: ____________________________

Home Telephone: ____________________________ E-Mail Address: ____________________________

Name of Spouse: ____________________________

Degree(s)/Institutions/Year: Baccalaureate: BS, Hobart College, 1964

Masters: MA, University of Rochester, 1968

Doctoral: ED.D, University of Rochester, 1969

Please Attach a Brief Statement of Support to this Form

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

Recommended by ____________________________ (please print) Date ____________________________

Department Head ____________________________ Date ____________________________ Date

Provost ____________________________ Date ____________________________ Date Submitted to Board of Regents

Please forward this completed form to: Lori H. Ristau

Academic Affairs, 106 Welch Hall
EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS
OFFICE OF THE ASSOCIATE PROVOST
INTER-OFFICE MEMORANDUM

TO: Paul Schollaert, Provost
FROM: Michael Harris, Associate Provost
DATE: January 11, 2002
SUBJECT: Emeritus Faculty Recommendation

Attached for your review is an Emeritus recommendation for Dr. Warren Williams. Dr. Williams was a faculty member at Eastern Michigan University for 25 years in the Teacher Education Department. Dr. Williams specialized in measurement and evaluation and he taught courses in that area for many years. In the late 1970’s he began teaching one of the first computer courses in the College of Education. Dr. Williams was responsible for developing the undergraduate course in educational technology that also led to the development of a graduate degree program in educational technology. He had a distinguished career.

Dr. Williams retired from Eastern Michigan in 1994. Dr. Greene a former department head has recommended that we grant Dr. Williams an emeritus status. I recommend that he be approved for the Emeritus Faculty status.
FACULTY APPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve five (5) new tenure-track faculty appointment for the 2002-2003 academic year at the rank, salary, and effective date shown on the attached list.

STAFF SUMMARY

Of the five (5) new tenure-track faculty appointment, three (3) are female (60%), two (2) male (40%), and one (1) minority (20%).

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs
# FACULTY HIRING REPORT

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Race/Sex</th>
<th>Rank</th>
<th>Salary</th>
<th>Department</th>
<th>Specialization</th>
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<tr>
<td>CAS</td>
<td>Harriet Lindsay</td>
<td>W/F</td>
<td>ASST</td>
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<td>Chemistry</td>
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<td>COB</td>
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<td>W/M</td>
<td>ASST</td>
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<td>Acctg. &amp; Finance</td>
<td>Financial Accounting</td>
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<td>Audiology</td>
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<tr>
<td>COT</td>
<td>William Moylan</td>
<td>W/M</td>
<td>INST</td>
<td>$55,000</td>
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<td>Construction Management</td>
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### Hiring Statistics:

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<tr>
<td>Male:</td>
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<td>Hispanic:</td>
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<td>White:</td>
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<tr>
<td>Total Minorities (Race):</td>
<td>1</td>
<td>(20%)</td>
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NEW FACULTY APPOINTMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Race</th>
<th>Sex</th>
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</thead>
<tbody>
<tr>
<td>Edwin Etter</td>
<td>W</td>
<td>M</td>
</tr>
</tbody>
</table>

Assistant Professor in the Department of Accounting and Finance effective August 28, 2002 at an academic year base salary of $85,000.

Education
- Ph.D.: Ohio State University, 1992
- M.A.S.: University of Illinois, Urbana-Champaign, 1982
- B.S.: University of Illinois, Urbana-Champaign, 1980

Experience
- 1998-present: University of South Florida
- 1993-1998: Syracuse University
- 1987-1993: Ohio State University
- 1984-1987: Monsanto Company
- 1982-1983: College of the Virgin Islands

<table>
<thead>
<tr>
<th>Name</th>
<th>Race</th>
<th>Sex</th>
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</thead>
<tbody>
<tr>
<td>Lidia Lee</td>
<td>A</td>
<td>F</td>
</tr>
</tbody>
</table>

Associate Professor in the Department of Special Education effective January 23, 2002 at an academic year base salary of $67,000.

Education
- Ph.D.: Indiana University, 1993
- M.S.: Purdue University, 1989
- B.A.: Whittier College, 1986

Experience
- 2002-present: Eastern Michigan University
- 1993-2000: Northern Illinois University
Harriet Lindsay

Assistant Professor in the Department of Chemistry effective August 28, 2002 at an academic year base salary of $45,910.

Education
Ph.D. University of Arkansas (expected Spring, 2002)
Ed.D. University of Arkansas, 2001
M.S. University of Arkansas at Little Rock, 1995
B.A. Hendrix College, 1992

Experience
1996-1996 Shorter College
1995-1997 University of Arkansas at Little Rock

William Moylan

Instructor in the Department of Industrial Technology effective January 2, 2002 at an academic year base salary of $55,000.

Education
S.M. Massachusetts Institute of Technology, 1980
B.S. Lawrence Technological University, 1974

Experience
1997-present WA Moylan and Associates, Inc.
1986-present Lawrence Technological University
1986-1986 Engineering Labs, Inc.
1976-1985 Aramco Fire Protection
1974-1985 Arabian American Oil Company
<table>
<thead>
<tr>
<th>Name</th>
<th>Race</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Vandewiele-Milligan</td>
<td>W</td>
<td>F</td>
</tr>
</tbody>
</table>

Assistant Professor in the Department of Associated Health Professions effective August 28, 2002 at an academic year base salary of $43,700.

**Education**

- Ph.D. Nova Southeastern University (expected 2003)
- M.S. University of Michigan, 1980
- B.S. Eastern Michigan University, 1975

**Experience**

- 1998-present Wayne State University
- 1996-present AAA of Michigan
- 1979-present Schoolcraft College
- 1977-1986 Private Practice
- 1977-1979 Providence Hospital
- 1976-1977 Whitmore Lake Convalescent Center
RECOMMENDATION

MONTHLY REPORT
STUDENT AFFAIRS COMMITTEE

ACTION REQUESTED

It is recommended that the Student Affairs Committee Agenda for March 19, 2002 and the Minutes of January 15, 2002 be received and placed on file.

STAFF SUMMARY

At its January 15, 2002 meeting the Student Affairs Committee heard position papers addressing Health Center Funding, Parking/Softball Fields and Academic Advising. Updates were also heard on new Dining Services venues and the Greek Social Policy.

The March 19, 2002 agenda includes discussion of the new Greek Social Policy and updates on GoalQuest, General Fund Scholarships, Health Center Funding, Recreation Fields, McKenny Expansion and Celebration of Excellence Week. Alternative Spring Break student reports will also be heard and CIRP Survey Data will be presented.

