

REGENTS ISSUE

University takes payroll into future

If you have seen your paycheck you already know that the University is in the process of implementing some changes in the way payroll information is handled. One of those changes is a new computer-based system for handling employee data, including payroll and benefits information.

The new HRIS (Human Resource Information System) software is leased from Automatic Data Processing (ADP) and will be operational for payroll beginning in Feb-

ruary 1999. Other elements of the system will become operational in the following months. Though a team of University staff from Human Resources, Payroll and University Computing has been working on technical aspects of this project for over a year, many people who will use the new system had their first look at it in January.

A change such as this yields a lot of questions. Here are some answers from Executive Director of Human Resources Ted Heidloff.

Q: Why did the University need this new system?

A: Information about University employees is currently stored in numerous systems that don't easily share information. This results in errors and costly duplication of effort. In addition to, and perhaps because of these separate, non-integrated systems, many departments have developed their own "shadow systems" to meet their information needs. Another reason for modifying current systems is to insure that the Uni-

versity will have functional databases after the year 2000.

Q: Is the Year 2000 a major concern for the University's information systems?

A: Sometimes it may seem that people are exaggerating the hazards of computers losing their sense of time next year - confusing the year 2000 for 1900. But we can't afford the risk that our employee information systems will fail and that people won't be paid. It's worth spending the time and

See PAYROLL, PAGE 3

Performing for a King



IN THE SPOTLIGHT: Guest speaker Anna Deavere Smith mixed comments and performance in her appearance at the President's MLK Day Luncheon.

Smith, awards highlight MLK Day

Performances by guest speaker Anna Deavere Smith and several faculty, staff and students highlighted the President's Luncheon and Eastern Michigan University's celebration of Martin Luther King Jr. Day Jan. 18.

Smith, a playwright, actress and scholar, gave two presentations, exploring where the races are at the end of a millennium and how they can get where they want to go in the future. She started the day with a morning convocation at Pease Auditorium and ended by delivering the keynote address before a sold out President's Luncheon at the Ypsilanti Marriott.

Smith blended commentary, performance and an impersonation of author Studs Terkel into her address.

Among other performances were that of Glenda Kirkland, professor of music, and Garik Pederson, associate professor of music; Diane Smalley of Women's Studies and student Ditanyon Demps performed "Ego Tripping" and Wallace Bridges, associate professor of communication and

theatre arts, performed "Until They Have Stopped," a poem by Sarah E. Wright.

There were also several awards presented at the luncheon.

Robbie Johnson, retiring associate dean for the College of Education, was given one of two Martin Luther King Jr. Humanitarian Awards. The other award went to Betty L. Maples, a graduate of EMU who is the national director of diversity for Deloitte and Touche LLP, a Detroit accounting firm.

"I was surprised," said Johnson, who has been with EMU for 25 years. "I felt honored. So many times you think the things you do go unnoticed. It was nice to know they didn't go unnoticed." (It's) a nice capstone to a long affiliation to Eastern."

The humanitarian award recognizes someone who exemplifies the values and ideals of Martin Luther King Jr and who has made a significant contribution to the University and/or community. This was the second year for the awards.

Regents tap Incarnati for another term

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Regent Philip A. Incarnati was unanimously re-elected to a fifth term as chair of Eastern Michigan's Board of Regents at its Jan. 19 meeting. The term of office is one year from the date of election.

Incarnati has been an EMU regent since 1992 and chair of the Board of Regents since 1995.

Regent Carl Pursell was elected vice chair. Incarnati Pursell, who has a bachelor's and master's degrees from EMU, has been a regent since 1992.

Re-elected as secretary to the board was Dana Aymond and re-elected treasurer was Patrick J. Doyle, EMU vice president for business and finance. Andrews, Hooper and Pavlik P.L.C. of Saginaw were re-elected as the University's internal auditor.

In other business the Regents approved two new charter schools (see story, page 2) and a lease for 13,000 square feet of office space in the Cambridge Center in Livonia.

The space will be used in conjunction with Continuing Education.



23 new staff join EMU

EDITOR'S NOTE: Look for the rest of the new staff appointments in a future issue.

The appointments of 23 new Eastern Michigan University staff members were approved by the Board of Regents at its regular meeting Jan. 19.

