Board of Regents Meeting Materials, February 15, 2011

Eastern Michigan University

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AGENDA

Call to Order
Roll Call Attendance
Tab A  Open Communications
Tab B  President’s Report
Section 1  RESOLUTION: Regent Gary Hawks
Section 2  RESOLUTION: Regent Philip Incarnati
Section 3  Proposed Minutes of the December 16, 2010 Regular Board Meeting

CONSENT AGENDA

Section 4  Emeritus Staff Status
Section 5  Emeritus Faculty Status
Section 6  Academic Affairs Administrative Professional Appointments/Transfers
Section 7  Lecturer Appointments
Section 8  Academic Retirements/Separations
Section 9  Staff Appointments
Section 10  Staff Separations/Retirements

REGULAR AGENDA
Student Affairs Committee
Section 11 Report and Minutes

Athletic Affairs Committee
Section 12 Report and Minutes

Faculty Affairs Committee
Section 13 Report and Minutes

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Section 14 Report and Minutes
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New Business
Section 19 Board Policy Revisions
  3.1.1.1 Nature of the Employment Relationship
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  3.1.6 Reporting of Relationships
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  3.3.3 Financial Responsibility
  3.4.1 Employee Benefits
  3.4.2.1 Retirement Eligibility
  3.4.2.4 Emeritus Staff Status
RESOLUTION:

In honor of Gary D. Hawks and in recognition of his distinguished service

WHEREAS, Gary D. Hawks was appointed to the Eastern Michigan University Board of Regents by Governor Jennifer Granholm in January 2007, and served through December 2010; and

WHEREAS, Mr. Hawks, during his appointment, served with distinction as chair of the Student Affairs Committee; and

WHEREAS, Mr. Hawks served Eastern Michigan University in a variety of roles from 1964-1981, including director of personnel, executive director of university relations, vice president of university relations and secretary to the Board of Regents; and

WHEREAS, Mr. Hawks served as Deputy Superintendent and as Interim Superintendent, an experience that proved valuable for Eastern Michigan University in its relationship with the state of Michigan; and

WHEREAS, Mr. Hawks received the Dr. John W. Porter Distinguished Service Award by the EMU Alumni Association in 1999 for his leadership in statewide educational issues; and

WHEREAS, Mr. Hawks has given his time and talents to countless community organizations, including helping to establish the Eastern Leaders Group, supporting the creation of SPARK East, and being active in the Boy Scouts of America, Greater Ypsilanti Area Kiwanis Club, and Ypsilanti Little League Football; and

WHEREAS, Mr. Hawks earned a master's degree in higher education from Eastern Michigan University; and

WHEREAS, Mr. Hawks' tenure on the EMU Board of Regents has been characterized by the highest degree of professionalism and personal integrity;

NOW, THEREFORE, BE IT RESOLVED that the Eastern Michigan University Board of Regents expresses its great appreciation to Gary D. Hawks for his service and with sincere gratitude thanks him, and his wife Shirley Hawks, for their many contributions to Eastern Michigan University and most especially the students we serve and his dedication to Eastern Michigan University; and

BE IT FURTHER RESOLVED, that the Board of Regents of Eastern Michigan University confers upon Gary D. Hawks the title “Regent Emeritus,” with all the rights and privileges pertaining thereto.
RESOLUTION:

In honor of Philip A. Incarnati and in recognition of his distinguished service

WHEREAS, Philip A. Incarnati was appointed to the Eastern Michigan University Board of Regents by Governor John Engler in February 1992, and served continuously through December 2010, a total of 18 years, the second-longest serving regent in Eastern’s history; and

WHEREAS, Regent Incarnati served as chair of the Board from 1995 to 2005, the longest tenure of any chairman; and

WHEREAS, Regent Incarnati is a distinguished voice in the health care industry, leading the McLaren Health Care Corporation as its president and CEO since June 1989, transforming it into one of the fastest-growing health systems in Michigan; and

WHEREAS, Regent Incarnati is an active volunteer on several other boards throughout the state, including the Michigan Health and Hospital Association, the Flint Cultural Center, the Healthcare Council of MidMichigan, and the Genesee Area Focus Council; and

