

2004

Board of Regents Meeting Materials, March 16, 2004

Eastern Michigan University

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**BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY**

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EASTERN MICHIGAN UNIVERSITY

Board of Regents' Meeting

The official minutes of the March 16, 2004, Board of Regents Meeting.

The Regular Meeting of the Eastern Michigan University Board of Regents was called to order by Chair Incarnati at 12:15 p.m. in Room 201, Welch Hall, Ypsilanti, Michigan.

Chairman Incarnati asked Secretary Aymond for an attendance call.

The Board Members present were:

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

Members of the Administration present were:

- President Samuel Kirkpatrick
- Vice President Paul Schollaert
- Interim Vice President John Beaghan
- Vice President Juanita Reid
- Vice President Jim Vick
- Vice President Stu Starner

Absent member of the Administration:

- Vice President Courtney McAnuff

COMMUNICATIONS

Secretary Aymond announced there were fourteen requests to address the Board, and, abiding by the Board guidelines, 2 1/2 minutes would be allowed for each speaker.

Mark Higbee, a member of the faculty, spoke about educational concerns at EMU.

Sean Gray, president of the Student Body, spoke about the disruptions caused by Channel 7.

Alena Frey, a member of the student leader group, spoke of her support for EMU.

Frank Zanger, a member of the Inter-Fraternity Council, spoke in support of EMU.

Kate Mehuron, a member of the faculty representing the AAUP, spoke about faculty searches.

Kenneth Rusiniak, a member of the AAUP Bargaining Council, spoke about recent distractions from the core mission of the University.

Susan Moeller, a member of the AAUP Executive Council, spoke about the erosion of the faculty unit.

Jeffrey Buzzell did not appear.

Aaron Deakins, spoke about the allocation of funds used to pay for the president's house.

Bernice Lindke, spoke about the achievements and accomplishments over the last 3 years.

Zoe Alexis Piliafas, spoke about wanting the Board of Regents to address the students regarding the president's house.

Dan Hunter, spoke against the University House.

Michelle Cousineau, a member of the Planning Awareness Club of EMU, read a letter to the Board about the University House.

Delmo Jackson III, a member of the student body, spoke about the KKK incident on campus.

The Board Chair stated that given the lateness of the hour, the Board would reconvene at 2:00 p.m.

The Board recessed for lunch.

The Regular Meeting of the Eastern Michigan University Board of Regents was reconvened at 2:02 p.m. and an attendance roll call was taken.

The Board Members present were:

Chairman Philip Incarnati
Vice Chair Karen Q. Valvo
Regent Joseph Antonini
Regent Jan Brandon
Regent Steven Gordon
Regent Rosalind Griffin
Regent Michael Morris
Regent Sharon Rothwell

.6225M RESOLUTION: EASTERN ECHO & CELLAR ROOTS

Regent Brandon moved and Regent Griffin supported the Resolution.

WHEREAS, The Eastern Echo, Eastern Michigan University's independent student newspaper, earned national acclaim by receiving a Pacemaker Award, its third in two years, in recognition of its general excellence and outstanding achievement for both online and print editions; and

WHEREAS, the Pacemaker – considered to be the Pulitzer Prize of college journalism – was presented to The Eastern Echo by the Associated Collegiate Press at the National College Media Convention in Dallas in November, 2003; and

WHEREAS, The Eastern Echo, so awarded, was edited by Kristina Smith and Adam Sparkes, et. al., under the auspices of the Department of Student Media; and

WHEREAS, the 2002 edition of Cellar Roots, Eastern Michigan University's magazine of the literary and visual arts, also earned national acclaim by receiving a Pacemaker Award in recognition of its general excellence and outstanding achievement from the Associated Collegiate Press at the National College Media Convention in Dallas in November, 2003; and

WHEREAS, the 2002 edition of Cellar Roots was edited by Vanessa Grahl, under the auspices of the Department of Student Media; and

WHEREAS, both The Eastern Echo and Cellar Roots have benefited greatly from collaboration among students from many disciplines and the support and guidance of the Student Media Board of Directors, including faculty, staff, students and professional journalists, resulting in many state and national awards, including 38 Michigan Press Association Collegiate Press Awards, two magazine Pacemakers for Cellar Roots and three Pacemakers for the Echo, in the last three years alone;

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents does hereby congratulate the students and staff in the Department of Student Media for their professionalism, innovation and hard work leading to this national recognition for themselves and Eastern Michigan University.

Motion Carried.

**.6226M MINUTES OF JANUARY 20, 2004
REGULAR BOARD MEETING**

Regent Morris moved and Regent Rothwell seconded to approve the minutes of the January 20, 2004, Regular Board of Regents Meeting.

Motion Carried.

PRESIDENT'S REPORT

Universities everywhere are experiencing whitewater times and EMU is no exception. The state is disinvesting in us, the Michigan economy continues to stagnate, technology is changing nearly all that we do, and new demographic forces are reshaping our higher education institutions. Change is necessary and inevitable, however complex and challenging.

