

2004

# Board of Regents Meeting Materials, January 20, 2004

Eastern Michigan University

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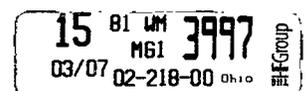
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**BOARD OF REGENTS  
EASTERN MICHIGAN UNIVERSITY**

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# **EASTERN MICHIGAN UNIVERSITY**

## **Board of Regents' Meeting**

The official minutes of the January 20, 2004, Board of Regents Meeting.

The Regular Meeting of the Eastern Michigan University Board of Regents was called to order by Chair Incarnati at 12:05 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
- Regent Joseph Antonini
- Regent Jan Brandon
- Regent Steven Gordon
- Regent Michael Morris
- Regent Karen Q. Valvo

The Board Members absent were:

- Vice Chair Rosalind E. Griffin
- Regent Sharon Rothwell

Members of the Administration present were:

- President Samuel Kirkpatrick
- Vice President Paul Schollaert
- Vice President Patrick Doyle
- Vice President Courtney McAnuff
- Vice President Juanita Reid
- Vice President Jim Vick
- Vice President Stu Starner



## COMMUNICATIONS

Secretary Aymond announced there was one request to address the Board, and, abiding by the Board guidelines, 30 minutes would be allowed for the speaker.

Gloria Klught, spoke of her distress that the Board had not met in December to agree to a payroll deduction for the employees enrolled in the MPSERS plan. She feels the long-term EMU employees particularly clerical ones are not being treated fairly.

The Communications portion of the agenda concluded at 12:15 p.m.

The Board recessed for lunch.

The Regular Meeting of the Eastern Michigan University Board of Regents was reconvened at 1:30 p.m. and an attendance roll call was taken.

The Board Members present were:

- Chairman Philip Incarnati
- Regent Joseph Antonini
- Regent Jan Brandon
- Regent Steven Gordon
- Regent Michael Morris
- Regent Karen Q. Valvo

The Board Members absent were:

- Vice Chair Rosalind E. Griffin
- Regent Sharon Rothwell

.6203M

**MINUTES OF DECEMBER 2, 2003  
REGULAR BOARD MEETING**

Regent Morris moved and Regent Antonini seconded to approve the minutes of the December 2, 2003, Regular Board of Regents Meeting.

**Motion Carried.**

**PRESIDENT'S REPORT**

One of the great myths of modern times has to be the claim that "nothing really happens between Thanksgiving and New Year's." You certainly could not prove that at EMU.

The end of semester brought a flurry of activities. More than 300 students attended a "Study All Night at the Union" session before tackling final exams. This follows the presentation of 70 faculty programs conducted in the residence halls during the fall semester. The semester culminated in an overflow crowd of family and friends who packed the Convocation Center to watch 1,200 students receive their degrees and hear Kevin Klose, president of National Public Radio, deliver the commencement address.

A number of students kept the semester alive by participating in the Alternative Winter Break program sponsored by The VISION Office and next Monday, VISION and the Michigan Campus Compact will host the first Michigan House Civics Commission Public Hearing for higher education.

The Admissions Office also was busy in December. Our new Transfer-in-a-Day program drew a record number of students, many of whom were admitted the same day for winter 2004. And the 2003 Presidential Scholarship Competition matched the record attendance numbers set last year. We already are seeing additional growth in the proportion of admitted freshmen with GPAs of 3.5 and above.

The generosity of EMU students, faculty and staff was shown in many ways as we closed the door on 2003. More than 43 percent of our employees participated in the annual United Way Campaign, raising more than \$126,000. Numerous departments also participated in the Giving Tree Program organized through the VISION office. Through their efforts, more than 200 children in the community received gifts of toys and clothing.

On a similar note, I am very pleased to report that our year-end fundraising was record-setting. The EMU Foundation recorded its best December in many years, including \$1.6 million in cash gifts, nearly double those for the previous December. Over 3,300 gifts were recorded in December alone. Planned gifts at year-end included a \$500,000 cash gift by John C. Herron, class of 1942, to fund his second charitable gift annuity. This gift brings Mr. Herron's total giving to more than \$1 million and will fund the John C. Herron Endowed Scholarship that will provide awards to undergraduate or graduate students exhibiting leadership qualities.

We start the New Year in the same way in which we ended the old—with energy and enthusiasm of purpose. Yesterday, several hundred people packed the ballroom at the Ypsilanti Marriott to hear Pulitzer Prize-winning author Suzan-Lori Parks deliver the MLK Day President's Luncheon address. Parks also delivered the keynote address to a full house at Pease Auditorium. Her appearance was part of a weeklong series of programs and activities to celebrate the life and lessons of the Rev. Dr. Martin Luther King, Jr., that include the annual Heritage Luncheon and the Annual Color of Drums program; the Hip Hop Explosion student talent competition; a lock-in hosted primarily by sororities and fraternities; a dance performance by the Tony Award winner Savion Glover; the Step, Song and Speech Breakfast; workshops; the Close Up Theatre Troupe's presentation of "Hear Me Now" and a performance of "In the Blood," by the EMU Theatre Department. The University is grateful to the MLK Day campus-wide planning committee for their efforts in putting the week together.