WHEREAS, Regent Incarnati earned two degrees from Eastern Michigan University: a bachelor of business administration degree in 1976 and a master of business administration degree in 1982; and

WHEREAS, Regent Incarnati, a former football letterwinner, is an avid, vocal fan of Eastern athletics and student-athletes; and

WHEREAS, Regent Incarnati’s business sense, expertise, wisdom and unwavering commitment to Eastern Michigan University have enhanced his alma mater’s success;

NOW, THEREFORE, BE IT RESOLVED that the Eastern Michigan University Board of Regents expresses its great and enduring gratitude to Philip A. Incarnati for his longstanding, distinguished service and his dedication to Eastern Michigan University; and

BE IT FURTHER RESOLVED, that the Board of Regents of Eastern Michigan University, wishing to memorialize Regent Incarnati’s service in perpetuity, confers upon Philip A. Incarnati the lifelong title Regent Emeritus, with all the rights, honors and privileges pertaining thereto.
These are the proposed minutes of the December 16, 2010 Board of Regents meeting.

The meeting of the Eastern Michigan University Board of Regents was called to order by Chairman Wilbanks at 11:30 a.m. in Room 201, Welch Hall, Ypsilanti, Michigan.

The Board Members present were:

Regent Floyd Clack, Regent Gary Hawks, Regent Philip Incarnati, Vice Chair Francine Parker, Regent Thomas Sidlik, Regent James Stapleton and Chair Roy Wilbanks.

The Board Member absent was: Regent Mohamed Okdie.

COMMUNICATIONS

Secretary Reaume announced that there were five (5) requests to address the Board of Regents. Each speaker was given up to six (6) minutes to speak.

Rebecca Sipe and Heather Neff—McNair Grant

Linda Pritchard—Grants awarded by Women in Philanthropy group at EMU

Jack Mack/Coalition of Club Sports—Issues club sports teams are facing

Eric Brown—Update about the EMU Alumni Association

Matthew Evett—Report on Faculty Senate

The Board recessed at noon.

The regular meeting of the Eastern Michigan University Board of Regents was reconvened at 4:01 p.m. by Chairman Roy Wilbanks.

The Board Members present were:

Regent Floyd Clack, Regent Gary Hawks, Vice Chair Francine Parker, Regent Thomas Sidlik, Regent James Stapleton, Chair Roy Wilbanks.

The Board Members absent were: Regent Philip Incarnati and Regent Mohamed Okdie.
Section 1

PRESIDENT MARTIN’S REPORT TO THE BOARD OF REGENTS

President’s Report
EASTERN MICHIGAN UNIVERSITY
Board of Regents’ Meeting
December 16, 2010

Good afternoon.

The Lumina Foundation recently set a goal that in 2025, 60 percent of Americans would have postsecondary education degrees or certificates. For Michigan, that means over 1.3 million more degrees and over 9.3 thousand per year. If we do not achieve it, we will fall behind not only other states but also the world at large. Eastern is stepping up to try to reach out to over 300,000 25-34 year olds in southeast Michigan who have some college but no degree that need that credential to pursue the careers of the future. Today, we revealed the future for our students to embrace in a new Science Complex to earn the college degree that sets them on a path to support their family, stay in Michigan, and be a part of the new reinvented Michigan economy.

It is with great pride that we celebrated the “reveal” of the new five-story addition to our Science Complex earlier today. The $90 million self-funded project will become a new cornerstone in Eastern’s continuing renaissance. A facility where the sciences -- key to the economic future of Michigan and our nation – are embraced, researched, learned, explored and celebrated. We were pleased to host Lt. Governor-elect Brian Calley, as well as other community and campus leaders. I want to thank the Board of Regents for its leadership in making this day a reality. A campus-wide open house will be scheduled in January. The Science Complex is a key piece of the unprecedented $195 million investment in capital projects underway across Eastern’s campus.