In preparing my remarks for today, I couldn't help but be affected by recent media coverage about EMU and the impact it has had on outstanding faculty and staff who do their best each and every day to deliver a quality academic and co-curricular learning experience for our students. To each of you who have been called upon to defend what you do, I want to say thank you. I truly appreciate your efforts to stay focused on the important work we are doing here and to step forward to share information about the many excellent people, programs and services that comprise EMU.

Most of us made a conscious choice to affiliate with a university because they are places where hope is eternal. We believe in progress, in advancement, and in the creation and dissemination of new knowledge. We are motivated by a sense of the possible and by hope itself. Our institutions, including EMU, have endured many challenges and have become stronger and more resolute because of them. We need to keep focused on our mission and move forward; indeed, there are many signs of our strength and accomplishments.

I believe the most significant current evidence of our collective ability to create a vision together is our master planning activity. Over the course of the last year, undistracted by environmental noise, all sets of key institutional stakeholders, inside and out, facilitated by external experts and a broad-based university committee, have created a long-term, comprehensive vision of the campus and developed a set of planning principles to get us there over the next two to three decades. This current concept plan, presented in an initial Board briefing this morning, is a vital collaborative effort that will have a lasting impact on the University.

Also, through the efforts of faculty and staff we:

- Implemented the first phase of our substantial classroom improvement project that has been in the research and planning phase for two years. The project is impacting 131 classrooms in 13 buildings and includes heating and ventilation upgrades, new lighting, furniture and painting.
- Launched the University Diversity Council. The Council's overall purpose is to facilitate the institution's goal of being a model for diversity and inclusion by engaging in the comprehensive, systematic analysis of diversity issues, facilitating institutionally embedded diversity planning and ensuring a vigorous and proactive stance toward curricular and academic diversity. Yesterday, in conjunction with Women's History Month, we spent a full day focused on inclusion with U.S. Civil Rights Commissioner and former EMU faculty member, Dr. Mary Frances Berry.
- Implemented TestWell, an online health assessment tool designed to assist faculty, staff and graduate assistants to become more aware of the different dimensions of wellness and to help them identify the areas that need improvement.
- The Employee Wellness Program and the Health and Safety Office also offered a prevention-oriented Ergonomics Fair to educate individuals on how to make workstations ergonomically correct.
- This month we launched our newest professional development program, "Management EMU," which provides an intensive six week experience for cohorts of managers. The curriculum focuses on management skills, budgeting, teamwork, decision-making, communications and other skill sets important for our continuous improvement efforts.
- Dedicated new laboratory technology equipment for students with visual impairments and dyslexia who can now scan textbooks and either print in braille or have the computer read it back to them.
- Sent 60 EMU students to eight different sites to participate in this year's volunteer work with the Alternative Spring Break program coordinated through the VISION Office.
- Hosted a public hearing of the Michigan House Civics Commission with seven state legislators and students from several institutions, including three from EMU (Alena Frey, Jason Thomas, and Angelina Hamilton) who provided testimony on ideas for new legislation.

- Submitted six proposals to Michigan's Congressional delegation for consideration of special federal funding for academic and outreach programs for the next funding year.
- Testified at the Senate Appropriations Subcommittee on Higher Education to explain EMU's needs and fixed cost challenges. My testimony, which included a recommendation that EMU accept the state tuition restraint agreement, highlighted the impact of continual budget cuts on EMU and the future economic impact on the state.

Last week, EMU hosted the joint legislative and education leader Blue Ribbon Panel on the Civic Good of Higher Education. It provided an opportunity for testimony from EMU faculty and students about our programs and their experiences with community service and civic engagement. As a member of the panel, I will be traveling to other testimony sites in the state, and EMU will have additional opportunities to showcase its strengths in this important area.

Yesterday, I also had the pleasure of co-hosting a reception with University of Michigan President Mary Sue Coleman to celebrate the arrival on campus of the Declaration of Independence. The document came to EMU as part of the "Declare Yourself" college tour to stimulate civic participation and is being displayed at only 18 universities nationally. This "original copy" of the Declaration of Independence is one of the broadside copies distributed throughout the colonies to promote the subsequent signing.

Staff is also busy with the "business" of campus:

- Our national searches for Deans of the Colleges of Health and Human Services and Business continue, with several outstanding candidates having visited campus.
- As a result of the Higher Learning Commission's formal approval for our admission to AQIP, the continuous improvement model for regional accreditation, we are undertaking formal institutional assessment processes that will lead to identifying projects aimed at improving the University.
- Our first sales of graduate student loans, issued through our innovative school-as-lender program, have generated \$100,000 in proceeds to support our scholarship program.
- More than 600 students and their families have attended six admitted student receptions this winter throughout Michigan and Ohio, and during the first week of Fast Track for Fall 2004, more than 230 students were registered for classes. The goal of this initiative is to keep enrollment on track for fall.

One of the highlights of my year is the annual “President for a Day” program. This year I had the opportunity to exchange places with Edward Connor, a senior education major. President Connor followed my schedule of meetings and presentations and I attended his classes and met with students in Phelps Hall as part of my duties as a Resident Adviser. We both then traveled to Flint to host a reception for alumni and prospective students and their parents. This is my fourth year of exchanging places with a student and each year I find I learn something new about EMU. I want to thank Eddie for participating and his professors for putting up with a new student in class.