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

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

[Signature]
Executive Officer

[Signature]
Date
1. Approval of January 15, 2002 Meeting Minutes
2. Introduction of New Members
3. Greek Social Policy
4. Residence Hall Safety Policy Changes
5. GoalQuest Update
6. General Fund Scholarships Update
7. Recreation Fields Follow-Up
8. Alternative Spring Break Student Reports
9. McKenny Expansion Update
10. CIRP Survey Data
11. Celebration of Excellence Week Update
12. Announcements
13. Other
MEMBERS PRESENT

Regents: Dr. Rosalind E. Griffin
Administration: Glenna Frank Miller, Greg Peoples, Jim Vick
Students: Denise Beauvais, Gloria Gallegos, Emily Hamman, Ron Honse, Jackie Jones, Holly Justice, Adam Nekula, Neil Ripley, Allison Treppa

GUESTS

Regents: Steven Gordon
Students: Kelly Sandor, Curt Sayers, Robert Trotter
Press (Echo): Joe Novak, Kristina Smith

Regent Griffin convened the meeting at 8:00 a.m. The minutes of the September 25, 2001 meeting were approved as presented.

Introduction of New Members

Jim Vick introduced Emily Hamman, the new LGBT representative. He also reported that International Student Association elections will be held in February and the new ISA president will attend the March meeting.

Health Center Funding Position Paper

In keeping with its new approach, the committee heard a very thorough position paper presented by Denise Beauvais on University Health Services and the need for increased funding. Approximately 7000 students accessed University Health Services in the past year, creating 17-21,000 visits. Currently the only funds that come from EMU are a small portion of the per credit hour general fee; the remainder comes from
fees for service, with the current ratio being 55% from general fees and 45% from service fees. The $2.13 per credit hour that UHS receives from the general fee has remained constant since 1994-95. Health education programs are most at risk if funding is not increased since a fee-for-service is not charged. The Student Affairs Committee voted unanimously to endorse the Position Paper and recommend to the Board of Regents that University Health Services funding move toward the 67%/33% level set by the Board in 1984-85. The Committee further recommended that the general fee be increased proportionately so that any additional funding for UHS doesn’t come from other general fee allocations.

Parking/Softball Fields Position Paper Addendum

Adam Nekula presented an addendum to the Parking/Softball Fields Position Paper approved by the Student Affairs Committee on November 27, 2001. The addendum includes the following recommendations:
1. Build the four new softball fields to ASA standards large enough to include four football fields entirely in the grass of the outfield and two soccer fields.
2. Reconsider the recommendation to eliminate the shuttle service. Students living in Westview Apartments and those using the new fields will require some type of safe transportation.
3. Include a well-lit direct path for students to walk to the fields.
4. Construct the fields in such a way that the intramural program will not lose a year of play.

The addendum also includes a recommendation to replace the existing tennis courts that are in need of repair with twelve courts to be located at the Rec/IM fields being built on the west campus. The Student Affairs Committee voted unanimously to endorse the recommendations outlined in the addendum.

Academic Advising Update

The Committee unanimously endorsed a position paper on Academic Advising – the Student Leader Group’s number one priority – presented by Allison Treppa and Adam Nekula. The paper:
- encourages the hiring of full-time academic advisors and administrative support in each of the colleges, providing a central location for students to go for information in their college
- encourages any and all action to make the transfer process to Eastern Michigan University easier for students
- recommends that the University devise a way of clarifying to students which advisors to see and when
- recommends changing the hours of Faculty Academic Advising training to better accommodate teaching schedules
- recommends that all faculty advisors be trained by the general Academic Advising office in order to stay current on changes in basic studies requirements and
- recommends that a student/academic advisor ratio be established in conjunction with CAS Standards
- and, applauds the efforts of Vice President McAnuff and Provost Schollaert
for their proactive approach to addressing the need for improvements in the area of Academic Advising.

MLK Day Preview

Glenna Frank Miller, director of McKenny Union and Campus Life, outlined the exciting week of events planned in celebration of Martin Luther King Day.

Marketplace/Freshens Update

Michael Crabb, director of Dining Services and Anne Klaes, assistant director, Catering/Contract Operations reported on the newest Dining Services venues, "It's a Toss Up & Company" and "Crossroads Marketplace." The Crossroads Marketplace will include an Einstein Brothers Bagels shop that will produce bagels for all of the Dining Services venues on campus. EMU is the first self-operated college to have an Einstein Brothers Bagels on its campus.

Greek Social Policy

Jackie Jones, Panhellenic Council president and Adam Nekula, Inter-fraternity Council president reported on the proactive approach being taken by the presidents of EMU's Greek organizations in developing a Greek Social Policy in response to events that have taken place on other Michigan campuses.

Other

Ron Honse, Students with Disabilities representative, took a moment to publicly thank Vice President Doyle for the $5000 increase allocated for sidewalk improvements in the 2002-03 budget. This represents a $3000 increase in the amount requested by the Student Affairs Committee at its November meeting.

Student Body President Neil Ripley publicly recognized DPS Officer Chuck Mosher for his diligence in policing campus handicap parking spaces on behalf of Eastern Michigan's students with disabilities.

Allison Treppa, Campus Life Council representative, reported that 90 students will work at nine different sites during Alternative Spring Break activities in February.

Emily Hamman reported the LGBT Resource Center has planned a full calendar of events this year including a workshop on career strategies for the LGBT population.

Regent Griffin adjourned the meeting at 8:53 a.m.

Respectfully submitted,

Teri L. Papp
RECOMMENDATION

MONTHLY REPORT
EDUCATIONAL POLICIES COMMITTEE

ACTION REQUESTED

It is requested that the Educational Policies Committee Agenda for March 19, 2002, and the Minutes of the January 15, 2002, meeting be received and placed on file.

SUMMARY

The primary items for the March 19, 2002, Educational Policies Committee meeting included: (1) Academic Affairs Administrative/Professional Appointments/Transfers, (2) Staff Appointments, (3) Separations/Retirements, (4) Emeritus Faculty Status, (5) Faculty Appointments, (6) Opening of Term and Official Records Dates for the 2002-2003 fiscal year, (7) Charter Schools, (8) Committee on Risk Reduction, and (9) Commencement Speaker and Honorary Degree Recipient. A status report on Work Force Analysis was presented.

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date
EASTERN MICHIGAN UNIVERSITY
Board of Regents
Educational Policies Committee

March 19, 2002
9:00 – 10:30 a.m.
205 Welch Hall

AGENDA

Consent Agenda

Section 8  Academic Affairs Administrative/Professional
           Appointments/Transfers (David Tammany/Paul Schollaert)
Section 9  Staff Appointments (Jill Pollock)
Section 10 Separations/Retirements (Jill Pollock)
Section 11 Emeritus Faculty Status (David Tammany/Paul Schollaert)
Section 12 Faculty Appointments (David Tammany/Paul Schollaert)

Regular Agenda

Section 14 Monthly Report and Minutes (Regent Antonini)
Section 15 Opening of Term and Official Record Dates for the 2002-2003
           fiscal year (Paul Schollaert)
Section 16 Report: Charter Schools (Joe Pollack)
Section 17 CORR (Committee on Risk Reduction) (Pam Hill)

New Business

Section 25 Commencement Speaker and Honorary Degree Recipient (Rita Abent)

Status Report

Work Force Analysis (Jill Pollock)
EDUCATIONAL POLICIES COMMITTEE MINUTES

January 15, 2002
205 Welch Hall

Attendees (seated at tables): Regent Valvo (Chair), Regent Brandon, Regent Griffin, Provost Schollaert, D. Tammany, and Jill Pollock


Regent Valvo convened the meeting at 9:02 a.m. in 205 Welch Hall.