Enrollment continues to grow. Following the 7-percent increase in students over the last two years, momentum for the winter semester and next fall is strong. Winter enrollment is up more than 3.45 percent from winter last year. While it is still early -- applications for fall 2011 indicate our momentum is continuing. Applications from first-time students are up 39 percent, 8,200 compared to 5,901 at the same time a year ago; applications from transfer students are up 74 percent with 707 applications this year compared to 406 last year; and, graduate student applications are up 82 percent, 680 this year compared to 374 last year. Applications are up from Ohio and Illinois as well.

We are saying goodbye to three people who have had a major impact at Eastern:

- Bob Neely, associate provost of academic affairs who has accepted a position as provost and vice president for academic affairs at Texas Women’s University after 25 years at Eastern;
• Art Timko, executive director and station manager of WEMU-FM, who is retiring after more than 40 years at the station; and,

• Gary Evans, a faculty member and outstanding representative of Eastern with a career spanning 46 years, also is retiring at the end of the month.

With 46 new faculty searches last year and 30 more this year, we are investing where it counts most – focusing on quality academic programs that meet the needs of today’s students.

• David Victor, a professor of management and director of the International Business Program in the College of Business, was awarded the Association for Business Communication's highest annual honor for recognizing teaching excellence.

• Martin Shichtman, a professor of English language and literature who has taught at Eastern for 26 years, was appointed director of Jewish studies in the College of Arts and Sciences.

• Ten faculty received Faculty Research and Creative Activity Fellowships for fall 2010 or winter 2011. These fellowships are competitive awards given to faculty who submit meritorious research or special study proposals.

• The Department of Geography and Geology hosted the Southeast Michigan Geotourism Conference to raise awareness of the vast tourism opportunities present in southeast Michigan.

• Two Eastern students were among only four students selected nationally to speak at the Council of Undergraduate Research in Washington, D.C. Cindy Bedrosian, a senior from Plymouth, and Ian Pendleton, a junior from Ypsilanti, represented Eastern in demonstrating the importance of undergraduate research.

• The Peace Corps announced a new partnership with Eastern, offering selected students the opportunity to earn a master's degree in Teaching English to Speakers of Other Languages in combination with Peace Corps service.

• The Ambassadorial and Consular Corps Liaison Office was recently launched to create internships for students, build partnerships and connect with international communities in Michigan and abroad.

• I thank our 32 department heads and school directors for their many contributions this semester in orchestrating swing space. Every department head in Pray-Harrold has had to move his or her department offices, support staff, and faculty to new locations. This week, science department heads have been moving their departments into the new facilities in the Science Complex. Our department heads have been on the front line of initiatives including Pathfinders, which increased our retention rates, First Year Seminars, International Programming Stimulus Grants, grant funding, accreditation committees, and a host of other projects. Department heads manage countless student and faculty issues and the needs of the departments and schools.

Our student athletes continue to excel in academics as well as the field of play:
• For the seventh consecutive year, our softball team was ranked among the top-20 in all Division I schools in team GPA. The Eagles ranked 14th in the nation after compiling a team grade point average of 3.43 last year.

• The men's cross-country team kept our championship tradition alive, winning their 15th MAC title.

• Former baseball standout and Eastern Michigan University Hall of Famer Terry Collins was introduced as the new manager of the New York Mets. Collins played shortstop for Eastern from 1968-1971.

• Jean Cione, a 1986 Eastern Athletic Hall of Fame inductee and a professor of sports medicine for nearly 30 years, passed away November 22. She was 82. Before joining Eastern, Cione was a member of the All American Girls Professional Baseball League for nine years. She was our first women's athletic director.

• Vice-President Lindke and I recently met with student leaders and club sport representatives to better understand how to support their activities and teams.

The “Invest. Inspire.” capital campaign continues to attract new donors and generate new relationships. Last week we received a $300,000 gift in kind from Engineering Technology Associates in Troy, as part of a collaboration to prepare students for real world challenges. We have now raised $38.3 million, $1.5 million more than announced at our last Board of Regents meeting beyond Emeritus Regent Dyer's gift, toward our goal of $50 million.

We have two new additions to our leadership team. Tom Stevick as vice president for advancement, and Vicki Reume as vice president and secretary to the Board of Regents.