All appointments are effective immediately. Joining Eastern Michigan's staff are:

- **Keaunta Baker of Ypsilanti**, manager of student accounting. Baker comes to Eastern Michigan from the corporate accounting office at Rouge Steel in Dearborn. Baker served in a variety of accounting and cashier roles at Eastern Michigan



Baker

between 1991-1998. She earned a bachelor's degree at EMU in 1995.

- **Colleen Glaser of Garden City**, manager of human resources information systems and end-user training. She was employed by Vista Maria in Dearborn Heights from 1979 to 1998, where she served as a purchasing agent, manager of central purchasing and coordinator of financial support services. She is currently a student in computer information systems at Schoolcraft College.



Glaser

Other staff appointments include:

- **June Nephof of Livonia**, workplace education specialist at UAW-Ford:Carlite.

- **Arleen Zalewski of Dearborn Heights**, workplace education specialist at the Center for Management and Leadership.

- **Paul Zwarka of Canton**, workplace education specialist at the Center for Management and Leadership.

- **Hugh Crisp, of Ypsilanti**, supervisor of dining services.

- **Kensheila Wells, of Ypsilanti**, senior secretary, collaborative school improvement program.

Regents approve two new charter schools

The Eastern Michigan University Board of Regents authorized two charter schools — Edison-Concord Public School Academy in Ferndale and Grand Blanc Academy in Grand Blanc Township — during the board's Jan. 19 meeting.

In addition, Regents made six appointments to the board of directors at Edison-Concord, five appointments to the board of directors at Grand Blanc Academy; and authorized EMU President William E. Shelton to negotiate and execute a contract with both academies.

Eastern Michigan has authorized a total of eight charter schools.

EDISON-CONCORD PUBLIC SCHOOL ACADEMY

Edison-Concord will initially serve students from kindergarten through fifth grade. Plans include adding grades six through eight in 2000-01, grades nine and 10 in 2001-02, and grades 11 and 12 in 2002-03. The academy will be housed in the former St. James School at 162 W. Hazelnut Ave. in Ferndale.

The school will be divided into five academies: the Primary Acad-

emy for K-2; the Elementary Academy for grades 3-5; the Junior Academy for grades 6-8; the Senior Academy for grades 9-10; and the Collegiate Academy for grades 11-12. The curriculum will feature humanities and the arts, mathematics and science, character and ethics, health and physical fitness, and practical arts and skills.

Academy officials plan to open Aug. 31 and provide 205 days of instruction through June 30, 2000.

The academy expects to enroll 840 students during the 1999-2000 school year, providing EMU with an administrative fee of \$151,200.

GRAND BLANC ACADEMY

Grand Blanc Academy, which will be located at 4501 E. Hill Road in Grand Blanc Township, will initially operate as a kindergarten through sixth grade school. Plans include adding one grade each year until it includes K-12 in 2005-06.

The academy will employ a primary care model in grades one-three and four-six. One teacher will serve as the primary educator in a single class and will move with the children through various grade levels. The

academy's curriculum will stress character development and personal management skills, and will incorporate literature and philosophy, world history, social studies and geography, visual arts and music, science and foreign language and will implement the Paragon Curriculum.

Academy officials plan to open Aug. 23 and to provide 200 days of instruction.

The academy expects to enroll 450 students during the 1999-2000 school year, providing EMU with an administrative fee of \$81,000.

Charter schools are public schools of choice, which are legally independent and operate under contract to an authorized public body. Under Michigan legislation, they are created to develop benchmarks to improve all public schools through competition for students.

Schools receive an estimated \$6,000 per student. Charter schools may not charge tuition and must employ certified teachers. They also must comply with all state and federal statutes, the Michigan School Code and all civil rights standards.

Six faculty granted emeritus status

Six retired Eastern Michigan University faculty members were granted emeritus status by the Board of Regents at its regular meeting Jan. 19.

Faculty granted emeritus status were:

James H. Conley, professor of management, retired in January after 29 years of service. Conley is a recipient of the Distinguished Faculty Award for Service. He earned a bachelor's degree from Otterbein College, a master's from United Theological Seminary and a doctoral degree from Michigan State University.

