

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: <b>D</b>
DATE: October 25, 2018

**RECOMMENDATION**  
**TO APPROVE DELETION OF BOARD POLICIES**

**ACTION REQUESTED**

It is recommended that the Board of Regents of Eastern Michigan University approve the attached deletions of existing Board Policies:

Deletions

- |                |                            |
|----------------|----------------------------|
| Section 4.3    | Printing and Reprographics |
| Section 9.1    | Lost and Found             |
| Section 12.1.4 | Death of a Student         |
| Section 12.1.9 | Orientation Fees           |
| Section 12.2.6 | Health Center Fees         |

**STAFF SUMMARY**

All University policies must be approved by The Board of Regents of Eastern Michigan University. A University policy is defined by all of the following: a) has broad application throughout the University; and b) helps to ensure compliance with applicable laws and regulations, promotes operational efficiencies, enhances the university's mission or reduces institutional risks.

In an ongoing effort to enhance the transparency of the actions of the University and to align University practice with Board policy, Board Policies are subject to ongoing review and updated as appropriate. All Board Policies are published.


The policies listed for deletion above were found to be outdated and, in some cases, unnecessary for the ongoing operations of the university. They are recommended for deletion.

**FISCAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

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

  
\_\_\_\_\_  
University Executive Officer  
Lauren M. London  
General Counsel

10/25/18  
\_\_\_\_\_  
Date

## **THIS POLICY IS OBSOLETE AND SHOULD BE DELETED**

### **4.3 ~~Printing and Reprographics~~**

#### **UNIVERSITY POLICY STATEMENT**

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

#### **UNIVERSITY PRACTICE**

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

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

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

#### **RESPONSIBILITY FOR IMPLEMENTATION**

~~The Executive Director for University Marketing and Communications is responsible for administering this policy.~~

#### **SCOPE OF POLICY COVERAGE**

~~This policy applies to all university employees.~~

# ~~9.1 Lost & Found~~

## ~~Printable Version~~

~~Effective Date:~~

~~12-1-78~~

~~Revision Date:~~

~~10-25-89~~

## ~~University Policy Statement~~

~~Eastern Michigan University shall maintain a lost and found service at the Department of Public Safety for all faculty, staff, students and guests to campus.~~

## ~~University Practice~~

~~University practices for implementing this policy include:~~

~~University practice in regard to Lost and Found is governed by "Michigan Statutes Annotated" chapter 169, Lost and Unclaimed Property, Sec. 18.701 through 18.733(1), and the Ypsilanti City Code Chapter II, "Lost Property" Sections 1.31 through 1.36.~~

## ~~Responsibility for Implementation~~

~~The Vice President for Business and Finance has overall responsibility for the lost and found service with daily administration delegated to the Director of Public Safety.~~

## ~~Scope of Policy Coverage~~

~~This service is available to all Eastern Michigan University faculty, staff, students and University guests.~~

~~Authority for Creation and Revision~~

~~Minutes of the Board of Regents, December 1, 1978~~

~~Minutes of the Board of Regents, October 25, 1989; para. 4093M.~~

Last Review Date: October 2018



## Policies, Rules and Regulations

**Chapter Name:** Tuition Fees Fines Deposits And Refunds  
**Chapter No.** 12.1.4  
**Issue:** Death of a Student  
**Effective Date:** 1-10-66  
**Revision Date:** ~~12-5-79~~ 10/25/2018

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~~Authority for the cancellation of University debts to the family of a deceased student is vested in the vice president for business and finance by the Board of Regents.~~

~~It is the recommendation of Academic & Student Affairs to retire Board Policy 12.1.4 in its entirety, marking this policy as [not in use].~~

### **Authority for Creation and Revision:**

Minutes of the Board of Regents, January 10, 1966; para. .331M.

Minutes of the Board of Regents, December 5, 1979; para. .2165M.



## Policies, Rules and Regulations

**Chapter Name:** Tuition Fees Fines Deposits And Refunds  
**Chapter No.** 12.1.9  
**Issue:** Orientation Fees  
**Effective Date:** 12-8-76  
**Revision Date:** ~~3-19-80~~ 10/25/2018

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~~A fee of \$15.00 shall be charged for one-day University orientation sessions. A fee of \$40.00 shall be charged for three-day programs.~~

~~It is the recommendation of Academic & Student Affairs to retire Board Policy 12.1.9 in its entirety, marking this policy as [not in use].~~

### **Authority for Creation and Revision:**

Minutes of the Board of Regents, December 8, 1976; para. .1729M.

Minutes of the Board of Regents, March 19, 1980; para. .2210M.





## Policies, Rules and Regulations

**Chapter Name:** Tuition Fees Fines Deposits And Refunds  
**Chapter No.** 12.2.6  
**Issue:** Health Center Fees  
**Effective Date:** 8-20-75  
**Revision Date:** ~~4-15-84~~ 10/25/2018

### University Policy Statement

~~All undergraduate and graduate students registering for a total of seven or more on-campus credit hours in the fall or winter semesters, and all undergraduate students registering for a total of five or more on-campus credit hours in the spring or summer sessions will be charged a non-refundable Health Service fee of \$13.50 per semester for fall and winter and \$6.75 per session for spring and summer. Payment of this fee will entitle participants to Health Center services at reduced rates as determined by the University Health Service. A fee schedule will be developed for Board approval on an annual basis and information about charges will be prominently displayed and made available to students.~~

~~Undergraduate students registering for less than the aforementioned numbers of credit hours, graduate students, student spouses, faculty and staff and their spouses may avail themselves of the Health Center services, but at somewhat higher rates in accordance with the following Schedule B. These persons may, at their option, also pay the participation fee and thereby become eligible for the reduced rates in Schedule A.~~

~~Other services for which charges are made include pharmacy, medical laboratory and x-ray laboratory.~~

~~It is the recommendation of Academic & Student Affairs to retire Board Policy 12.2.6 in its entirety, marking this policy as [not in use].~~

#### Authority for Creation and Revision:

Minutes of the Board of Regents, August 20, 1975; para. .1551M.  
 Minutes of the Board of Regents, April 15, 1984