The Annual Faculty and Staff Giving Program got off to a strong start with the presentation of a check for $38,900 representing 100 percent support from the University’s executive council. With my contribution of $12,000, the executive council’s total contribution to INVEST. INSPIRE is $50,900. Our goal is to have 100 percent participation from our current faculty and staff for the comprehensive campaign. Since the official kick off of this year’s Faculty and Staff Giving Program, EMU employees have contributed $213,000.

My total commitment to date to the university stands at $25,775, which includes the donation of $10,000 when first appointed and the recent $12,000 as part of the faculty-staff campaign -- $5,000 of which was targeted to new marching band uniforms, $5,000 to the President’s Excellence Fund, and $2,000 to University House. My husband Larry and I continue to reinvest in Eastern. Join us!

The Women in Philanthropy announced $41,000 in grants and awards designed to benefit students at the University. The grants represent the first-ever funds committed by the group, made up of 41 members of the campus community.

WEMU’s fall, on-air fundraising campaign raised a record total of $150,871, capped off with $36,000 in contributions on the drive’s final day.
Chairman Wilbanks, this concludes my report.

Thank you.

Susan Martin

Section 2

RESOLUTION: MAC MEN'S CROSS COUNTRY TEAM

Regent Wilbanks moved and Regent Stapleton seconded to recommend the Board approve the Resolution recognizing the MAC Men’s Cross Country Team. They were recognized for winning the 2010 Mid-American Conference Championship.

Motion Carried

Section 3

RESOLUTION: SOFTBALL

Regent Wilbanks moved and Regent Parker seconded to recommend the Board approve the Resolution recognizing the Softball Team. They were recognized for academic excellence.

Motion Carried

Section 4

RESOLUTION: ARTHUR TIMKO

Regent Wilbanks moved and Regent Hawks seconded to recommend the Board approve the Resolution recognizing Arthur Timko. He was honored for 42 years of distinguished service to WEMU and EMU.

Motion Carried

Section 5

RESOLUTION: ROBERT NEELY

Regent Wilbanks moved and Regent Sidlik seconded to recommend the Board approve the Resolution recognizing Robert Neely. Dr. Neely was recognized for 26 years of
distinguished service in the EMU Division of Academic Affairs.

**Motion Carried**

Section 6

PROPOSED MINUTES OF THE OCTOBER 19, 2010 REGULAR BOARD MEETING

Regent Hawks moved and Regent Parker seconded that the proposed minutes be approved as submitted.

**Motion Carried**

Consent Agenda

Regent Stapleton moved and Regent Sidlik seconded that the items on the Consent Agenda be approved (sections 7-12).

Section 7

**Emeritus Staff Status**

Recommended that the Board of Regents grant Emeritus Staff Status to five (5) former staff members: Carol Frisbie, Karen Hathaway, Mark Morton, Luinda Smith, and Lois Whitehead.

Section 8

**Emeritus Faculty Status**

Recommended that the Board of Regents grant Emeritus Faculty Status to four (4) former faculty members: Lora Durham, John Edgren, Gary Evans, and Robert Neely.

Section 9

**Academic Affairs Administrative Professional Appointments/Transfers**

Recommended that the Board of Regents approve one (1) administrative/professional appointment and two (2) administrative/professional transfers.
Section 10

Lecturer Appointments

Recommended that the Board of Regents approve one (1) new lecturer appointment for the 2010-11 academic year for Thomas Mitchell.

Section 11

Staff Appointments

Recommended that the Board of Regents approve 22 staff appointments for the reporting period of October 1 – November 15, 2010.

Section 12

Staff Separations/Retirements

Recommended that the Board of Regents approve 9 separations and retirements for the reporting period October 1 – November 15, 2010.

Motion Carried

Section 13

MONTHLY REPORT AND MINUTES - STUDENT AFFAIRS COMMITTEE

Regent Hawks moved and Regent Parker seconded that the Student Affairs Committee Agenda for December 16, 2010 and the Minutes of October 19, 2010 be received and placed on file.

Motion Carried

Section 14

MONTHLY REPORT AND MINUTES - ATHLETIC AFFAIRS COMMITTEE

Regent Hawks moved and Regent Parker seconded that the Athletic Affairs Committee Agenda for December 16, 2010 and the October 19, 2010 Minutes be received and placed on file.