Andrew C. Dempster, associate professor of computer science, retired in January after 32 years of service. Dempster was instrumental in forming the University's department of computer science in 1985 and served as department head from 1985-86. He earned bachelor's, master's and doctoral degrees from the University of Michigan.

Howard F. Kamler, professor of history, retired in June 1997 after 29 years of service. Kamler wrote four books about philosophical psychology and was the first EMU non-clinical candidate accepted to Michigan Psychoanalytic Institute. He earned a bachelor's degree from Wash-

ington and Jefferson College, and master's and doctoral degrees from the University of Michigan.

Lucy Liggett, professor of communication and theatre arts, retired December 1998 after 15 years of service. Liggett earned her bachelor's degree from Western College, a master's from Bowling Green State University and a doctoral degree from the University of Michigan.

Horace A. MacMahan, professor of geography and geology, retired in January after 30 years at the University. Known as "Mac" to his colleagues and students, MacMahan earned a bachelor's degree from the University of Maine, a master's from the University of Utah and a doctoral degree from the University of Colorado.

Patricia Ryan, professor of sociology, anthropology, and criminology, retired in January after 32 years of service. Ryan became the associate director of the Institute for the Study of Children and Families in 1978 and became the administrative director in 1980. She earned her bachelor's degree from Wayne State University and her master's and doctoral degrees from the University of Michigan.

Sesquicentennial

If you have a favorite fact about the University's 150-year history and would like others to know, please send it to us at 18 Welch Hall or call 487.4400.

Normal in the Civil War

In April of 1861 President Abraham Lincoln asked for 10 companies of militia to form Michigan's 1st Infantry. By the summer of 1862 students from Michigan Normal School formed Normal Company. The company saw its first combat in a successful charge at South Mountain, Maryland in 1862. They went on to fight at Fredericksburg, Knoxville and in the West. When the war ended in 1865 Normal Company had lost 13 men.

PAYROLL, from page 1

effort now to make sure that all our systems are reliable next January 1.

Q: You mentioned inefficiencies in the University's current systems, how will this new system be an improvement?

A: The new system is centralized so data will be entered only once where multiple entries were previously required. The same is true for updates of records. Currently the data for the University's various information systems is gathered and transmitted across the campus using paper forms. The new system will automate many of these functions and eventually eliminate the need for duplicate copies of documents. The new system also allows for adaptability. If the University decides to make changes in how we organize payroll or benefits information, we will be able to do this without having to rewrite all the computer code.

Q: What changes will staff notice as a result of this new system?

A: Most employees will notice that his or her paycheck or direct deposit receipt looks different. We have contracted with ADP to print the payroll documents at a significant cost saving for the University. The appearance of these documents is different but that is the only substantial difference. Though the information is conveyed in a slightly different format, pay and benefits will be unaffected.

Helpful student payroll tips

The Career Services Center would like to offer a few helpful hints regarding payroll processes to ensure that student employees are not inconvenienced in receiving paychecks:

- Collect the Work Approval Card from the student upon hiring (need to have this prior to the student's first day of work)

- Submit a completed P-37 to the Career Services Center (remember to check the Work Approval Card to determine whether the student is approved for College Work Study or Regular student employment). P-37s should be submitted within three days of hiring a student.

- Be sure students do not work over the approved number of hours per week for the current semester (20 hours/week maximum for fall and winter semesters, 30 hours/week for spring, and 40 hours/week for summer)

Q: Should employees expect delays in getting their pay?

A: Everyone involved in this project is working very hard to ensure that payroll goes through on time. It is possible that we may hit some rough spots as we implement this new system, but we are committed to getting people their pay. If an employee notices any discrepancy in their paycheck they should contact the payroll department immediately.

Q: Some on campus have expressed concern that the new software will be as difficult to learn and use as the ISIS software used for student registration.

A: My sense is that any negative perceptions of ISIS are due to the fact that it is a DOS based system where commands must be typed by the user in order to move from one screen to

the next. HRIS is Windows based and should be easier for users to learn and operate. The "point-and-click" commands are intuitive, so you can almost teach yourself how to use it, but we are not relying on people figuring out the software themselves.

Q: What is the plan for training?