Fundraising, always one of our top priorities, continues to do well, with the EMU Foundation reporting \$3 million in cash gifts at the end of February. Gifts of note since my last report include:

- \$231,000, representing first-year funding for a \$1.2 million commitment from the Skillman Foundation to provide academic, social and cultural support to low-income, gifted and talented Detroit minority youth.
- The Dearborn Chapter of the Daughters of The American Revolution is establishing an endowed scholarship for Native American women with a gift of \$120,000.
- A gift of \$25,000 from the DaimlerChrysler Foundation Fund will benefit EMU’s student honors thesis program.
- The EMU endowment continues to experience growth, with a gain of over \$5 million since the outset of the fiscal year.

As part of our overall public engagement initiatives, we are introducing an exciting new program called “Journeys of the Mind.” This program will involve a series of dinner-conversations at the University House linking EMU faculty and business and civic leaders from southeastern Michigan.

As always, we are most appreciative of the efforts of our own EMU family in support of our engagement and development functions. We will be featuring the EMU Faculty and Staff Giving Program in a special *Focus EMU* insert April 6.

We continue to experience success in the athletic arena as well.

- Our Women’s Basketball team captured their first-ever MAC conference championship and will begin their NCAA tournament competition on Saturday in Columbus, Ohio.
- The men’s track team won its ninth consecutive Mid-American Conference indoor Track and Field championship and Coach Brad Fairchild won his fourth Coach of the Year Award.
- The EMU men’s swim team captured its record 24th MAC title, breaking the record for most points scored in a championship meet.
- And, our men’s intramural basketball team won the regional tournament and advances to the national championships in Orlando.

There are several upcoming events that I would like to highlight:

This Friday, as a prelude to our annual Salute to Excellence Week at EMU, the College of Education will host the 3rd annual Hall of Fame induction ceremony.

Our Salute to Excellence week begins next Monday with the Graduate Research Fair involving more than 100 graduate students. Tuesday we will salute the Student Gold Medallion recipients. Wednesday we will celebrate Employee Service and Faculty Excellence. Thursday we celebrate Founders Day and the Student Affairs Gold Medallion award winners. The capstone of the week is the 24th Annual Undergraduate Symposium. This unique program will showcase the research and creative projects of our undergraduate students through 125 oral presentations and 37 poster displays. The keynote speaker this year is Ambassador Percy Mangoela (Lesotho), past vice president of the UN General Assembly. On Monday, March 29 we will add an exclamation point to the week by celebrating the Holman Learning Center Awards.

Several events are planned for alumni and friends. Highlights include a Plymouth/Canton Outreach on April 29, the 43rd Annual Alumni Awards Dinner May 8, and a Detroit-Area Outreach at the Detroit Athletic Club May 12.

This weekend, EMU will host the world championship for the Professional Bowlers Association. The event will be televised nationally on ESPN.

And finally, our intramural gymnastics team will host the National Gymnastics Championships March 26-27.

We have much to be proud of at EMU. I look forward to working with the Board as we tackle the many challenges that we face and celebrating Spring Commencement on April 25.

.6227M TREASURER'S REPORT

Section 1

Regent Antonini moved and Regent Brandon seconded that the Treasurer's Report for the month of March 2004, be received and placed on file.

Motion Carried.

.6228M INTERNAL AUDIT

Section 2

Regent Antonini moved and Regent Brandon seconded that the Internal Auditor's activity report for the period January – March 2004 be received and placed on file.

Motion Carried.

.6229M GRANTS/CONTRACTS

Section 3

Regent Antonini moved and Regent Brandon seconded that 61 grants and contracts totaling \$3,290,301 for the period 1/1/04 through 02/29/04 be accepted.

Motion Carried.

.6230M CONSTRUCTION PROJECTS PROGRESS

Section 4

Regent Antonini moved and Regent Brandon seconded that the Board receive and place on file the Construction Projects Progress Report for the period ending January 31, 2004.

Motion Carried.

.6231M ACCOUNTS RECEIVABLE

Section 5

Regent Antonini moved and Regent Brandon seconded that the Student Accounts Receivable Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of January 31, 2004, be received and placed on file.

Motion Carried.

.6232M 2004 GENERAL FUND BUDGET INTERIM STATUS REPORT

Section 6

Regent Antonini moved and Regent Brandon moved that the 2004 General Fund Budget Interim Status Report as of January 31, 2004 be accepted and placed on file.

Motion Carried.

**.6233M REPORT: Information and Communications
Technology Initiatives**

Section 7

Regent Antonini moved and Regent Brandon seconded that the Board accept and place on file the ICT Initiatives progress report and financial status report.

Motion Carried.

**.6234M STAFF APPOINTMENTS – DIVISION OF ACADEMIC
AFFAIRS ADMINISTRATIVE/PROFESSIONAL
APPOINTMENTS/TRANSFERS**

Section 8

Regent Antonini moved and Regent Brandon seconded that the Board of Regents approve one new Administrative/Professional appointment at the rank, salary and effective date as shown below.