Staff Appointments (Section 8)
Executive Director of Human Resources, Jill Pollock, recommended that the Board approve 29 staff appointments. Of the 29 appointments, 16 (55%) are female and eight (28%) are African American, two (7%) are American Indian. There were no other minorities.

Regent Valvo accepted the report.

Separations/Retirements (Section 9)
Jill Pollock recommended that the Board approve 15 separations and retirements. Of the 15 separations and retirements, seven (47%) are female and one (7%) is African American and one (7%) is Asian. There were no other minorities.

Regent Valvo accepted the report.

Emeritus Staff Status (Section 10)
Provost Paul Schollaert recommended that the Board accept the report to grant Emeritus Faculty Status to two former faculty members:

- Allen Cichanski (Emeritus Professor, Department of Geography and Geology, 1965-2002) (37 years)
- Mary D. Teal (Emeritus Professor, Department of Music, 1969-2001) (32 years)

Regent Valvo accepted the report.

Monthly Report and Minutes (Section 12)
Regent Valvo recommended approval of the Educational Policies Committee Agenda for

The recommendation was accepted.

**Re-issuance of Charter School (Section 13)**

*Joseph Pollack*, University Relations - Charter Schools, recommended the Eastern Michigan University Board of Regents reissue the charter with the Great Lakes Academy and authorize the President of the University to execute a new contract to expire on June 30, 2007.

The recommendation was accepted.

**Re-issuance of Charter School (Section 13)**

*Joseph Pollack*, University Relations - Charter Schools, recommended the Eastern Michigan University Board of Regents reissue the charter with the Academy for Business and Technology and authorize the President of the University to execute a new contract to expire on June 30, 2007. He also brought up that each contract is for five years and requires a full curriculum and budget audit reviewing fiscal viability.

*Regent Brandon* asked what are the alternatives when children reach the fifth grade and graduate from this particular charter school?

*J. Pollock* responded that there are other charter schools in addition to local parochial/private schools. These choices are available all the way up to and including high schools.

The recommendation was accepted.

**Work Force Analysis**

*Jill Pollock* stated that the overall workforce has increased +25 for a total of 2068 personnel. 360 are minorities and 1091 women of the +25 increase, 14 are minorities and 11 are women.

**REPORT: General Education (Section 15)**

*Provost Paul Schollaert* opened his report by stating that Eastern Michigan University is about to embark on a very thorough analysis of the total undergraduate curriculum with an emphasis in particular in General Education. General Education defined, as the basic core curriculum required of all graduates.

Why Change?

- Curriculum and Teaching: There is a lack of coherent curriculum for freshmen. This affects retention/advising. There is a lack of common experiences. There is no lower division/upper division general education curriculum.

- Program size – half of an undergraduate degree (unwieldy). The requirement is 48 hours of “general education” in addition to 2 hours of PE & Health and 20 hours of minor. Minor is not general education but added to general education. One source of “hours to degree” problem (over 70).
- Transfer issues. Difficulty with course specific articulation. Bringing in graduation vs. general education requirements. Needs of transfer students are much different than freshman.

Strategies:

- Dual Requirements! Recognize the difference between FTIAC (First Time in any College) students and transfers. Create special program for four-year students. Enhance transfer services.

- Structured FTIAC degree with a focus on common freshman experience. Delay larger classes until sophomore/junior years. Effort to incorporate out-of-class integrative experiences.

- Modular approach for transfer students. Expanded equivalencies. More focus on articulation agreements. Model state systems.

- Upper division general education regarding minor vs. specific courses

Processes:

- Committee: Charged with the delineation of program goals and objectives and the creation of program structure to meet goals and objectives. Approval of courses that fit structure and meet goals and objectives and the creation of an implementation plan.

- The proposed committee structure would encompass faculty leaders, deans and department heads, faculty selected by the Faculty Council, professional advisors, and Student Affairs representatives.

- Timeline
  - Goals and objectives by April 1, 2002
  - Review and approval by Faculty Council by May 1, 2002
  - Program structure by February 1, 2003
  - Review and approved by Faculty Council by April 1, 2003
  - Course approval begins April 2003
  - Experiment with courses in 2003-2004
  - Full implementation, fall 2004

Issues:

- General Education and SCH, major recruitment, major requirements, resource requirements and quality control on transfer programs.
Advantages: Curricular and Teaching: more students with common academic experiences 
Able to build majors on general education. Better use of minor experience Assessable 
programs.

Marketing

- FTIACs - integrated program small classes, time to degree
- Transfers easy articulation, time to degree.
- Improve institutional effectiveness, and retention with special impact on minorities.
Focus recruiting and integrating academic program with other dimensions of student 
experience.

The recommendation was accepted.

University Mission (Section 16)

Donald Lopnow, Assistant to the President for Strategic Planning and Associate Vice President 
for Extended Programs presented to the Board of Regents for approval the proposed New 

New Mission Statement – 2002

Eastern Michigan University is committed to excellence in teaching, the 
extension of knowledge through basic and applied research, and creative and 
aristic expression. Building on a proud tradition of national leadership in the 
preparation of teachers, we maximize educational opportunities and personal and 
professional growth for students from diverse backgrounds through an array of 
baccalaureate, master’s and doctoral programs. We provide a student-focused 
learning environment that positively affects the lives of students and the 
community. We extend our commitment beyond the campus boundaries to the 
weider community through service initiatives and partnerships of mutual interest 
addressing local, regional, national and international opportunities and 
challenges.

Regent Valvo accepted the report.

The recommendation was accepted.

Regent Valvo adjourned the meeting at 9:48 a.m.

Respectfully submitted,

John Longshore, Senior Secretary 
Academic Affairs

(E:/Ristau/BoardReg/Minutes/EPC_0102)
RECOMMENDATION

OFFICIAL REPORTING DATES

ACTION REQUESTED

It is recommended that the Board of Regents formally accept the following Opening of Term and Official Record dates for the 2002-2003 fiscal year as determined by University policy:

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<thead>
<tr>
<th></th>
<th>Opening of Term</th>
<th>Official Record</th>
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<tr>
<td>Summer 2002</td>
<td>July 1, 2002</td>
<td>September 13, 2002</td>
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<tr>
<td>Fall 2002</td>
<td>September 13, 2002</td>
<td>January 24, 2003</td>
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STAFF SUMMARY

The proposed official record dates for the 2002-2003 fiscal year represent the date when 10% of the total classes in each semester have been held. The dates are used for reporting University information on enrollment when reporting to the State of Michigan.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs
THE REPORT ON CHARTER SCHOOLS WILL BE AN ORAL REPORT BY JOE POLLACK AND THERE IS NO PRINTED MATERIAL IN SECTION 16.
RECOMMENDATION

SUPPORT FOR THE CENTER FOR ORGANIZATIONAL RISK REDUCTION TO APPLY TO CONTINUE AS A DEPARTMENT OF LABOR/OSHA TRAINING INSTITUTE EDUCATION CENTER (THE MOTOR CITY EDUCATION CENTER)

ACTION REQUESTED

It is recommended that the Board of Regents approve the submittal of an application to OSHA to continue as an OSHA Training Institute Education Center.