A: Earlier this month we held a series of orientation sessions to provide people with a general overview of the system. We will train all of the University staff currently responsible for filling out written payroll vouchers. They each will go through a four-hour, hands-on session on how to operate the new payroll software called "Time Care."

Q: Who will present this training?

A: Outside consultants from ADP will present much of the initial train-

ing. Six University staff are prepared to serve as our "Time Care" trainers in the long run so we will not have to rely on outsiders. In the short run we want to make sure that everyone is prepared when the new software replaces the old paper payroll vouchers Feb. 1.

Q: Why was the Feb. 1 implementation date selected?

A: The HRIS system operates on an annual calendar so it makes sense to start it early in the year. The later in the year we started the more difficult and costly it would be to transfer data to the new system. We also wanted the training sessions to immediately precede the system launch so users would retain the skills and knowledge through use. If we had trained the users prior to the holiday break and then let several weeks pass before they used the new skills, much of their learning would have been lost. I know that some people have been inconvenienced by the timing and hope that they will be patient. There is no time period during the year when a change of this scope would not cause problems for someone.

Q: You said earlier that this is a Windows-based system, will people need computer upgrades in order to support the HRIS software?

A: University Computing staff completed an inventory last year that showed most departments have adequate computers to support the new software. Basically any networked PC that is running Windows/95 or Windows/98 with adequate memory will probably be able to handle "Time Care." Some PCs will require a memory upgrade costing between \$90 and \$200. The challenge comes with Macintosh users. If their Mac can mimic a PC then they are probably OK, but University Computing has recommended that these departments purchase Macintosh G3s. The G3 costs around \$1,000.

Q: Are there funds available to departments to pay for the computer upgrades?

A: Unfortunately, I do not have money in the project budget to pay for computer upgrades for the various departments, but the memory upgrades should be in the affordable range for most units. If a department is in the position of having to replace a Macintosh, that is clearly more expensive. What I can offer is that any department that is delayed in upgrading can access the new system at any networked computer on which the software has been loaded. We have a six PC lab here in Bowen Field House and anyone on campus can make an appointment to use one of our PCs to enter their payroll information.

W5**Patricia Moore lecture on ageism**

Patricia Moore, an internationally renowned social gerontologist/environmental and industrial designer, will present a lecture at Eastern Michigan University Thursday, Jan. 28., 7- 8:30 p.m., Roosevelt Hall Auditorium. The event is free and open to the public.

The lecture, "Is Ageism Alive and Well in the United States?", touches on her experiences traveling throughout the United States and Canada for three years disguised as an 80-year-old woman. NBC News helped transform her image which helped her respond to people, products and environments as a senior citizen.

"To have someone of Patricia Moore's expertise and reputation visiting EMU's campus and interact with our students is very exciting," said Dr. Louise Jones, associate professor of human, environmental and consumer resources.

Moore is recognized as an authority on the behavior and environments of people and ageism. The designer of Good Grips (popular rubber handled kitchen utensils), Moore is a frequent lecturer, media guest, author of numerous articles and two books. For more information contact Louise Jones at 487.2490.

Northern exposure

A Canadian Studies Development Group is being formed to explore ways of furthering these studies at EMU. It will have its first meeting Jan. 29, 2:30 p.m., Room 472 (Dean's conference room) in the Owens College of Business building. All interested faculty and staff are invited to attend. Call Roger Peterson at 487.3163 for further information.

Musically inclined

There are three musical events this week. The first is a piano recital by John Perry, a faculty member of USC-Los Angeles and the Toronto Royal Conservatory of Music. Perry will perform Friday, Jan. 29, 8 p.m., Pease Auditorium. This event is free and open to the public. Perry also will conduct a keyboard workshop, Saturday, Jan. 30, all day, Pease Auditorium. The workshop costs \$20 and is for high school participants. To register, call 487.1437. The Wind Symphony and Symphonic Band will perform Sunday, Jan. 31, 4 p.m., Pease Auditorium. This event is free and open to the public. Call 487.2255.

FCIE seminar on teaching and learning

The Faculty Center for Instructional Excellence is sponsoring "The Scholarship of Teaching and Learning in Higher Education," Jan. 28-April 15. The semester-long seminar will meet Thursday, 1-2:30 p.m., Bruce T. Halle Library, Room 104. Participants will have the opportunity to explore some of the literature and research on the teaching and learning process in higher education as well as examine their own views on key issues, such as: what are colleges for and what are the challenges and rewards of learning and facilitation? Call 487.0255 to register.