<u>Last Name</u>	<u>First Name</u>	<u>Race/Gender</u>	<u>Rank</u>	<u>Salary</u>	<u>Department</u>
White	Candice	AA/F	AP09	\$42,000.00	Asst VP for Academic Affairs

Motion Carried.

.6235M STAFF APPOINTMENTS

Section 9

Regent Antonini moved and Regent Brandon seconded that the Board approve 14 staff appointments for the period January 1, 2004 through February 29, 2004.

STAFF APPOINTMENTS

DATE: 3/2/04

BOARD REPORT

ALPHABETICAL LISTING WITHIN CLASSIFICATION LEVEL WITHIN EMPLOYEE GROUP

NAME	DEPARTMENT	E CLASS	GRADE	JOB TITLE	HIRE DATE	ANN. SALARY	%	RACE	SEX	REASON
Palka, Joe L	I/C Ath Admin	AC	12	Asst Coach(Ftbl/Mn-Wmn Bsktbl)	02/11/2004	\$45,000.00	100	WH	M	HIRE - NEW STAFF/FACULTY
White, Candice M	Dir Acad Human Res	AP	PFHR2	Acad Aff Empl/Affirm Act Spec	01/26/2004	\$42,000.00	100	BL	F	HIRE - NEW STAFF/FACULTY
Landingham, Bethany	Cont Certification	CS	04	Secretary II	01/02/2004	\$23,113.00	100	WH	F	HIRE - NEW STAFF/FACULTY
Tripp, Rebekah	Office of the Registrar	CS	04	Customer Service Rep	01/15/2004	\$23,113.00	100	WH	F	HIRE - NEW STAFF/FACULTY
Scott, Erin	Office of the Registrar	CS	05	Graduation Auditor/Evalu	01/12/2004	\$26,118.00	100	WH	F	HIRE - NEW STAFF/FACULTY
Thomas, Lolita	Ce Reg Ctr Flint	CS	05	Customer Service Rep II	01/05/2004	\$26,118.00	100	BL	F	HIRE - NEW STAFF/FACULTY
Stentzel, Dawn	The Learning Center	CS	06	Office Supervisor	02/02/2004	\$28,482.00	100	WH	F	HIRE - NEW STAFF/FACULTY
Dykes, Nathan C	Custodial Services	FM	06	Custodian	02/12/2004	\$22,318.40	100	BL	M	HIRE - NEW STAFF/FACULTY
Harris, Veronica	Custodial Services	FM	06	Custodian	01/25/2004	\$22,318.40	100	BL	F	HIRE - NEW STAFF/FACULTY
Holder, Matthew	Hdc Support Services-Housing	FM	06	Custodian	02/04/2004	\$22,318.40	100	WH	M	HIRE - NEW STAFF/FACULTY
Jimpa, Lobsang	Hdc Support Services-Housing	FM	06	Custodian	01/29/2004	\$22,318.40	100	AS	M	HIRE - NEW STAFF/FACULTY
Lowe, Timothy	Hdc Support Services-Housing	FM	06	Custodian	01/29/2004	\$22,318.40	100	WH	M	HIRE - NEW STAFF/FACULTY
Thomas, Pat R	Hdc Support Services-Housing	FM	06	Custodian	02/12/2004	\$22,318.40	100	BL	M	HIRE - NEW STAFF/FACULTY
Duan, Shengyao	Ceita	PT	08	Research Associate II	01/05/2004	\$40,000.00	100	AS	M	HIRE - NEW STAFF/FACULTY

Motion Carried.

.6236M SEPARATIONS/RETIREMENTS

Section 10

Regent Antonini moved and Regent Brandon seconded that the Board approve 17 separations and retirements for the reporting period January 1, 2004 through February 29, 2004 as shown on the following listings:

SELECTIONS/RETIREMENTS

DATE: 3/2/04 BOARD REPORT

ALPHABETICAL LISTING WITHIN CLASSIFICATION LEVEL WITHIN EMPLOYEE GROUP

NAME	DEPARTMENT	E CLASS	GRADE	JOB TITLE	HIRE DATE	SEPARATION D	ANN. SALARY	%	RACE	SEX	REASON
Hancock, Lee M	ICT-Operations Production	AP	12	Dir IT Operations	1/2/1984	1/2/2004	\$ 80,811.00	100	WH	M	TERM RETIREMENT
Knutson, Gordon	World College-Apa	AP	CDAP3	Asst Dir Eur Cult History Tour	5/24/1990	1/31/2004	\$ 58,624.00	100	WH	M	TERM RETIREMENT
Cart, Catherine M	Accounts Payable Adm	AP	MGIL2	Mgr Accts Payable & Data Cntrl	8/27/1970	1/9/2004	\$ 58,140.00	100	WH	F	TERM RETIREMENT
Havranck, John M	Architect & Eng Sys	AP	MGIL2	Mgr Architec & Struc Systems	10/10/1983	2/29/2004	\$ 68,356.00	100	WH	M	TERM END APPOINTMENT
Byrd, Richard J	ICT-Application Development	AP	MGIT3	Dir IT Enrollment Systems	10/4/1978	1/30/2004	\$ 77,813.00	100	WH	M	TERM RETIREMENT
Roure, Jodie G	Dir Acad Human Res	AP	PFHR2	Acad Aff Empl/Affirm Act Spec	10/6/2003	1/7/2004	\$ 36,000.00	80	HI	F	TERM PERSONAL
Dorr, Frances J	Office of the Registrar	CS	04	Sr Clerk	12/11/2000	1/9/2004	\$ 23,113.00	100	WH	F	TERM RETIREMENT
Miller, Zonna R	Office of the Registrar	CS	05	Graduation Auditor/Evalu	9/29/1980	2/1/2004	\$ 30,201.89	100	WH	F	TERM RETIREMENT
Stanton, Eric	Library-General Account	CS	05	Library Assistant III	5/13/1997	2/20/2004	\$ 26,118.00	100	BL	M	TERM PERSONAL
Bush, Dave	Custodial Services	FM	06	CUSTODIAN	1/14/2002	2/26/2004	\$ 17,388.80	100	WH	M	TERM INVOLUNTARY
Hall, Donald	Custodial Services	FM	06	Custodian	3/16/1998	2/11/2004	\$ 27,726.40	100	BL	M	TERM INVOLUNTARY
Reed, John	Dining Services	FM	06	Cook	9/9/1985	1/6/2004	\$ 29,556.80	100	WH	M	TERM INVOLUNTARY
Owen, Jerry	Grnds Walks Roadways	FM	12	Groundsperson	4/1/1996	1/6/2004	\$ 31,657.60	100	WH	M	TERM INVOLUNTARY
Traskos, Douglas	Grnds Walks Roadways	FM	12	Groundsperson	5/15/1985	2/6/2004	\$ 32,281.60	100	WH	M	TERM INVOLUNTARY
Tipton, Jared	Dining Services	PT	06	Asst Unit Mgr Dining Services	12/13/1999	1/1/2004	\$ 38,558.00	100	WH	M	TERM PERSONAL
Wagner, David	Cc Reg Ctr Detroit	PT	08	Mgr CE/Detroit Programs	2/16/1998	1/2/2004	\$ 36,582.00	100	WH	M	TERM PERSONAL
Ahmed, Anjum S	Institutional Res and Info Manage	PT	10	Sr Programmer/Analyst	1/17/1983	2/5/2004	\$ 35,453.08	80	AS	F	TERM PERSONAL

Motion Carried.

.6237M EMERITUS FACULTY STATUS

Section 11

Regent Antonini moved and Regent Brandon seconded that the Board grant Emeritus Status to two former faculty members (one posthumously) listed below:

Katherine Strand Evans
Professor, Department of Communications & Theatre Arts
From 1973 – 2003 (30 yrs.)

Constantine Nicholas Raphael
Professor, Department of Geography & Geology
From 1967 – 2004 (37 yrs.)

Motion Carried.

.6238M STUDENT AFFAIRS COMMITTEE

Section 12

Regent Brandon moved and Regent Gordon seconded that the Agenda for March 16, 2004, and the Minutes of January 20, 2004, be received and placed on file.

Motion Carried.

.6239M EDUCATIONAL POLICIES COMMITTEE

Section 13

Regent Valvo moved and Regent Griffin seconded that the Agenda for March 16, 2004, and the Minutes of the January 20, 2004 meeting be received and placed on file.

Motion Carried.

.6240M REPORT: FACULTY PERSONNEL PRACTICES

Section 14

Regent Valvo moved and Regent Griffin seconded that the Report on Faculty Personnel Practices be accepted and placed on file.

Motion Carried.

**.6241M NEW ACADEMIC PROGRAM: MASTER'S IN
SCHOOLS, SOCIETY AND VIOLENCE**

Section 15

Regent Valvo moved and Regent Morris seconded that the Board approve a new Academic Program: Master's in Schools, Society and Violence.

Motion Carried.

**.6242M NEW ACADEMIC PROGRAM: MASTER'S IN
HEALTH EDUCATION**

Section 16

Regent Valvo moved and Regent Griffin seconded that the Board approve a new Academic Program: Master's in Health Education.

Motion Carried.

**.6246M REISSUANCE OF CHARTERS:
EDISON OAKLAND ACADEMY AND
GRAND BLANC ACADEMY**

Section 20

Regent Valvo moved and Regent Griffin seconded in recommending the Board approve the Reissuance of the charters for Edison Oakland Academy and Grand Blanc Academy and authorize the President of the University to execute new contracts to expire on June 30, 2009.

Motion Carried.

REPORT: CURRICULUM REVIEW

Section 21

No Board action was required.

.6247M OFFICIAL REPORTING DATES

Section 22

Regent Valvo moved and Regent Griffin seconded that the Board approve the following Opening of Term and Official Record dates for the 2004-05 fiscal year as determined by University Policy.

	<u>Opening of Term</u>	<u>Official Record</u>
Summer 2004	July 1, 2004	September 17, 2004
Fall 2004	September 13, 2004	January 21, 2005
Winter 2005	January 14, 2005	May 13, 2005
Spring 2005	May 5, 2005	July 15, 2005

Motion Carried.