The Child Care Scholarship Program, approved through the University's Strategic Initiative process, has been implemented this semester, with 20 student families awarded scholarships for the Children's Institute.

The early part of the semester will see alumni relations and development outreach events and meetings with donors and prospective donors in Michigan, California and Arizona. An Alumni Dessert Theatre Reception is planned on campus for February 21, featuring a performance of "Brighton Beach Memoirs" in Quirk Theatre.

Our athletic teams also are off to a fast start after posting a commendable departmental GPA of 3.01 for the fall semester. The College Swimming Coaches Association of America has ranked the men's swimming and diving team as the number one men's team in Division I for Mid-Major Schools, and the Golf Association of Michigan named EMU golfer Korey Mahoney Men's Player of the Year.

In other news of special note:

Our new federal relations program to garner congressionally supported special appropriations for academic programs and research is enjoying remarkable success. Over the past 18 months, EMU has been awarded \$6.2 million to support advanced coatings research, community building and civic engagement programs, and, in the most recent appropriation to be formally announced shortly, research on nanomaterials. This initiative has had great support from our congressional delegation and reflects the high quality programs and faculty we have at EMU. Additional proposals are under development and our related effort to attract large, competitive, interdisciplinary grants is off to a good start with the submission of a \$10 million proposal to the National Science Foundation.

Second, the North Central Association Higher Learning Commission's Academic Quality Improvement Program (AQIP) has recommended approval for EMU to switch to a Baldrige-based, continuous improvement form of institutional reaccreditation. Following final approval, the next step in the process is for EMU to complete a broad institutional assessment during the winter and spring terms.

Third, the Michigan Department of Education has approved EMU's request to offer a new major and minor in reading, applicable toward certification as an elementary teacher. Although not as positive, many of you know that Jerry Robbins, Dean of the College of Education, has announced that he is leaving the deanship at the end of the summer. Following a period of preparation, he will join the faculty of the Department of Leadership and Counseling. During his tenure, the COE was consolidated in the Porter College of Education Building and the College had three successful reaccreditation reviews. We will be challenged to find a dean as committed to the College as Jerry, and we look forward to celebrating his many achievements as the year unfolds.

We also will be challenged in the days ahead to deal with the harsh realities facing us due to Michigan's economic situation. As state revenues continue to decline, higher education has been cut an additional 5 percent mid-year, which has the feel of 10 percent over the entire year. This is on top of a 10 percent reduction to the base budget for the current fiscal year. In addition, EMU faces continued revenue shortfalls due to enrollment mix issues, caused primarily by declines in credit hours for non-resident students. Fortunately, overall enrollment continues to grow (although not at a rate sufficient to compensate for these revenue losses) and we continue to have success with cost savings, cost avoidance and various efficiency measures.

In order to achieve substantial reductions and balance the budget, we are employing many of the same principles that guided us at this time last year. We are honoring our contractual obligations, decentralizing decision-making and being strategic within each division rather than making mandatory across-the-board or top-down cuts, protecting student aid and revenue-generating activities, and working to support learning. However, with cuts this severe, and considering the fact that most eventually will become permanent as we enter the next fiscal year, our constraints are greater. For example, having eliminated so many positions last year, our priority to avoid layoffs is greatly constrained by fewer vacancies. We also are less able to be creative and strategic since we already have been strategic on three prior occasions. As a result, we are taking funds from central sources first, such as those provided by state relief with MPSERS health care, and, with attention to the recommendations of the Strategic Planning Committee, prioritizing strategic initiatives for varying implementation times. While two thirds of the initiatives, many of which enhance enrollment and student success, will move forward, the other third will be restructured or delayed to yield budget savings. Similarly, we will give up some one-shot funds for capital improvements and equipment, although this will not help us for the next fiscal year as cuts become permanent.

These cuts are being coupled with a comprehensive examination of our non-tuition revenue sources. One small product of this review is seen in today's proposal to raise graduation fees to cover a higher proportion of commencement and degree evaluation costs.

The product of all of this likely will be declines in service levels to students and reduced academic offerings in the spring. Cuts of this magnitude cannot be made without affecting service delivery. We already have closed one research center and eliminated an academic department through reorganization, now we are in the process of eliminating our first degree program.

In closing, and on a more positive note, I would like to share with you a sampling of success stories for a student, a faculty member and a recent graduate:

Rachel Williams, a freshman music education major, won the regional "Nashville Star" competition and is competing this month in national semifinals.

Raymond Rosenfeld, professor of political science, has been awarded a Fulbright Scholar grant to lecture at the University of Latvia beginning next month. This is Rosenfeld's second Fulbright.