STAFF SUMMARY

EMU's Center for Organizational Risk Reduction (CORR) is preparing to reapply for a competitive grant to continue as an OSHA Training Institute Education Center. The federal funding agency (The Department of Labor) requires, as a condition of eligibility, that the University must provide a copy of a resolution by the Board of Regents approving the submittal of an application to OSHA to become an OSHA Training Institute Education Center.

EMU has been approved as an OSHA Training Institute in two previous competitions (i.e., The OSHA Motor City Education Center). Currently OSHA is conducting a nationwide competition with universities and other nonprofit agencies to provide short-term technical training in occupational safety and health for private sector personnel and federal personnel from agencies other than OSHA. The next approval will extend for five (5) years, ending in 2007. The proposal will include a plan for collaboration with three other universities in Federal Region V to expand outreach and efficiencies in delivery of programs.

FISCAL IMPLICATIONS

The OSHA Motor City Education Center and Center for Organizational Risk Reduction are self-funded centers.

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
RECOMMENDATION

MONTHLY REPORT
FACULTY AFFAIRS COMMITTEE

ACTION REQUESTED

It is requested that the Faculty Affairs Committee Agenda for March 19, 2002, and the Minutes of the January 15, 2002, meeting be received and placed on file.

STAFF SUMMARY

The primary item for the March 19, 2002, Faculty Affairs Committee meeting was a presentation on “How Faculty Development through Sabbatical Leaves Benefit EMU” by Paul T. Schollaert, Provost and Vice President for Academic Affairs; Michael Harris, Associate Provost

FISCAL IMPLICATIONS

There is no fiscal impact.

ADMINISTRATIVE RECOMMENDATION

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

__________________________    __________________________
University Executive Officer               Date
Provost and Vice President for Academic Affairs
EASTERN MICHIGAN UNIVERSITY
Board of Regents
Faculty Affairs Committee

March 19, 2002
8:00 – 9:00 a.m.
201 Welch Hall

AGENDA

Regular Agenda

Section 18 Monthly Report and Minutes (Regent Brandon)

Status Report

REPORT: "How Faculty Development through Sabbatical Leaves Benefit EMU" by

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

Michael Harris, Associate Provost
EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

FACULTY AFFAIRS COMMITTEE MINUTES

January 15, 2002
8 a.m., 201 Welch Hall

Attendees (seated at tables): Regent Brandon (Chair), Regent Valvo, Provost Schollaert, M. Harris, R. Holkeboer, M. Lintner, D. Loppnow, S. McCracken, and S. Moeller, D. Tammany


The meeting was convened at 8:03 a.m.

Monthly Report and Minutes (Section 17)
Regent Brandon recommended approval of the Faculty Affairs Committee Agenda for the January 15, 2002, and the Minutes of the November 27, 2001 be accepted and placed on file. The recommendation was accepted.

Status Report: The Psychology Ph.D. Program and Clinic

Dr. Paul T. Schollaert, Provost and Vice President for Academic Affairs, announced that he was very excited with the Ph.D. Program in Psychology and proud to announce the opening of the Psychology Clinic. Paul Schollaert then introduced Dr. Michael Harris, Associate Provost.

Dr. Harris introduced Kenneth Rusiniak, Head of the Department of Psychology.

Kenneth Rusiniak introduced his staff; Karen K. Downey, Director of the Psychology Clinic; Carol Freedman-Doan, Associate Professor of Psychology; Dean Lauterbach, Associate Professor of Psychology; and David Richard, Associate Professor of Psychology. Also asked to stand were the ten members of the first cohort of doctoral candidates “the Class of 2001”.

Kenneth Rusiniak began his presentation outlining the program milestones used in creating the Psychology Ph.D. Program and Clinic. Faculty Recruitment and Hiring; The First Cohort-Student Recruitment and program start up; The Psychology Clinic; and The Clinic and Program in Action – Responding to 9-11. Recently hired were four new faculty with two new current searches underway, this will be key to a solid doctoral
foundation. Features of the training program were that it creates a training model to
address needs of mental health profession, emphasizes market relevant skills, integrates
M.S. and Ph.D. level work, provides tracks for tow orientations, community and applied
research focus, trains mental healthcare specialists.

The applicant pool – for 2001 doctoral program consisted of 36 applicants hailing from
California to Michigan to Germany. The Undergraduate GPA range was 2.67 – 3.91 and
total GRE range: 630 – 1430, there were three minority candidates. The Class of 2001
consists of 10 students age range 23-47, three males, seven females, three masters level
students and seven bachelors level. G.P.A. ranges of 3.60-3.91 with a GRE range of 990
– 1300. Professional experiences and aspirations compatible with program goals and
faculty expertise.

Kenneth Rusiniak introduced Karen K. Downey who began a presentation on the EMU
Psychology Clinic located at 611 W. Cross Street, Ypsilanti, MI. Daily hours are 8:30
a.m. to 5:00 p.m. Monday, Wednesday and Friday; 8:30-7:00 p.m. Tuesday, Thursday.
The Psychology Clinic staffing has graduate students providing direct care, licensed
faculty provide supervision. Procedures for admission involve a telephone screening,
intake evaluation, treatment planning, consultation and coordination
with other treatment providers. Services include psychological assessments of learning
disabilities, ADHD, personality, psychosocial functioning diagnosis, and substance
abuse. Clinic services also include psychological treatment of relationship problems,
behaviors and emotional problems of childhood, behavioral medicine (compliance,
chronic pain) and group therapy in substance abuse, coping, and anxiety.

Karen K. Downey went on to mention client demographics to date. Of 36 referrals
received, 21 are clients. 70% are female, with an average age of 29. Half are single,
most others divorced/separated. 83% are Caucasian and 25% EMU students. The
Community Outreach is significant with the Community Mental Health, Washtenaw
Intermediate School District, Christian Ministering Center, SOS Community Services,
Neighborhood Health Center, Help Source, Catholic Social Services and University of
Michigan Psychiatry. A very heavy marketing and public relations plan included
consultation with EMU Marketing and Public Information, Meeting and telephone
contacts with agency directors, mass mailing of clinic brochures to area mental health
agencies, medical clinics, schools and churches, media press releases, EMU Casenotes,
Ann Arbor New, Eastern Echo, an Open House January 23 and web page under
construction.

Kenneth Rusiniak introduced David Richard who outlined the Psychology Departments
response to the events of 9-11. As a consequence of the events of September 11th a
critical need was identified for training therapists to provide clinical services. Utilizing
local experts to provide comprehensive training. The objective: to be responsive to the
needs of our community, and in tune with the nation. An outline of the training schedule
consisted of a general overview of terrorism, disaster management, and coping strategies,
assessment and diagnosis of post-traumatic stress disorder (PTSD); overview of
instruments and interviewing techniques, identifying and treating acute stress disorder and PTSD in children and adolescents, critical incident stress debriefing and critical incident stress management, relaxation training and systematic desensitization, exposure therapy; research and practice issues.