Motion Carried
Section 15

MONTHLY REPORT AND MINUTES - FACULTY AFFAIRS COMMITTEE

Regent Parker moved and Regent Stapleton seconded that the Faculty Affairs Committee Agenda for December 16, 2010 and the Minutes of the October 19, 2010 meeting be received and placed on file.

Motion Carried

Section 16

MONTHLY REPORT AND MINUTES - EDUCATIONAL POLICY COMMITTEE

Regent Sidlik moved and Regent Stapleton seconded that the Educational Policy Committee Agenda for December 16, 2010 and the Minutes of the October 19; 2010 meeting be received and placed on file.

Motion Carried

Section 17

APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS

It was moved by Regent Sidlik and seconded by Regent Hawks to appoint Tammy Smith to a three-year term on the Board of Directors of the Academy for Business and Technology; Theodore Layher to a two-year term and Valerie Mates to a three-year term on the Board of Directors of Ann Arbor Learning Community; Solomon Spann to a three-year term on the Board of Directors of Commonwealth Academy; Andrea Wright to a three-year term on the Board of Directors of Great Lakes Academy; Shenetta Coleman to a two-year term and Leatrice Eagleson and Alice Thompson to three-year terms on the Board of Directors of Hope Academy.

Motion Carried

Section 18

REPORT: 2011 PROVOST’S NEW FACULTY RESEARCH AWARDS

It was moved by Regent Sidlik and seconded by Regent Clack that the Board of Regents accept and place on file the report on the 2011 Provost’s New Faculty Research Awards.
Motion Carried

Section 19

RECOMMENDATION
Regent Sidlik moved and Regent Hawks seconded that the Board of Regents amend Board Policy 1.3 University Mission, Values, Philosophy and Guiding Principles as presented.

Motion Carried

Section 20

MONTHLY REPORT AND MINUTES - FINANCE AND AUDIT COMMITTEE
Regent Stapleton moved and Regent Clack seconded that the Board of Regents, receive and place on file the Minutes from the October 19, 2010 Finance and Audit Committee meeting, the Agenda for the December 16, 2010 meeting and the Informational Reports and Financial Updates.

Motion Carried

Section 21

THE 2009-2010 EASTERN MICHIGAN UNIVERSITY FOUNDATION ANNUAL REPORT
Regent Stapleton moved and Regent Clack seconded that the Board of Regents receive and place on file the Eastern Michigan University Foundation Annual Report for the year ended June 30, 2010.

Motion Carried

Section 22

RECOMMENDATION
Regent Parker moved and Regent Stapleton seconded that the Board of Regents extend the employment of President Susan Martin beyond the expiration of its term on July 7, 2011. Further it was recommended that the Board authorize the Board Chair and Personnel and Compensation Committee Chair to negotiate, on behalf of the Board, the Second Amendment to the President’s Employment Contract with Dr. Martin, and authorize the Chair to sign the Second Amendment to the President’s Employment
Contract on behalf of the Board.

**Motion Carried**

Section 23

**ELECTION OF BOARD OFFICERS**
Regent Parker moved and Regent Clack seconded that in accordance with the Board of Regents By-Laws, Article IV, Section 4.01, the Board elect Regent Roy Wilbanks as Chair of the Board of Regents.

**Motion Carried**

Regent Stapleton moved and Regent Hawks seconded that in accordance with the Board of Regents By-Laws, Article IV, Section 4.02, the Board elect Regent Francine Parker as Vice Chair of the Board of Regents.

**Motion Carried**

Regent Hawks moved and Regent Sidlik seconded that in accordance with the Board of Regents By-Laws, Article IV, Section 4.07, the Board appoint John Lumm as Treasurer of the Board of Regents.

**Motion Carried**

Regent Parker moved and Regent Sidlik seconded that in accordance with the Board of Regents By-Laws, Article IV, Section 4.05, the Board appoint Vicki Reaume as Secretary to the Board of Regents.