And, the Michigan Marketing Educators Association named Christy Synowiec, class of '99, New Marketing Educator of the Year.

The continued success of our students, faculty, and alumni affirms the importance of the work we do at EMU. I look forward to both the opportunities and challenges of 2004 and to working with the Board to achieve our goals.

**.6204M**

**TREASURER'S REPORT**

**Section 1**

Regent Antonini moved and Regent Valvo seconded that the Treasurer's Report for the month of December 2003, be received and placed on file.

**Motion Carried.**

**.6205M**

**INTERNAL AUDIT**

**Section 2**

Regent Antonini moved and Regent Valvo seconded that the Internal Auditor's activity report for the period November 2003 through January 2004 be received and placed on file.

**Motion Carried.**

**.6206M**

**GRANTS/CONTRACTS**

**Section 3**

Regent Antonini moved and Regent Valvo seconded that 60 grants and contracts totaling \$2,695,116 for the period 11/1/03 through 12/31/03 be accepted.

**Motion Carried.**

**.6207M**

**CONSTRUCTION PROJECTS PROGRESS**

**Section 4**

Regent Antonini moved and Regent Valvo seconded that the Board receive and place on file the Construction Projects Progress Report for the period ending December 31, 2003.

**Motion Carried.**

**.6208M**

**ACCOUNTS RECEIVABLE**

**Section 5**

Regent Antonini moved and Regent Valvo seconded that the Student Accounts Receivable Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of December 31, 2003, be received and placed on file.

**Motion Carried.**

**.6209M**

**2004 GENERAL FUND BUDGET INTERIM STATUS REPORT**

**Section 6**

Regent Antonini moved and Regent Valvo moved that the 2004 General Fund Budget Interim Status Report as of November 30, 2003 be accepted and placed on file.

**Motion Carried.**

**.6210M**

**REPORT: Information and Communications  
Technology Initiatives**

**Section 7**

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

**Motion Carried.**

**.6211M**

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

**Section 8**

Regent Antonini moved and Regent Valvo 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>
Morgan	Elisabeth	W/F	AP13a	\$88,000.00	Foreign Languages & Bilingual Studies

**Motion Carried.**

**.6212M**

**STAFF APPOINTMENTS**

**Section 9**

Regent Antonini moved and Regent Valvo seconded that the Board approve 14 staff appointments for the period November 14, 2003 through December 31, 2003.

STAFF APPOINTMENTS

DATE: 1/2/04 BOARD REPORT

ALPHABETICAL LISTING WITHIN CLASSIFICATION LEVEL WITHIN EMPLOYEE GROUP

NAME	DEPARTMENT	E CLASS	GRADE	JOB TITLE	HIRE DATE	ANN. SALARY	%	RACE	SEX	REASON
Bush, Bradford	Intercollegiate Athletics	AC	12	Asst. Coach, Football	12/16/2003	\$42,264.00	100	WHI	M	HIRE - NEW STAFF/FACULTY
Isphording, Scott	Intercollegiate Athletics	AC	12	Asst. Coach, Football	12/16/2003	\$42,264.00	100	WHI	M	HIRE - NEW STAFF/FACULTY
MacPherson, Matthew	Intercollegiate Athletics	AC	12	Asst. Coach, Football	12/16/2003	\$41,764.00	100	WHI	M	HIRE - NEW STAFF/FACULTY
Symington, Christopher	Intercollegiate Athletics	AC	12	Asst. Coach, Football	12/16/2003	\$55,000.00	100	WH	M	HIRE - NEW STAFF/FACULTY
Genyk, Jeff G	I/C Ath Admin	AC	18	Head Coach (Ftb/Men's Bsktbl)	12/01/2003	\$133,000.00	100	WHI	M	HIRE - NEW STAFF/FACULTY
Rebennack, Elizabeth J	Center For Quality	CS	04	Secretary II	12/08/2003	\$23,113.00	100	WH	F	HIRE - NEW STAFF/FACULTY
Romick, Nancy L	Psychology	CS	04	Secretary II	11/24/2003	\$23,113.00	100	HI	F	HIRE - NEW STAFF/FACULTY
Adams, Terry L	Custodial Services	FM	06	Custodian	11/30/2003	\$22,318.40	100	WHI	F	HIRE - NEW STAFF/FACULTY
Harrell II, Michael D	Dining Services	FM	06	Cook	11/19/2003	\$26,291.20	100	WH	M	HIRE - NEW STAFF/FACULTY
Collier, Sonya	Icard	PT	06	Site Coordinator	12/23/2003	\$22,105.00	80	BL	F	HIRE - NEW STAFF/FACULTY
Harris, Crystal	Physical Plant	PT	06	Custodian	12/07/2003	\$22,318.00	100	WHI	F	HIRE - NEW STAFF/FACULTY
Stevens, Claresta	Grant Accounting	PT	06	Accountant I	11/17/2003	\$31,638.00	100	BL	F	HIRE - NEW STAFF/FACULTY
Taylor, Margaret	Heer	PT	06	Administrative Assistant II	11/26/2003	\$27,630.78	100	WHI	F	HIRE - NEW STAFF/FACULTY
King, Eric A	Ce Reg Ctr Detroit	PT	08	Mgr CE/Detroit Program	11/17/2003	\$36,500.00	100	BL	M	HIRE - NEW STAFF/FACULTY