.6248M FACULTY AFFAIRS COMMITTEE

Section 23

Regent Morris moved and Regent Valvo seconded the Board receive and place on file the Faculty Affairs Committee Agenda for March 16, 2004, and the Minutes of the January 20, 2004, meeting.

Motion Carried.

.6249M FINANCE COMMITTEE

Section 24

Regent Antonini moved and Regent Griffin seconded that the Board receive and place on file the Working Agenda for March 16, 2004, and the Minutes of the January 20, 2004, Finance Committee Meeting.

Motion Carried.

**.6250M COLLECTIVE BARGAINING AGREEMENT BETWEEN
EMU AND THE INTERNATIONAL UNION, UNITED
AUTOMOBILE, AEROSPACE, AND AGRICULTURAL
IMPLEMENT WORKERS OF AMERICA, TECHNICAL,
OFFICE AND PROFESSIONAL LOCAL 1975**

Section 25

Regent Antonini moved and Regent Griffin seconded that the Board approve the collective bargaining agreement between Eastern Michigan University and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, Technical, Office and Professional Local 1975 and authorize the President and the University Bargaining Committee to execute the Agreement on behalf of the Board.

Motion Carried.

.6251M AMENDMENT OF BYLAWS

Section 26

Regent Antonini moved and Regent Valvo seconded that the Board approve the Amendment of article III of the Bylaws of the Board of Regents listed below.

Chapter Name	Chapter No.	Page
POWERS & LIMITATIONS OF THE REGENTS	1.5	7 of 15
Issue		
BYLAWS		

**ARTICLE III
MEETINGS OF THE BOARD**

3.01

The Board shall schedule regular formal meetings as it deems necessary, but not less than four (4) times per year. Said meetings shall be held on dates and at times as the Board may determine, and ordinarily will be held in Welch Hall at Eastern Michigan University in Ypsilanti, Michigan. Public notice shall be given as to the dates, time and place of the regular formal meetings.

3.02

A majority of the members shall constitute a quorum to transact business at formal meetings of the Board, but a smaller number may meet and adjourn to some other time or until a quorum is obtained.

3.03

Special formal meetings of the Board may be called by the Chairperson or upon the request of any three members of the Board in accordance with established rules. Each Board member shall be informed by messenger or telephone at least 24 hours before the scheduled meeting time of the special formal meeting. Only those matters for which the special formal meeting has been called shall receive consideration unless unanimous consent is granted by the total Board.

3.04

A member of the Board may participate in a special formal meeting by means of conference telephone or similar communications equipment so long as all persons participating in the meeting can hear each other. Participation in a special formal meeting pursuant to this provision shall constitute presence in person at the meeting. Provided, however, that more than one-half of the Board members participating in a special formal meeting must be physically present at the meeting.

3.05

The Board shall consider at its regular formal meetings items that have been placed on the agenda. The Board may consider additional items of business at its regular formal meetings only by a majority vote of those present.

3.06

The business at each regular or special formal meeting shall be conducted under general parliamentary rules set forth in Robert's Rules of Order as modified by the rules and regulations of the Board.

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3.07

Formal meetings/sessions of the Board shall be open to the public and public notice shall be given as to the time and place. A formal meeting/session is defined as one which is convened for the purpose of memorializing final board action which is binding on the Board.

3.08

Emergency action may be taken by the Board between meetings if and when any matter arises which, in the opinion of the Chairperson, the President, or any three members of the Board, requires official action by the Board prior to the next meeting. An affirmative vote by telephone, facsimile, electronic mail or mail from five members is required for action.

3.09

Persons wishing to speak before the Board may do so during the Communications portion of the regular formal Board meeting. The Communications portion of the meeting shall be limited to thirty (30) minutes. Persons will be asked to identify themselves as to name, address and organization they represent, if any.

3.10

Persons desiring to address the Board must declare their intent on appropriate forms at least twenty-four (24) hours prior to the beginning of the Communications portion of the meeting.

3.11

The amount of time allotted for each individual to speak will depend on the number of persons wishing to speak. Normally, no individual should speak more than 15 minutes, but if there are more than two speakers, that time shall be reduced accordingly.

3.12

In those instances to which more than three persons wish to present their views to the Board and all represent a single organization or unit, the presentation will be limited to one spokesperson for 15 minutes or three presenters for five minutes each.

3.13

The Secretary to the Board of Regents shall be responsible for the preparation of the agenda. The Secretary will be responsible for contacting the President, the Chairpersons of Board Committees and the Chairperson of the Board for items to be placed on the agenda.

.6252M STATE TUITION RESTRAINT PLEDGE

Section 27

Regent Antonini moved and Regent Gordon seconded that the Board accept the State tuition pledge by not increasing Michigan resident undergraduate student tuition and fees in the current 2003-2004 academic year after December 1, 2003, and not increasing Michigan resident undergraduate student tuition and fees for the 2004-2005 academic year above the rate of inflation (Detroit Consumer Price Index (CPI) of 2.4%) contingent on the State restoring 3% of the fiscal 2004 appropriation (\$2,366,200) to base and the State imposing no further appropriation reductions in fiscal 2005.