JOBSLINE

To be considered for vacant positions, all Promotional Openings Application Forms MUST BE SUBMITTED directly to the Compensation/Employment Services Office and received no later than 4:45 p.m., Monday, Feb. 1. NOTE: LATE OR INCOMPLETE FORMS WILL NOT BE ACCEPTED.

Vacancy information may also be obtained by calling our 24-hour Jobs Line at 487-0016. Compensation/Employment Services office hours are Monday - Friday 8 a.m. to 4:45 p.m.

CLERICAL/SECRETARIAL

(Minimum Bi-Weekly Salary)

CSAA9922 CS-04 \$383.62
Secretary II, Department of Accounting. 50% Appointment. Proficiency in Windows 95 and Microsoft Word, Excel and Office 97. ISIS knowledge desirable.

CSAA9923 CS-04 \$767.23
Secretary II, Health, Physical Education, Recreation and Dance. Knowledge of Microsoft Access desirable.

FOOD SERVICE/MAINT.

(Minimum Hourly Salary)

FMSA9913 FM-06 \$7.58
Custodian, Custodial Prorate. Hours: 5 a.m. to 1:30 p.m. Monday through Friday.

FMBF9913 FM-06 \$7.58
Custodian, Physical Plant (Bowen/Warner) 50% Appointment. Monday through Friday.

FMSA9909 FM-10 \$8.04
Cook/Stock Keeper, Dining Services. (REPOST) Hours: Variable. Tuesday through Saturday.

FMBF9914 FM-21 \$2.82
Electrician, Physical Plant.

FMBF9915 FM-21 \$12.82
Plumber/Maintenance, Physical Plant.

PROFESSIONAL/TECHNICAL

(Minimum Bi-Weekly Salary)

PTUR9914 PT-06 \$953.46
User Consultant I, University Computing.

PTSA9912 PT-07 \$1,096.46
Accountant II, Housing and Dining.

PTUR9915 PT-08 \$1,250.12
Senior Programmer/Analyst, University Computing.

ADMINISTRATIVE/PROF.

(Minimum Semi-Monthly Salary)

APEN9900 AP-09 \$1,555.33
Assistant Director: Student Loans Financial Aid.

APAA9906 AP-13a \$3,092.58
Associate Academic Dean, College of Education.

FACULTY

F9946 Associate/Full Professor, Industrial Technology Department. Academic Year. Director of Construction Management Programs.

F9947 Assistant/Associate Professor, Industrial Technology Department. Academic Year.

The pay rates stated above reflect the probationary minimum rate for a newly hired EMU employee. The pay rate or salary for current employees will be established according to the respective employee group union contract, and/or University salary administration policy guidelines.

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EASTERN MICHIGAN UNIVERSITY™

The Learning Edge

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Why I teach at Eastern Michigan University

I get asked why I teach at Eastern Michigan every time I perform. People ask me that because they think I am a good enough performer that I could be performing with a major orchestra.

For me the question is a compliment. I am here because I want to be here. Because I enjoy teaching.

When I was a student at Julliard, I thought I wanted to teach young singers. It's such a wonderful opportunity to teach a beginning singer. To watch that singer grow and blossom into a wonderful performer. And in the last 10 years we have certainly attracted talented young performers here at Eastern.

I'm not sure if they know how good we are as teachers here at EMU, but I get very rewarding letters from students all the time. It seems they have to get out in the real world to see how good of an education they were getting here.

Even though our program is music education orientated, we encourage students going into public school education to perform and do the things they will be teaching. Likewise, as a teacher here I have been encouraged to perform, to teach, and to be creative. That is what we all do, and we are very fortunate for that opportunity.

What I have is a gift from God and I feel I have to share it freely, that is why I teach at Eastern Michigan University.



Glenda Kirkland
Chairperson of Choral-Vocal Studies
Professor of Music

Detroit Symphony Orchestra Heritage Series
PBS program "Time Out For Opera"
Winconsin Chamber Orchestra

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