Motion C rried

.6213M

## SEPARATIONS/RETIREMENTS

### Section 10

Regent Antonini moved and Regent Valvo seconded that the Board approve 15 separations and retirements for the reporting period November 14, 2003 through December 31, 2003 as shown on the following listings:

Motion Carried.

SEPARATIONS RETIREMENTS

DATE: 1/2/04

BOARD REPORT

ALPHABETICAL LISTING WITHIN CLASSIFICATION LEVEL WITHIN EMPLOYEE GROUP

NAME	DEPARTMENT	E CLASS	GROUP	JOB TITLE	SEPARATION		ANN. SALARY %	RACE	SEX	REASON
					HIRE DATE	DATE				
Diacio, Robert	I/C Ath Admin	AC	12	Asst Coach(Ftbl/Mn-Wm Bsktbl)	3/1/2001	12/1/2003	\$ 51,500.00 100	WH	M	TERM AT WILL SEPARATION
Elston, Joseph M	I/C Ath Admin	AC	12	Asst Coach(Ftbl/Mn-Wm Bsktbl)	5/14/2001	12/3/2003	\$ 51,500.00 100	WH	M	TERM AT WILL SEPARATION
Farmer, Steven	I/C Ath Admin	AC	12	Asst Coach(Ftbl/Mn-Wmn Bsktbl)	3/17/2003	12/3/2003	\$ 48,000.00 100	NA	M	TERM AT WILL SEPARATION
Holton, Larry G	I/C Ath Admin	AC	12	Asst Coach(Ftbl/Mn-Wmn Bsktbl)	8/13/2003	12/3/2003	\$ 50,000.00 100	BL	M	TERM AT WILL SEPARATION
Lavan, Alton	I/C Ath Admin	AC	12	Asst Coach(Ftbl/Mn-Wm Bsktbl)	3/1/2002	12/3/2003	\$ 50,000.00 100	BL	M	TERM AT WILL SEPARATION
Oden, Anthony	I/C Ath Admin	AC	12	Asst Coach(Ftbl/Mn-Wmn Bsktbl)	2/26/2003	12/3/2003	\$ 50,000.00 100	BL	M	TERM AT WILL SEPARATION
Woodson, Mark	I/C Ath Admin	AC	12	Asst Coach(Ftbl/Mn-Wm Bsktbl)	12/20/1999	12/3/2003	\$ 50,000.00 100	BL	M	TERM AT WILL SEPARATION
Rose, Timothy J	I/C Ath Admin	AC	13	Asst Head Coach(Ftbl/Mn-Wm Bsk)	2/1/2003	12/3/2003	\$ 73,000.00 100	WH	M	TERM AT WILL SEPARATION
Salem, Timothy	I/C Ath Admin	AC	13	Asst Head Coach(Ftbl/Mn-Wm Bsk)	4/9/2003	12/8/2003	\$ 73,000.00 100	WH	M	TERM AT WILL SEPARATION
Green, Annetta M	Business & Tech Ec	CS	05	Sr Secretary	4/19/1994	12/8/2003	\$ 26,118.00 100	BL	F	TERM PERSONAL
Kootsillas, Kathleen	C.O.E.-Clinic	CS	05	Senior Secretary	10/28/1986	12/2/2003	\$ 26,214.96 100	WH	F	TERM DECEASED
Rollins, Fabian N	Cont Ed Livonia	CS	05	Customer Service Rep II	8/20/2002	11/22/2003	\$ 26,118.00 100	BL	M	TERM PERSONAL
Obaldo, Lucia	Custodial Services	FM	06	Custodian	9/7/2000	12/2/2003	\$ 26,291.20 100	HI	F	TERM INVOLUNTARY
Phillips, Claude	Custodial Services	FM	06	Custodian	10/12/2003	11/14/2003	\$ 22,318.40 100	WH	M	TERM PERSONAL

**.6214M                    EMERITUS FACULTY STATUS**

**Section 11**

Regent Antonini moved and Regent Valvo seconded that the Board grant Emeritus Staff Status posthumously to two former staff members listed below.

**Mary C. Brooks**  
**Director, Risk Management and Workers Compensation**  
(25 years)

**Velma G. Clarke**  
**Administrative Assistant, College of Arts & Science**  
(28 years)

**Motion Carried.**

**.6215M                    STUDENT AFFAIRS COMMITTEE**

**Section 12**

Regent Brandon moved and Regent Gordon seconded that the Agenda for January 20, 2004, and the Minutes of December 2, 2003, be received and placed on file.