Motion Carried.

REPORT: CAMPUS CONCEPT PLAN

Section 28

No Board action required.

**.6253M REPORT: SARBANES-OXLEY ACT OF 2002
COMPLIANCE BRIEFING**

Section 29

Regent Antonini moved and Regent Morris seconded that the Board receive and place on file the Sarbanes-Oxley Act of 2002 Compliance Briefing and the November 20, 2003 National Association of Colleges and University Business Officers' (NACUBO) Advisory Report.

Motion Carried.

**.6254M RECOMMENDATION: BOARD OF REGENTS
FINANCE AND AUDIT COMMITTEE**

Section 30

Regent Antonini moved and Regent Griffin seconded that the Board approve renaming the Board of Regents Finance Committee to the "Finance and Audit Committee" with specific audit related responsibilities as described in the Sarbanes-Oxley Act of 2002, Sections 301 and 407, and the National Association of College and University Business Officers (NACUBO) recommendations for institutions of higher education, as follows:

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ARTICLE IV OFFICERS AND ORGANIZATION

4.01 Chairperson

The Board shall elect annually, at its first meeting each year, one of its own members to serve as Chairperson. Immediately following the election, the Chairperson shall be the presiding officer. The Chairperson shall perform such duties as may be prescribed by law or by the regulations of the Board.

4.02 Vice Chairperson

The Board shall elect annually, at its first meeting each year, one of its own members to serve as Vice Chairperson. The Vice Chairperson will act in the absence of the Chairperson.

4.03 President

The Board shall, as often as necessary, elect a President of the University who shall serve at the pleasure of the Board. He or she shall be an ex-officio member of the Board without a right to vote and shall serve as the University's chief executive officer.

4.04

As the chief executive officer of the University, the President shall exercise such powers as are inherent in the position in promoting, supporting the interests of the University and in managing and directing all of its affairs. The President may issue directions and executive orders not in contravention of existing Board policies. The President shall be responsible for all business policies as heretofore enacted or modified or hereafter established subject to the general policies established by the Board. The President shall instruct the proper administrative officers to prepare an annual budget which, upon the President's approval, shall be recommended by the President to the Board. The President shall exercise such other powers, duties and responsibilities as are delegated to or required of him or her by the Board of Regents.

4.04 Secretary*

The Board shall appoint a Secretary to the Board who shall serve at the pleasure of the Board. The Secretary shall keep a public record of all actions of the Board. The Secretary shall be the custodian of the corporate seal and shall cause it to be used at the direction of the Board of Regents. The Secretary shall sign all requisitions for transactions directed by the Board and shall receive monthly statements of the appropriate accounts.

*See Ineligibility – Section 4.13

4.06

The Secretary shall perform such other duties as may be required of him or her by the President and the Board of Regents.

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4.07 Treasurer*

The Board shall appoint a Treasurer to the Board who shall serve at the pleasure of the Board. The Treasurer is charged with the responsibility for the collection, custody and accounting for all monies due the University. The Treasurer is authorized to sign checks for the expenditure of funds approved by the Board of Regents and to refuse expenditures not authorized by the Board or by budgets approved by the Board.

4.08

The Treasurer shall sign all formal applications for grants of funds for research, extension or other University purposes as directed by the Board prior to the President's signature being placed on such documents.

4.09

The Treasurer shall prepare an annual financial report at the close of each fiscal year and such other interim reports as the President and Board of Regents may request.

4.10

The Treasurer shall perform such other duties as may be required by the President and the Board of Regents.

4.11

The Board shall also appoint an Assistant Treasurer to act in the absence of the Treasurer.

4.12 Internal Auditor

The Board shall appoint an Internal Auditor who shall report to the Board Finance and Audit Committee and receive supervision from the Treasurer. The Treasurer shall review and sign all requisitions for transactions directed by the Board.

4.13 Ineligibility

No member of the Board shall be eligible to be appointed as Secretary or Treasurer of the Board as provided in enabling legislations, (Public Act #48 of the Public Acts of 1963 ... Second Extra Session.)

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ARTICLE V COMMITTEES

5.01

The Board may appoint committees and prescribe their duties and functions. There shall be four standing committees of the Board:

1. Educational Policies Committee
2. Faculty Affairs Committee
3. Finance and Audit Committee
4. Student Affairs Committee

5.02

After the annual election of officers, the Chairperson of the Board shall appoint Chairpersons of the standing committees and any special committees requested by members of the Board.

5.03

Special committees may be authorized or appointed by the Chairperson of the Board at his or her discretion.

5.04

All members of the Board serve as members of the standing committees. The Chairperson of the Board and the President of the University shall be ex-officio members of all standing committees.

5.05 Educational Policies Committee

The Educational Policies Committee shall be charged with the duty of reviewing and evaluating all existing educational programs. It shall also review all educational grants, requests for new programs, requests for new majors and minors, requests for new degrees and personnel appointments prior to action by the Board of Regents.

5.06

The Educational Policies Committee also shall be charged with the responsibility of making final recommendations to the Board on honorary degrees.