Publicity materials have been published and printed in the Psychology Clinic Brochure, Ypsilanti Press/Ann Arbor News, Casenotes, CAS newsletter, EMU Focus, EMU Echo, clinic preview for Board of Regents, and the presentation of a Clinic Open House. Planning for the future – keynote speakers are projected to include: Presenters from the National center for PTSD who provided services at “ground zero”, Presenters from the National Center for PTSD to discuss program review under crisis – a case example of the assessment of emergency response units following the September 11th terrorist acts and presentations from local clinicians/researchers on the continuing impact of the September 11th acts.

Regent Brandon thanked the presenters for their report

Regent Brandon adjourned the meeting at 8:32.

Respectfully submitted,

John Longsnore, Senior Secretary
Academic Affairs

(E/Ristau/BoardReg/Minutes/FAC_0102)
RECOMMENDATION

MONTHLY REPORT - FINANCE COMMITTEE

ACTION REQUESTED
It is recommended that the Working Agenda for March 19, 2002 and the minutes for the January 15, 2002 Finance Committee meeting be received and placed on file.

STAFF SUMMARY

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

March 19, 2002
10:30 a.m.
201 Welch Hall

REGULAR AGENDA

Section 19: Finance Committee Monthly Report
Patrick J. Doyle, Vice President for Business and Finance and Treasurer to the Board of Regents

Section 20: Policy Revision: Conflict of Interest
Ken McKanders, University Attorney

Section 21: Lease Agreement – Wendy’s/Mckenny Union
Jim Vick, Vice President for Student Affairs

Section 22: FY 2003 General Fund Scholarships, Grants-in-Aid Enhancement
Courtney McAnuff, Vice President for Enrollment Services

Section 23: Graduate Assistantship Stipends and Tuition Budget for 2002-03
Deb deLaski-Smith, Associate Dean for Student Affairs, Graduate School

Section 24: 2002-03 Doctoral Stipend Adjustment and Budget
Patrick Melia, Associate Dean for Faculty Affairs, Graduate School

CONSENT AGENDA

Section 1: REPORT: Treasurer's
Patrick J. Doyle, V.P. for Business and Finance and Treasurer to the Board of Regents

Section 2: REPORT: Internal Audit
Jeff Fineis of Andrews, Hooper and Pavlik P.L.C.

Section 3: REPORT: Grants/Contracts
Brian Anderson, Director, Office of Research Development

Section 4: REPORT: Construction Projects Progress
Anthony Catner, Executive Director, Physical Plant

Section 5: REPORT: Accounts Receivable
John Beaghan, University Controller

Section 6: REPORT: Interim Budget Status
Al Levett, Director, Budget Management

Section 7: REPORT: Technology Plan Implementation
Margaret Cline, Chief Information Officer and Executive Director of Information and Communications Technology
EASTERN MICHIGAN UNIVERSITY
Board of Regents
FINANCE COMMITTEE

MINUTES OF MEETING
January 15, 2002

Present: Regents DeMattia, Morris, Griffith, Gordon, Incarnati; and Vice President Doyle.

MONTHLY REPORT
Patrick Doyle, Vice President for Business and Finance, recommended that the working agenda for the January 15, 2002 Finance Committee and the minutes for the November 27, 2001 Finance Committee meeting be received and placed on file. There were no questions.

AMENDMENT TO COLLECTIVE BARGAINING AGREEMENT – EMU PATROL OFFICERS
Robert Brackenbury recommended that the Board approve modifications to the health care provisions of the existing Collective Bargaining Agreement between Eastern Michigan University and the Police Officers Labor Council (Officers) and that the administration be authorized to execute the Agreement on behalf of the Board of Regents. Brackenbury stated that the recommendation is based upon health care negotiations with the Police Officers Labor Council (Officers) following the completion of a Health Care Task Force report. The proposed changes to the health care plan allows the University to better control the rising cost of providing health care to employees. In addition to managing health care cost increases, the University is able to offer a new health care plan that, in many respects, improves the benefit levels available to each employee. Brackenbury reported that this action is projected to limit the increase in health care cost to 7.0 percent (down from 12.6 percent if no actions were taken) for the calendar year 2002. This cost avoidance will be partially offset by a one-time $400 payment to employees. There were no questions.

AMENDMENT TO COLLECTIVE BARGAINING AGREEMENT – UAW LOCAL 1975 (CLERICAL/SECRETARIAL)
Robert Brackenbury recommended that the Board of Regents approve modifications to the health care provisions of the existing Collective Bargaining Agreement between Eastern Michigan University and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, Local 1975 (UAW Local 1975 – Clerical/Secretarial) and that the administration be authorized to execute the Agreement on behalf of the Board of Regents. Brackenbury stated that the recommendation is based upon health care negotiations with the UAW Local 1975 following the completion of a Health Care Task Force report. The proposed changes to the health care plan allows the University to better control the rising cost of providing health care to employees. In addition to managing health care cost increases, the University is able to offer a new health care plan that, in many respects, improves the benefit levels available to each employee. Brackenbury reported that this action is projected to limit the increase in health care cost to 7.0 percent (down from 12.6 percent if no actions were taken) for the calendar year 2002. This cost avoidance will be partially offset by a one-time $400 payment to employees. There were no questions.
AMENDMENT TO COLLECTIVE BARGAINING AGREEMENT – UAW LOCAL 1976 (PROFESSIONAL/TECHNICAL)

Robert Brackenbury recommended that the Board of Regents approve modifications to the health care provisions of the existing Collective Bargaining Agreement between Eastern Michigan University and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, Local 1976 (UAW Local 1976 – Professional/Technical) and that the administration be authorized to execute the Agreement on behalf of the Board of Regents. Brackenbury indicated that the recommendation is based upon health care negotiations with UAW Local 1976 following the completion of a Health Care Task Force report. The proposed changes to the health care plan allows the University to better control the rising cost of providing health care to employees. In addition to managing health care cost increases, the University is able to offer a new health care plan that, in many respects, improves the benefit levels available to each employee. Brackenbury reported that the recommendation is projected to limit the increase in health care cost to 7.0 percent (down from 12.6 percent if no actions were taken) for the calendar year 2002. This cost avoidance will be partially offset by a one-time $400 payment to employees. There were no questions.

TREASURER'S REPORT

Patrick Doyle recommended that the Treasurer's Report for the month of November 2001 be received and placed on file. Doyle reported that cash and investments as of November 30, 2001 totaled $54,035,768.23 and were invested to return a total annualized yield of 6.77 percent. Cash and investments (excluding bond proceeds) as of November 30, 2001 increased by $16,040,814 as compared to November 2000. There were no questions.

INTERNAL AUDIT REPORT

Amy Brown of Andrews, Hooper and Pavlik recommended that the Internal Auditor’s activity report for the period November 2001 through January 2002 be received and placed on file. Brown reported that the reports for the payroll audit and conflict of interest audit were issued. The payroll report includes findings and corresponding recommendations to improve controls. These recommendations were discussed with appropriate personnel. University management agrees with the recommendations and is proceeding with actions to implement them. An updated internal audit schedule for the period ending September 2002 was also included. Brown reported that expended resources are expected to be within approved budget limits for fiscal year ending 2002.