**Motion Carried.**

**.6216M                    EDUCATIONAL POLICIES COMMITTEE**

**Section 13**

Regent Valvo moved and Regent Morris seconded that the Agenda for January 20, 2004, and the Minutes of the December 2, 2003 meeting be received and placed on file.

**Motion Carried.**

**.6217M**

**POLICIES: NEW AND REVISED**

**Section 14**

Regent Valvo moved and Regent Brandon seconded that the Academic Personnel: Adjunct Faculty Policy and the Academic Personnel: Visiting Faculty and Post-Doctoral Faculty Policy be approved. They are shown on the following pages. The three revised policies: Degrees and Certificates, General Education Requirements, and Undergraduate/Graduate Courses and Requirements are tabled for more discussion.

**EASTERN MICHIGAN UNIVERSITY  
NEW BOARD POLICIES**

<b>Policy Name</b>	<b>Rationale for Preparing New Policy</b>
Academic Personnel: Adjunct Faculty	Consistent with best practices in higher education, this policy permits the University to offer honorific appointments as faculty affiliates of a department or program to individuals with appropriate credentials. Such appointments do not make the individuals employees of the University, nor do they confer on the individuals the right to teach courses. Instead, in instances where the University will benefit from affiliations with individuals of prominence and accomplishment within a field, departments may offer adjunct appointments. For instance, the political science department may appoint a judge as an adjunct faculty member; or the interior design program may invite a practicing architect to hold an adjunct appointment. If such individuals teach a course(s), they will be employed as lecturers for payroll purposes. However, one will not need to teach or do other wage work for the University to hold an adjunct appointment.
Academic Personnel: Visiting Faculty and Post- Doctoral Faculty	The purpose of this policy is to create categories of short-term professional employees at Eastern Michigan University. Visiting faculty are individuals who typically hold academic rank at another university and spend time, often while on leave, teaching at EMU. Currently, visiting faculty are hired as lecturers and are not assigned the rank and title they deserve. Visiting scientists and post-doctoral faculty are individuals with appropriate terminal degrees who are employed by the University to work on specific research projects. In nearly all cases, such individuals are supported by external grant funding. All three employee categories have appointments limited to two years. This policy is consistent with best practices in doctoral-granting universities.

Effective Date	Date of Revision
9-16-03	



# Policies, Rules And Regulations

Chapter Name	Chapter No.	Page
EMPLOYMENT/AFFIRMATIVE ACTION		Page 1 of 1

Issue
ACADEMIC PERSONNEL: ADJUNCT FACULTY

**UNIVERSITY POLICY STATEMENT:**

The University may invite individuals with appropriate qualifications to affiliate with a department of the University as an adjunct professor, associate professor or assistant professor. Such adjunct affiliations can be offered to individuals whose work with a University department significantly advances the academic mission of that department. Adjunct faculty are not employees of the University by virtue of this courtesy appointment, nor are they compensated by virtue of the appointment.

**UNIVERSITY PRACTICE:**

The provost and vice president for academic affairs is responsible for the approval of adjunct appointments upon recommendation of the departmental faculty, department head and dean.

Rights and prerogatives of adjunct faculty will be outlined in administrative policies and practices promulgated by the provost.

**RESPONSIBILITY FOR IMPLEMENTATION:**

The provost and vice president for academic affairs is responsible for the overall implementation, administration and interpretation of this policy. The assistant vice president for academic affairs is responsible for the daily administration of all academic personnel policies.

**SCOPE OF POLICY COVERAGE:**

This policy applies to all adjunct faculty.

Authority for Creation or Revision

<b>Effective Date</b>		<b>Date of Revision</b>			<b>Policies, Rules And Regulations</b>
9/16/03					
<b>Chapter Name</b>			<b>Chapter No.</b>		<b>Page</b>
EMPLOYMENT/AFFIRMATIVE ACTION					Page 1 of 1
<b>Issue</b>					
ACADEMIC PERSONNEL: VISITING FACULTY, VISITING SCIENTISTS AND POST-DOCTORAL FACULTY					

**UNIVERSITY POLICY STATEMENT:**

It is the policy of the University to appoint visiting faculty, visiting scientists and post-doctoral faculty to supplement its workforce of regular tenure-track and tenured faculty. Such individuals must hold a terminal degree, and the appointments are of a temporary nature. Offers of employment do not become effective until the Board of Regents approves the appointment.

**UNIVERSITY PRACTICE:**

The provost makes final recommendations to the Board of Regents for all regular faculty appointments. All employing departments are responsible for properly informing any "new employee," whom they wish to bring into the job prior to the Board of Regents' approval, that such employment is subject to the final approval of the Board.

The position of visiting professor, visiting associate professor or visiting assistant professor normally will be offered only to those who hold rank as a faculty member at another college or university. Visiting scientists and post-doctoral faculty normally work on externally supported research projects.