5.07 Faculty Affairs Committee

The Faculty Affairs Committee shall be charged with the duty of meeting with representatives of the faculty to discuss general concerns of the faculty excluding any matters covered by the collective bargaining agreement. The committee shall share its deliberations with the Board and make appropriate referrals to the other committees when further study on a matter is required.

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5.08 Finance and Audit Committee

The Finance and Audit Committee shall be charged with the duty of meeting with the Internal Auditor to discuss his or her operations and to recommend the adoption or revision of such general policies relating thereto as may be found desirable.

5.09

The Finance and Audit Committee shall be charged with the duty of reviewing the financial affairs and the property of the University and reporting its findings thereon to the Board. Further, the Finance and Audit Committee shall review all major proposed contracts prior to their being recommended to the Board for action.

5.10 Student Affairs Committee

The Student Affairs Committee shall be charged with the duty of meeting with student leaders to discuss programs, policies and general concerns of the students. The committee shall share its deliberations with the Board and make appropriate referrals to the other Board committees when further study on a matter is required. It shall make appropriate recommendations.

Motion Carried.

.6255M RECOMMENDATION: AUDIT ENGAGEMENT LETTERS

Section 31

Regent Antonini moved and Regent Griffin seconded that the Board approve and place on file the 2004 audit engagement letters from PricewaterhouseCoopers for audits of the University. These include: 1) the Michigan Economic Development Commission (MEDCO) Job Training Program grants, 2) the University's Intercollegiate Athletics Program agreed-upon-procedures, and 3) financial statement audit; audit of compliance with requirements applicable to each major federal program (OMB Circular A-133); the crosswalks for the State of Michigan Comprehensive Annual Financial Report (CAFR); WEMU-FM financial statements and completion of the Corporation for Public Broadcasting's Annual Financial Report and Schedule of Nonfederal Financial Support; and preparation of Form 990T.

Motion Carried.

**.6256M POLICY AMENDMENT: SELECTION OF
EXTERNAL AUDITOR**

Section 32

Regent Antonini moved and Regent Gordon seconded that the Board amend Policy 11.1.5, Selection of External Auditor.

Effective Date		Date of Revision		Policies, Rules And Regulations
11-15-78		12-02-03		
Chapter Name		Chapter No.	Page	
BUSINESS & FINANCIAL OPERATIONS		11.1.5	Page 1 of 2	
Issue				
SELECTION OF EXTERNAL AUDITOR				

UNIVERSITY POLICY STATEMENT:

External auditors shall be appointed by the Board of Regents to perform the annual financial audits within the following guidelines:

- The external auditor shall report directly to the Board of Regents.
- The Finance and Audit Committee shall be directly responsible for the appointment, compensation and oversight of the external auditor.
- External auditor firms performing audit services are prohibited from performing non-audit services unless expressly approved by the Board of Regents;
- Audit engagement letters must be approved by the Board of Regents.
- The "lead" audit partner must rotate off the audit at a minimum of every seven years with a time-out of two-year.
- The external audit firm cannot have employed the CEO, CFO, Controller, Chief Accountant, or any person in an equivalent position, during the one-year period preceding the audit, without prior approval of the Board of Regents.
- The Finance and Audit Committee shall evaluate the performance of the external audit firm annually.
- External audit services will be competitively bid at a minimum of every five years with presentation to the Board of Regents for final external audit firm acceptance.
- Records related to audits should be stored for a minimum of seven years.

The external audit firm must report to the audit committee:

1. All critical accounting policies and practices used by the client that have been discussed with management;
2. All alternative treatments of financial information, ramifications of such use, and the treatment preferred by the public accounting firm;
3. Other material written communication between the public accounting firm and management, such as the management letter or schedule of unadjusted differences.

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PRACTICE:

The policy is based on guidance from the Sarbanes-Oxley Act of 2002 and the National Association of College and University Business Officers (NACUBO) and is to be implemented accordingly.

RESPONSIBILITY FOR IMPLEMENTATION:

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

SCOPE OF POLICY COVERAGE:

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

Authority for Creation or Revision

Minutes of the Board of Regents, November 15, 1978; para. .2013M
 Minutes of the Board of Regents, January 28, 1981; para. .2345M

Motion Carried.

.6257M REPORT: MPSERS BRIEFING

Section 33

Regent Antonini moved and Regent Griffin seconded that the Board receive and place on file the Michigan Public School Employees' Retirement System (MPSERS) Briefing dated March 16, 2004.

Motion Carried.

.6258M REPORT: INVESTMENT MANAGEMENT BRIEFING

Section 34

Regent Antonini moved and Regent Griffin seconded that the Board Receive and place on file the Investment Management Briefing dated March 16, 2004.

Motion Carried.

.6259M NEW BUSINESS: APPOINTMENT OF BOARD OFFICER

Section 35

Regent Antonini moved and Regent Griffin seconded that the Board approve the appointment of Dan Cooper as Interim Assistant Treasurer to the Board of Regents.

Motion Carried.

.6260M MEETING ADJOURNED

Regent Incarnati moved and Regent Antonini seconded that the Regular meeting of the Board of Regents be adjourned at 2:35 p.m.

Respectfully Submitted,

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