**Motion Carried**

Section 24

Regent Wilbanks announced and asked that the 2011 Board of Regents Meeting Schedule be placed on file and distributed.

Section 25

**APPOINTMENT OF EAGLE ADMINISTRATIVE SERVICES BOARD MEMBERS**

Regent Parker moved and Regent Hawks seconded that the Board of Regents appoint Regent Floyd Clack to serve a one-year term on the Eagle Administrative Services Board from January 1, 2011 to December 31, 2011; Regent James Stapleton serve a two-year
term on the Eagle Administrative Services Board from January 1, 2011 to December 31, 2012; and Regent Roy Wilbanks serve a two-year term on the Eagle Administrative Services Board from January 1, 2011 to December 31, 2012.

*Motion Carried*

Regent Wilbanks called for any further business to be brought before the Board. There being none, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Vicki Reaume
Vice President and Secretary to the Board of Regents
EMERITUS STAFF STATUS

ACTION REQUESTED

It is recommended that the Board of Regents grant Emeritus Staff Status to three (3) staff members: Sharon K. Balduf, Career Services Assistant II in the University Advising and Career Development Center, who retired June 30, 2010; Candice Ann Fayaz, Senior Academic Advisor in the University Advising and Career Development Center, who retired June 11, 2010; Laurie S. Novak, Custodian Physical Plant Operations, who retired July 7, 2010.

STAFF SUMMARY

According to University policy, retiring Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Food Service, Custodial & Maintenance (FM), Professional Technical (PT) or Clerical Secretarial (CS) staff members who have served the University for at least fifteen (15) years, may be granted Emeritus Staff Status. Such status is conferred based on the recommendation of the President and approval of the Board of Regents.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
President

[Signature]
Date: January 31, 2011
EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

The Department of Career Development Center recommends the awarding of Emeritus Staff Status for the following retiring/staff member:

Name of Staff Member: Sharon K. Baldwin

Current Status at EMU: Retired From CS05

Date of Hire at EMU: 3/21/80    Retirement Date: 11/30/10

Number of Years at EMU: 30    (Minimum of 15 years of service required)

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

Home Address: _____________________________

Home Telephone: ___________________________

Name of Spouse: ___________________________

Degree(s)/Institutions/Year: Baccalaureate: _____________________________________________

Masters: ____________________________________________________

Doctoral: ____________________________________________________

Please Attach a Brief Statement of Support to this Form

Emeritus Staff status is contingent upon the approval of the Board of Regents. The above information will be kept on file at the EMU Foundation.

[Signature] 12/3/10
Recommended by Date

[Signature] 12/3/10
Department Head/Supervisor Date

[Signature] _______ Date
Dean and/or Vice President Date

February 15, 2011
Date Submitted to Board of Regents

Please forward this completed form to: Nicki Banush
Academic Affairs, 106 Welch Hall

8/22/06
It is my pleasure to nominate Sharon Balduf for emeritus status. I have known Mrs. Balduf since 1996 and for two years served as her supervisor in the Career Services Center. Sharon served at Eastern Michigan University for 30 years, with experience in Career Services, Human Resources and Continuing Education. During her time with Career Services she was always in a position to work with employers interested in hiring EMU graduates, often serving as the initial point of contact with them. She built and maintained positive relationships with our hiring employers.

Sharon’s interpersonal skills were invaluable in our office, enabling her to maintain a positive outlook even when dealing with difficult situations. She was reliable, dependable, trustworthy and an intricate team member. Sharon was a wonderful source of departmental information, with a reputation for accurate answers to all inquiries at the Career Services Center. She was always willing to go above and beyond in order to help those who needed assistance.

Her sense of humor, honesty and warmth touched all those who knew and worked with her. She embodied professionalism and I hope she will be granted emeritus status for her years of dedication to Eastern Michigan University.