No individual may hold a position as a visiting faculty member, visiting scientist or post-doctoral faculty member for more than two years.

Conditions of employment for visiting faculty members, visiting scientists, and post-doctoral faculty members are administered in accordance with policies and practices promulgated by the provost.

**RESPONSIBILITY FOR IMPLEMENTATION:**

The provost and vice president for academic affairs is responsible for the overall implementation, administration and interpretation of this policy. The assistant vice president for academic affairs is responsible for the daily administration of all academic personnel policies.

**SCOPE OF POLICY COVERAGE:**

This policy applies to all visiting faculty members, visiting scientists and post-doctoral faculty members of the University.

<b>Authority for Creation or Revision</b>
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**.6218M                      FACULTY AFFAIRS COMMITTEE**

**Section 15**

Regent Brandon moved and Regent Antonini seconded that the Board approve the Agenda for January 20, 2004, and the Minutes of December 2, 2003.

**Motion Carried.**

**.6219M                      FINANCE COMMITTEE**

**Section 16**

Regent Antonini moved and Regent Valvo seconded that the Board accept and place on file the Working Agenda for January 20, 2004 and the Minutes for the December 2, 2003 Finance Committee.

**Motion Carried.**

**.6220M                      REPORT: 2003-04 FINANCIAL REPORT ON  
   EASTERN MICHIGAN UNIVERSITY CHARTER SCHOOLS**

**Section 17**

Regent Antonini moved and Regent Morris seconded that the Board receive and place on file the 2002-03 Financial Report on EMU Charter Schools.

**Motion Carried.**

**.6221M**

**AMENDMENT: FLEXIBLE BENEFIT PLAN**

**Section 18**

Regent Antonini moved and Regent Valvo seconded that the Board approve the amendment, restatement and continuation of the EMU Flexible Benefit Plan first established January 1, 1989.

**Motion Carried.**

**.6222M**

**POLICIES: REVISIONS RECOMMENDED FOR APPROVAL**

**Section 19**

Regent Antonini moved and Regent Valvo seconded that the Board approve the revision of three policies; Purchasing, Residence Classification for Tuition Purposes, and Graduation Fee. These policies are shown on the following pages.

## EASTERN MICHIGAN UNIVERSITY REVISED BOARD POLICIES

Policy Number	Policy Name	Rationale for Revising Policies	Cabinet Member Responsible
11.3.1	Purchasing	This policy has not been dramatically changed from its present state. Language which addresses employees who violate the policy has been added to the University Policy Statement. The University Practice has also been expanded to better define "services", the purchasing procedure and the approved methods for making purchases. In addition, the University Practice now gives the Purchasing Department the authority to enter into negotiated pricing agreements.	John Beaghan
12.1.1	Residence Classification For Tuition Purposes	The present policy, written in a procedural format, has been re-written in the EMU format strictly as a policy statement. The procedure has been deleted from the policy. Changes have been made to the procedure to make reservists (and their spouse and dependents) eligible for classification as a resident for tuition purposes, and the procedure is ready for implementation.	John Beaghan
12.1.15	Graduation Fee	This policy has been amended to increase the Graduation Fee from 1988 levels (\$30 for undergraduate degrees and \$35 for master and specialty degrees) to \$90 for all graduating students. The increased fee is expected to generate \$350,000 annually -- \$214,000 higher than present, but still below the total graduation related services cost of \$440,000. The revised policy has also been written in the EMU format.	John Beaghan

Effective Date	Date of Revision
7-1-64	1-20-04



# Policies, Rules And Regulations

Chapter Name	Chapter No.	Page
BUSINESS & FINANCIAL OPERATIONS	11.3.1	Page 1 of 1

Issue
PURCHASING

**UNIVERSITY POLICY STATEMENT:**

Eastern Michigan University operates within a centralized purchasing system. Only the Purchasing Department has the authority to obligate the University for the procurement of services, supplies, material and equipment, in accordance with University policies and practices. Employees violating this policy may incur personal liability for unauthorized purchases.

**UNIVERSITY PRACTICE:**

University practices for implementing this policy include:

1. To procure all non-employee services (including but not limited to consultants and guest speakers), supplies, material and equipment in proper quantities and execute delivery as expeditiously as possible for all University entities.
2. To insure that the correct procedure is followed prior to the commitment of University resources (e.g., creation of a requisition, approval by Accounting, approval by Purchasing and the creation of a Purchase Order, and if necessary, creation of a professional services contract).
3. Maximize savings through judicious and ethical purchase.
4. Ensure effective competition among vendors through the utilization of a competitive bidding process for large purchases.
5. The Purchasing Department has the authority to enter into negotiated pricing agreements.
6. University purchase orders, authorized contracts and Procurement Cards are the only approved methods for purchasing goods and services from external suppliers.