Regent Morris commented that someone outside of the payroll department should follow-up to make certain that the auditor’s recommendations are being carried out. VP Doyle responded that someone outside of the payroll department, but within the finance reporting area, would be assigned that role.

Regent DeMattia asked for an explanation regarding four conflict of interest disclosure statements that were reported to have potential conflicts. Brown stated that the four disclosures were reviewed by University counsel and no conflict of interest was found. Ken McKanders reported that two Board members had made disclosures indicating that they were involved in a contract that may require some
Board activity. McKandies reported that the Board member had indicated that if the contract came before the Board they would abstain from voting on that particular contract. Regent Morris stated that it would be appropriate for the Board to be notified of any contract entered into between the University and a Board member, and that the Board approve the contract before it is entered into. Regent DeMattia posed the question of whether or not this action should be in a public or confidential setting. Regent DeMattia recommended that a resolution be presented and approved whereby conflicts of interest involving Board members will be publicly disclosed before the Board and recommended for Board action before the contract is entered into by the University. McKandies reported that there were additional potential conflicts of interest involving University administrators. Regent Morris stated that where a University administrator is involved with an entity that is presenting a contract to the University, and that employee is in a position to negotiate the terms of the contract with the University, there is, at minimum, a perceived conflict of interest. Regent Morris recommended that in those instances the employee should remove themselves from the- role with the external entity. Regent DeMattia asked McKandies to review the University’s Conflict of Interest policy and to recommend amendments that would strengthen it.

GRANTS AND CONTRACTS REPORT
Brian Anderson recommended that 82 grants and contracts totaling $3,096,525 for the period November 1, 2001 through December 31, 2001 be accepted. Of those awards, 100 percent sponsor-funded grants and contracts in the amount of $1,997,935 were awarded to the University during the reported period. Anderson reported that grants and contract requiring University cost sharing and/or in-kind contributions totaled $1,098,590. The cash contributions to those awards were $82,194 for a fiscal year-to-date total of $182,466 against a base budget of $361,652. From the progress report, Anderson reported that 221 proposals were processed through December 31, which is minus 19 from the plan; awards received was 193, which is plus 18 from the plan; the dollar value of awards received was $8,800,823 which is plus $550,823 from the plan; and matching funds committed for those awards was $182,466 which is plus $1,640 from the plan. Anderson reported that in comparing the current fiscal year with the same period last year, 33 more proposals were processed; 47 more awards were received; the dollar value of awards received this year was up $1,096,167; and the matching funds committed is increased by $3,543. There were no questions.

CONSTRUCTION PROJECTS PROGRESS REPORT
Anthony Catner and Aaron Preston recommended that the Construction Projects Progress Report for the period ending December 10, 2001 be received and placed on file. Catner reported that all projects are on schedule and within budget. Preparation and planning for the parking expansion project is underway, and relocating the softball fields to west campus is a priority. Catner reported that preparation of the program statement for the Pray-Harrold modernization project is continuing. There were no questions.

ACCOUNTS RECEIVABLE
John Beagham recommended that the Student Accounts Receivable Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of November 30, 2001 be received and placed on file. Beagham reported that he accounts receivable ratio analysis reflects the
November 30, 2001 net receivable balance of $10.9 million, or 18.45 percent of revenue, as compared to $9.6 million or 18.63 percent of revenue last year, which is a slight decrease from last year. The report also shows a slight decrease from the five year average of 1.45 percent decrease. Beaghan stated that Student Business Services continues to meet their goal of collecting 99 percent of student tuition revenue within two years. There were no questions.

**INTERIM BUDGET STATUS**

Al Levett requested that the 2001-02 General Fund budget status report as of November 30 be accepted and placed on file. Levett reported that combined official summer enrollment and year-to-date fall 2001 enrollment have exceeded plan by 9,600 student credit hours, or 3.4 percent. Appropriations from the state of Michigan continue to accumulate at planned levels and general fund expenditures and transfers are accumulating according to plan at $68.9 million. Levett reported that salary and wages are being closely managed within budget with staff salary savings are exceeding the plan; however, savings will be offset by increased health care benefits costs in the second half of the year. Levett stated that a balanced budget is anticipated at year-end.

Regent Morris questioned the $2 million surplus tuition revenue and the $1.5 million revenue variance. Levett stated that the plan is based on historical experience over the past three years to date. VP Doyle stated that gains from investment income are tracking behind because they are not recognized until they’re realized at the end of the year. Doyle stated that certain revenues that used to be reflected in the general fund are now reflected in the designated fund; therefore, comparisons may show that planned revenues are below previous years.

**TECHNOLOGY PLAN IMPLEMENTATION**

Margaret Cline recommended that the Information and Communications Technology Initiatives report be received and placed on file. Cline introduced Peter Masterson, Account Executive for SCT Corporation. Masterson presented an overview of deliverables and the benefits offered to the University. Masterson stated that SCT specializes and focuses primarily on the higher education marketplace. SCT’s solution combines an administrative functionality capability with customer relation management components offering relationship leverage. Regent Griffin asked if any modules have been established. Cline stated that the finance module will be fully implemented by the end of June 2002. The student system module is in progress with the admissions system module scheduled for implementation late this summer. Cline stated that most modules are being phased in over a two-year period.

Regent DeMattia closed the Finance Committee meeting at 11:35 a.m.

Respectfully submitted,
Susan Brazin
March 6, 2002
RECOMMENDATION

POLICY REVISION: CONFLICT OF INTEREST

ACTION REQUESTED
It is requested that the Board of Regents approve the attached revised Conflict of Interest policy, which covers members of the Board of Regents and the University’s President.

STAFF SUMMARY
The University’s current Conflict of Interest policy covering members of the Board of Regents and the University’s President was last revised in 1987. Since 1987 the Michigan law (Act 318 of the Public Acts of 1968-MCLA 15.301 et seq.) governing conflicts of interest involving legislators and state officers (which include University Board members and the University’s President) has been amended. The attached revised Conflict of Interest policy incorporates the statutory amendments. The amended policy confirms that it is the policy of the University for Board members and the President to comply with the constitution and laws of the State of Michigan pertaining to conflict of interest. The amended policy provides in pertinent part that no Board member or the President shall have a pecuniary interest in any contract with the University, the State or any political subdivision of the State, which shall cause a “substantial” conflict of interest. The amended policy proceeds on to specifically define when such a “substantial” conflict of interest exists (e.g. Board member/President is partner, member or employee of the unincorporated business entity or a director, officer or employee of the corporation; Board member/President owns more than 1% of the corporation’s stock in any class). The amended policy clarifies that no substantial conflict of interest exists where a University contract is awarded to the “lowest qualified bidder, upon receipt of sealed bids pursuant to a published notice for bids, provided the notices does not bar, except as authorized by law, any qualified” bidder. The amended policy further provides that prior to the award of any University contract in which the Board member or the President has an interest, full disclosure of the contract shall be made to the Board of Regents. Further, the interested Board member shall not be involved in soliciting the contract and shall take no part in the negotiations for or in the approval of the contract or any amendment to the contract. The amended policy continues the existing policy’s restriction on Board members accepting payments, gratuities, etc. of any kind from an entity doing business with the University, where there is a relationship between the payment and the transaction with the University. Finally, the amended policy continues to require Board members and the President to complete disclosure statements annually reporting conflicts or potential conflicts of interest to the University.