**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 .

**SCOPE OF POLICY COVERAGE:**

The Purchasing policy applies to all University departments .

**Authority for Creation or Revision**

Reference Purchasing Procedure, effective July 1, 1964.  
Minutes of the Board of Regents, December 6, 1989; para. .4118M.



# Policies, Rules And Regulations

Effective Date	Date of Revision		
11-17-71	1-20-04		
Chapter Name	Chapter No.	Page	
TUITION, FEES, FINES, DEPOSITS, & REFUNDS	12.1.1	Page 1 of 1	
Issue			
RESIDENCE CLASSIFICATION FOR TUITION PURPOSES			

### UNIVERSITY POLICY STATEMENT:

A person enrolling at Eastern Michigan University will be classified as a resident or non-resident for tuition purposes. Residency will be determined in accordance with the University Residency Procedure. Residency classification for tuition purposes does not apply to online courses.

### UNIVERSITY PRACTICE:

As described in the University Residency Procedure, residency will be determined in the Admissions Office at the time a student is initially admitted to the University. Students have the right to appeal the decision through the appeals office (designated by those responsible for the implementation of this policy), and if still not satisfied, appeal to a final authority, the Residency Appeals Committee.

### RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Business and Finance and the Vice President for Enrollment Services, or their designee(s), have 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:

The policy applies to all admitted students.

### **Authority for Creation or Revision**

Minutes of the Board of Regents, November 17, 1971; para. .1047M  
Minutes of the Board of Regents, August 26, 1987; para. .3537M

RESIDENCE CLASSIFICATION FOR TUITION PURPOSES  
PROPOSED PROCEDURE

I. GUIDELINES FOR DETERMINING RESIDENCE CLASSIFICATION

No student is eligible for classification as a resident for tuition purposes unless the student has demonstrated that he/she has established domicile in Michigan. Demonstration of a Michigan domicile is generally evaluated as follows:

A. Minors and Dependents over 18

The domicile of a student who is not yet 18 years of age follows that of the student's parents or legal guardian. If that student's parents or legal guardians would qualify in accordance with the University's Guidelines for Determining Residence Classification, that student shall be considered a Michigan resident for tuition purposes.

Students 18 years of age or over who are claimed as dependents for federal income tax purposes by their parents or guardians at the time of registration and for the tax year preceding the year in which they register will be classified for tuition purposes as though they were minors.

B. Independent Students

An independent student 18 years of age or older is considered eligible for resident classification if the student has demonstrated that he/she has established domicile in Michigan.

C. Spouse

The domicile of a student who otherwise would be classified as nonresident for tuition purposes will follow that of the student's spouse, if the spouse is eligible for classification as a Michigan resident for tuition purposes. (Applicable only to U.S. citizens or to aliens admitted to the United States in accordance with Subsection E.)

D. Aliens

An alien (non-citizen) student shall be eligible for classification as a Michigan resident for tuition purposes if he/she is domiciled in the United States and also qualifies in accordance with the University's Guidelines for Determining Residence Classification.

In order to demonstrate that he/she is domiciled in the United States the student must be a permanent resident, or an alien with one of the following visa classifications, or an alien with other documentation from the Immigration and Naturalization Service (INS) that reflects such status.

Visa classifications: E-1 – treaty trader, spouse and children; E-2 – treaty investor, spouse and children; G-4 – international organization officer, or employee and members of immediate family; H-1 - temporary worker of distinguished merit and ability; H-2 - temporary worker performing services unavailable in the U.S.; H-3 - trainee; H-4 - spouse or child of H-1, H-2, or H-3; J-1 - exchange visitor (limited to persons engaged as trainee, teacher, professor,

or research scholar); J-2 - spouse or child of J-1 as limited above; L-1 - intracompany transferee; L-2 - spouse or child of L-1.

**E. Migrant**

Migrant status is one factor considered when determining if a student is domiciled in Michigan for tuition purposes. Michigan migrants are defined as individuals who have made their livelihood in seasonal work in the state of Michigan, and have traveled interstate for this purpose. Migrant students shall be considered Michigan residents for tuition purposes if they or their parents or legal guardian were employed IN MICHIGAN for at least two months during each of three of the preceding five years. Verification of employment as migrant workers should be secured from the Michigan Farm Labor and Rural Manpower Services Office. Other appropriate evidence also may be considered to establish their status as a migrant worker.

**F. Spouse or Dependent of a U.S. Military Service Person**

The spouse or dependent of a person currently serving in a branch of the U.S. Military Service or of a person who died while serving in a branch of the U.S. Military Service shall be eligible for classification as a Michigan resident for tuition purposes if that military service person qualified in accordance with the University's Guidelines for Determining Residence Classification immediately before entering the Military Service as a Michigan resident.

**G. U.S. Military Service Veteran**

A veteran of a branch of the U.S. Military Service shall be eligible for classification as a Michigan resident for tuition purposes if that person qualified in accordance with the University's Guidelines for Determining Residence Classification immediately before entering the Military Service as a Michigan resident.