FISCAL IMPLICATIONS
None.

ADMINISTRATIVE RECOMMENDATION
The proposed Board action has been reviewed and is recommended for Board approval.
UNIVERSITY POLICY STATEMENT:

It is the policy of the Board of Regents of Eastern Michigan University that all Board members and the President comply with the constitution and laws of the State of Michigan pertaining to conflicts of interest. Board members and the President are subject to the provisions of Section 10, Article IV of the Michigan Constitution of 1963 and Act 318 of the Michigan Public Acts of 1968, as amended (MCLA 15.301 et seq). These constitutional and statutory provisions provide in pertinent part that no Board member or the President shall be interested directly or indirectly in any contract with the University, the state or any political subdivision of the State, which shall cause a substantial conflict of interest. “Interested” as used herein shall mean a pecuniary interest.

If there is a conflict of interest on the part of a Board member or the President in respect to a contract with the University, and if the personal interest of the Board member or the President is of such substance to induce action on his or her part in promoting the contract for his or her personal benefit, then the conflict of interest shall be deemed to be substantial. A substantial conflict of interest of a Board member or the President shall also be deemed to exist as to any contract between the University and 1) any firm, partnership or other unincorporated association, in which the Board member or the President is a partner, member or employee; 2) any corporation in which the Board member or the President is a stockholder owning more than 1% of the total stock outstanding in any class if the stock is not listed on a stock exchange or the stock has a present market value in excess of $25,000 if the stock is listed on a stock exchange; 3) any corporation where the Board member or the President is a director, officer or employee; or 4) any trust of which the Board member or the President is a beneficiary or trustee, or a corporation in whose stock the trust funds are invested, if the investment exceeds the amounts specified in sub-paragraph 2 above.

Notwithstanding the above, there shall be deemed to be no conflict of interest which is substantial with respect to a University contract in which a Board member or the President has an interest, which is awarded to the lowest qualified bidder upon receipt of sealed bids pursuant to a published notice for bids provided the notice does not bar, except as authorized by law, any qualified person, firm, corporation, or trust from bidding. This sub-paragraph does not apply to amendments or renegotiations of a
contract or to additional payments under the contract which were not authorized at the
time of the award. Further, there shall be deemed to be no conflict of interest which is
substantial with respect to a University contract with a professional limited liability
company organized under Michigan law, if a Board member or the President is an
employee but not a member of the company.

Prior to the award of any University contract in which a Board member or the President
has an interest, full disclosure of the contract shall be made to the Board of Regents.
Further, the interested Board member or the interested President shall not solicit the
contract and shall take no part in the negotiations for or in the approval of the contract or
any amendment to the contract, and shall not represent either party in the transaction.

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

UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. Members of the Board of Regents and the University President shall complete a
disclosure statement annually reporting any financial conflict of interest or potential
conflict of interest, financial or otherwise, to the University.

2. A disclosure statement for Board members and the University President is available
for compliance with this policy.

3. Members of the Board of Regents and the University President shall be required to
promptly complete and file an amended disclosure statement upon the occurrence of
any change in circumstances or discovery of any new information that would alter
the previous statement.

RESPONSIBILITY FOR IMPLEMENTATION

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

SCOPE OF POLICY COVERAGE:

This policy affects all members of the Board of Regents and the President of Eastern
Michigan University.
UNIVERSITY POLICY STATEMENT:

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

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

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

UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. Members of the Board of Regents and the University President shall complete a disclosure statement annually reporting any financial conflict of interest or potential conflict of interest, financial or otherwise to the University.

(NOTE: Conflict of interest or potential conflict is defined as the ownership or control of more than one percent of any firm or institution providing goods or services to Eastern Michigan University by such individuals as noted above or by a member of their immediate family.)
2. A disclosure statement for Board Members and the University President is available for compliance with this policy.

3. Members of the Board of Regents and the University President shall be required to promptly complete and file an amended disclosure statement upon the occurrence of any change in circumstances or discovery of any new information that would alter the previous statement.

RESPONSIBILITY FOR IMPLEMENTATION:

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

SCOPE OF POLICY COVERAGE:

This policy affects all members of the Board of Regents and the President of Eastern Michigan University.
RECOMMENDATION

LEASE AGREEMENT EXTENSION: MCKENNY UNION/WENDY'S

ACTION REQUESTED
It is recommended that the Board of Regents approve an extension of the existing lease with Stanton and Associates to continue operation of a Wendy's restaurant in McKenny Union on a year-to-year basis, not to exceed two additional years beginning September 1, 2002.

STAFF SUMMARY
The existing lease with Stanton and Associates expires August 31, 2002. They have, during the term of their existing lease, met or exceeded all of their contractual obligations. They currently occupy 1,400 sq. ft. at a lease rate of $25,000 per year ($17.85 per sq. ft.) or 7 percent of gross sales, whichever is greater. They have exceeded $25,000 every year of their lease with this year's estimated lease payment to be in excess of $40,000. Stanton and Associates have been exceptional corporate partners and regularly participate in Homecoming, Parents' Weekend and Orientation. They also routinely hire Eastern Michigan University students and honor all requests for changes in hours, services, products and signage. The lease extension would be on a year-to-year basis contingent upon the progress of the McKenny Union expansion initiative, at which time competitive bids will be solicited for all restaurant/food/retail space.

FISCAL IMPLICATIONS
The annual rent guarantee is $25,000 or 7 percent of gross sales, whichever is greater.

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

University Executive  

Date  

March 19, 2002
RECOMMENDATION

FY 2003 GENERAL FUND SCHOLARSHIPS AND GRANT-IN-AID – ENHANCEMENT

ACTION REQUESTED
It is recommended that the Board of Regents approve an enhancement to the FY 2003 General Fund Scholarships and Grants-in-Aid in the amount of $828,500.

STAFF SUMMARY
The enhancement to General Fund Scholarships and Grants-in-Aid consists of two new awards: the Michigan Merit Plus Award ($528,500) and the Great Lakes Merit Award ($300,000). Both scholarship programs are structured to attract quality students, broaden the mix of students and reinforce the University’s commitment to access.

The Michigan Merit Plus Award is available to Michigan Merit Award recipients who have a cumulative grade-point average (GPA) of at least 3.30. Award amounts increase based on GPA levels as follows:

- 3.30 to 3.49 $750
- 3.50 to 3.69 $1,000
- 3.70 or greater $1,250

This is a one-time, non-renewable scholarship. The program will be evaluated annually for its effectiveness in regard to quality and access.