**H. The following criteria shall be applied when reviewing a student's classification. It is recognized that no one of the following criteria shall, standing alone, necessarily be controlling. All factors indicating an intent to make Michigan the student's domicile will be considered by the University in classifying a student.**

1. Domicile in Michigan of family, guardian, or other relatives or persons legally responsible for the student.
2. Former domicile in Michigan and maintenance of significant connections therein while absent.
3. Self-supporting reliance upon Michigan sources for financial support. (Verification of Michigan income tax liability must be provided.)
4. Continuous presence in Michigan during periods when not enrolled as a student.
5. Long-term military commitments in Michigan.
6. Acceptance of an offer of permanent employment in Michigan. (In a position not normally filled by a student.)
7. Ownership of real estate in Michigan.

I. Please note: The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to effect classification of a student as a resident.

8. Voting or registration for voting.
9. Employment in any position normally held by a student.
10. The lease of living quarters.
11. A statement of intention to acquire a domicile in Michigan.
12. Automobile registration, Drivers License.
13. Other public record, e.g., birth records.

## II. GUIDELINES FOR DETERMINING A CHANGE IN RESIDENCE CLASSIFICATION

A student's residence status may be reviewed at each subsequent registration. If a student's circumstances should change to the extent that he/she would no longer be considered a Michigan resident for tuition purposes, as herein described, that student shall be reclassified as a nonresident for tuition purposes 12 months thereafter.

Since a student normally comes to Eastern Michigan University for the primary or sole purpose of attending the University rather than to establish domicile in Michigan, one who enrolls in the University as a nonresident shall continue to be so classified throughout his/her attendance as a student, unless and until he/she demonstrates that his/her previous domicile has been abandoned and a Michigan domicile is established.

It shall be the responsibility of all students, prior to registering, to raise questions in the Student Accounting Office regarding their right to be registered as a resident for tuition purposes. An appeal must be submitted by the 100% add/drop date of the semester in question. Appeals received after this date will be considered for the next appropriate semester.



# Policies, Rules And Regulations

Effective Date	Date of Revision
8-20-75	01-20-04

Chapter Name	Chapter No.	Page
TUITION, FEES, FINES, DEPOSITS, & REFUNDS	12.1.15	Page 1 of 1

Issue
GRADUATION FEE

### UNIVERSITY POLICY STATEMENT

A graduation fee of \$90 is charged to each student who makes application for graduation. The fee is non-refundable and is assessed only once for each degree.

### UNIVERSITY PRACTICE

Costs are incurred by the university in finalizing student preparation for graduation; assessment of program completion, evaluation of credentials, diploma production, commencement and other graduation related services. A non-refundable fee is assessed to each student applying for graduation, and is only assessed once for each degree.

### 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.

### SCOPE OF POLICY COVERAGE

The graduation fee policy applies to all graduating students.

### Authority for Creation or Revision

- Minutes of the Board of Regents, August 20, 1975; para. .1552M.
- Minutes of the Board of Regents, December 8, 1976; para. .1729M.
- Minutes of the Board of Regents, June 16, 1982; para. .2582M.
- Minutes of the Board of Regents, October 26, 1988; para. .3868M.

**.6223M**

## **ELECTION OF BOARD OFFICERS**

### **Section 20**

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

Regent Incarnati abstained from the vote.

**Motion Carried.**

## **ELECTION OF VICE CHAIR**

Regent Morris moved and Regent Brandon seconded that in accordance with the Board of Regents Bylaws, Article IV, Section 4.02, the Board of Regents elect Regent Karen Quinlan Valvo as Vice Chair of the Board of Regents.

Regent Valvo abstained from the vote.

**Motion Carried.**

## **APPOINTMENT OF BOARD TREASURER**

Regent Morris moved and Regent Antonini seconded that in accordance with the Board of Regents Bylaws, Article IV, Section 4.07, the Board of Regents appoint John Beaghan as Treasurer to the Board of Regents.

**Motion Carried.**

## **APPOINTMENT OF THE SECRETARY OF THE BOARD**

Regent Valvo moved and Regent Morris 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 Incarnati moved and Regent Gordon 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.

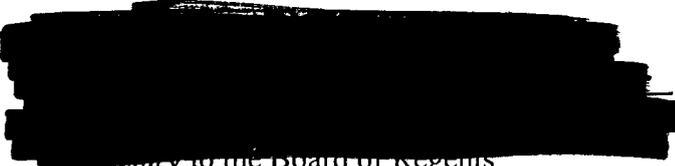
Chairman Philip Incarnati announced the official Board of Regents meeting dates for the year 2004 are:

January 20, 2004  
March 16, 2004  
June 15, 2004  
September 21, 2004  
November 30, 2004

**.6224M 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,

  
Secretary to the Board of Regents