The Great Lakes Merit Award is designed to attract quality, full-time students from the states (excluding Ohio and Michigan) and Canadian provinces that border the Great Lakes, who otherwise, would not likely enroll at Eastern Michigan University. In the first year the award will be limited to 50 students who meet the geographic requirement; hold an incoming GPA of 3.0 (undergraduate) and 3.6 (graduate); and enroll in at least 15 undergraduate credit hours or 8 graduate credit hours. The award amount is $3,000 per term for undergraduates and $1,500 for graduate students. The award is renewable until graduation as long as the student continues to meet the award criteria.

FISCAL IMPLICATIONS
For FY 2003 the Michigan Merit Plus Award, at a cost of $528,000, would be funded from FY 2002 tuition revenues in excess of plan. The Great Lakes Merit Award, at a cost of $300,000, will be funded directly from revenue generated from the enrollment of students who qualify for the program.

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

University Executive Officer

Date
Major Scholarships Offered at Competitor Institutions, 2001-02

Eastern Michigan University: Awards $11.8 million in aid annually; however, athletic grants in aid of $3,755,812 are included in this general fund allocation, making our total aid awarded (ex-athletic) = $8.0 million.

Central Michigan University: Awards $11.2 million in general fund aid annually. Athletic grants in aid are funded through their auxiliary account.

Western Michigan University: Awards $31.6 million in aid annually.

Grand Valley State University: Awards $6.4 million in aid annually.

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02/02
2000-01 CAMPUS/INSTITUTIONAL BASED FINANCIAL AID
AS REPORTED TO THE PRESIDENTS COUNCIL

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</tbody>
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*a Does not include Athletic Grants-in-Aid. Also was increased to $11,400,000 for FY 2002.
*b FY 2002 amount is $11,847,560 and includes $3,755,812 in Athletic Grants-in-Aid.
BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

REPORT: Graduate Assistantship Stipends for 2002-2003

ACTION REQUESTED
It is recommended that the Board of Regents approve a four percent (4%) increase to the Graduate Assistant (G.A.) stipend base rate beginning with the fall 2002 semester and that a process for offering variable stipends based on market factors by academic discipline be approved. It is also recommended that the department budgets be funded at the average stipend rate for each discipline based upon a multiplier that was determined by a study of benchmark universities.

STAFF SUMMARY
Graduate Assistant compensation consists of a stipend, tuition scholarship, and other benefits including the payment of general, registration, and technology fees. A full-time G.A. appointment covers 34 weeks with 20 hours-per-week of assignment that equates to a .326 full-time equivalency (FTE). The stipend and tuition/fee scholarships for partial assistantships are prorated based on hour-per-week commitment. In past years, G.A.’s have been paid at either a first-year or a second-year rate ($6,568 or $6,843 for 2001-2002).

Many universities use market factors to determine stipend rates that vary by discipline. Fourteen universities that are on the list of potential EMU benchmarking universities participate in the semi-annual University of Nebraska study, National Survey of Graduate Assistant Stipends, Graduate Fellowships, and Postdoctoral Fellowships. From the study data, discipline multipliers were determined for the 14 benchmark universities. An average multiplier was calculated by discipline. The average multiplier will be used to establish base stipend rates. As a result, stipends will be more competitive and will attract more qualified applicants.

FISCAL IMPLICATIONS
To implement the recommendations presented above, an increase of $100,000 is required to fund the 4% increase in base stipends and an increase of $300,000 to supplement department accounts for variable stipends. The $300,000 has been designated from Strategic Planning funds. The total amount of $400,000 will be included in the 2002-2003 General Fund Budget recommendations for Board approval.

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date
BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

DOCTORAL FELLOWSHIP STIPEND ADJUSTMENT FOR 2002-2003

ACTION REQUESTED

It is recommended that the Board of Regents approve a four percent (4%) increase in doctoral fellowship stipends beginning with the 2002 fall semester.

STAFF SUMMARY

Doctoral fellowship compensation consists of a stipend, tuition scholarship, and selected benefits including registration and general fees. The stipend as well as tuition and fee awards for partial fellowships are prorated based on time commitments. No change in the present tuition and fee waiver policy is being requested. This action is consistent with previous requests for doctoral fellowships. It is also recommended that the Program fees for the doctoral fellowships in Educational Leadership (4 fellowships) be provided in the fee portion of this recommendation.

FISCAL IMPLICATIONS

To implement the recommendation presented above, an increase of $7,868.00 for 2002-2003 is required to increase the present 14 doctoral fellowships by the 4% proposed increase. This amount has been included in the 2002-2003 General Fund Budget recommendation previously approved by Board action.

A. Stipend

<table>
<thead>
<tr>
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<th>Fall 2001</th>
<th>Fall 2002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipend</td>
<td>$14,037</td>
<td>$14,599</td>
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</tbody>
</table>
Increase of $562.00 per fellow X 14 fellows = $7,868.00
Addition of 4 doctoral program fees X $1,440.00 = $5,760.00
Total request of this increase for the doctoral fellows = $ 13,628.00

B. Tuition and fees rates for the increase for doctoral fellows will be determined by the Board of Regents at the June meeting.

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
RECOMMENDATION

COMMENCEMENT SPEAKER

ACTION REQUESTED

It is recommended that the Board of Regents receive and place on file the name of Loren Estleman as the commencement speaker for the Saturday, April 27, 2002 ceremonies, and that they approve the awarding him the Honorary Doctor of Humane Letters.

STAFF SUMMARY

Loren Estleman's biography follows on the next page.

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer Date
Loren Estleman graduated from Eastern Michigan University in 1974 with a bachelor of arts degree in English Literature and Journalism.

Since the appearance of his first novel in 1976 he has written 48 books and hundreds of short stories and articles. His latest novel, Sinister, was published in February 2002. It's the 15th installment of the Amos Walker PI series.

Estleman has also written six stories for Ellery Queen's Mystery Magazine. He has acquired a loyal readership across the U.S. and Europe, and his work has appeared in 23 languages.

An authority on both criminal history and the American West, Estleman has been nominated for the Pulitzer Prize, the National Book Award, the Mystery Writers of America Edgar Allan Poe Award and England's Silver Dagger Award.

He has received 15 national writing awards. They are:

- 3 Shamuses from the Private Eye Writers of America
- 4 Golden Spurs from the Western Writers of America
- 2 American Mystery Awards from Mystery Scene magazine
- 2 Outstanding Mystery Writer of the Year awards from Popular Fiction Monthly
- 2 Stirrup Awards for outstanding articles in the Western Writers of America magazine
- 2 Western Heritage Awards from the National Cowboy Hall of Fame

In 1997, the Michigan Library Association named Estleman the recipient of the Michigan Author's Award. He is president of the Western Writers of America.

When he was 15, he sent out his first short story for publication. During the next eight years, he collected 160 rejections. He attributes his tenacity to ego. He and his brown bag lunch commuted to EMU to cut expenses after his father was disabled and his mother went to work to support the family. Following his graduation, Estleman went to work as an investigative reporter for newspapers in the Ann Arbor area. He is married to writer Deborah Morgan.