Crystal L. Warrath
Associate Director (I)
University Advising and Career Development Center
EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

University Advising & Career
The Department of Development Center (UACDC) recommends the awarding of Emeritus Staff Status for the following retiring/reired staff member:

Name of Staff Member: Candice Ann Fayaz

Current Status at EMU: Retired

Date of Hire at EMU: 03/05/1980 Retirement Date: 06/11/2010

Number of Years at EMU: 30 years (Minimum of 15 years of service required)

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

Home Address:

Home Telephone

Name of Spouse:

Degree(s)/Institutions/Year: Baccalaureate: BBA/EMU/ 1985

Masters: MA/EMU/1996

Doctoral:

Please Attach a Brief Statement of Support to this Form

Emeritus Staff status is contingent upon the approval of the Board of Regents. The above information will be kept on file at the EMU Foundation.

Molly Weir 10/11/10
Recommended by (please print) Date

10/14/10 10/11/10
Date

Dean and/or Vice President Date

February 15, 2011
Date Submitted to Board of Regents

Provost

Date

Please forward this completed form to: Nicki Banush
Academic Affairs, 106 Welch Hall

8/22/06
October 11, 2010

It is my pleasure to nominate Candice Ann Fayaz for Emeritus Staff Status at Eastern Michigan University. Candice worked at EMU for 30 years and officially retired this past June, 2010.

Over her 30 years, Candice has served students in a variety of roles from several offices such as Financial Aid, Continuing Education, Graduate School, McKenny Food Service, Business and Finance, and most recently, the Academic Advising Center (AAC). In her academic advisor position at the AAC, she worked tirelessly advocating on behalf of International students and helped them to transition to EMU and to the United States.

Candice was also very knowledgeable with computers. As her supervisor, I can say that we really counted on her to keep us up-to-date with our software and with current technology. Her attention to detail was invaluable with updating documents as well as her role as our web master.

After 30 years of dedicated service to students and colleagues, I believe that Candice has truly served EMU toward the mission and values. Because of her commitment to students and staff, I believe that Candice is deserving of the Emeritus Staff Status. If you have any questions, feel free to contact me at 734.487.1269.

Sincerely,

Molly D. Weir  
Associate Director  
University Advising and Career Development Center
EMERITUS STAFF STATUS RECOMMENDATION

The Department of Physical Plant Operations recommends the awarding of Emeritus Staff Status for the following retiring/retired staff member:

Name of Staff Member: Laurie S. Novak

Current Status at EMU: Custodian (Retired)

Date of Hire at EMU: 1-8-1979 Retirement Date: 7-7-2010

Number of Years at EMU: 31 (Minimum of 15 years of service required)

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

Home Address: 

Home Telephone:

Name of Spouse:

Degree(s)/Institutions/Year: Baccalaureate: 

Masters: 

Doctoral: 

Please Attach a Brief Statement of Support to this Form

Emeritus Staff status is contingent upon the approval of the Board of Regents. The above information will be kept on file at the EMU Foundation.

[Signature]
Recommended by (please print)

[Signature]
Department Head and/or Supervisor

[Signature]
Provost

February 15, 2011

Date Submitted to Board of Regents

Please forward this completed form to: Nicki Banush
Academic Affairs, 106 Welch Hall

8/22/06
To Whom It May Concern:

This letter is to serve as my recommendation for Laurie Novak for emeritus staff status with the university. She retired in July of 2010 after 31 years of service to the university. I'd like to see her included in emeritus staff status.

It is with pleasure that I recommend Laurie for this status with EMU.

Sincerely,
Laurie Novak faithfully served Eastern Michigan University for 31 years. She has represented the physical plant for the majority of those years, but also provided service to the Rec/IM facility when she took care of the pools for four years. Laurie has worked in several buildings around campus, beginning in the old physical plant. She has been a dedicated and dependable employee willing to do what was asked of her. She has gone above and beyond for the students, faculty & staff in her abilities as a plant staff employee. Laurie retired July 7<sup>th</sup>, 2010.
EMERITUS FACULTY STATUS

ACTION REQUESTED

It is recommended that the Board of Regents grant Emeritus Faculty Status to three (3) former faculty members listed on the attached report.

STAFF SUMMARY

The Collective Bargaining Agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors (AAUP) provides that a faculty member who has served the University for at least fifteen (15) years may be nominated for Emeritus Faculty Status upon retirement.

The nomination for this individual has received the support of the department head, the dean of the college, and the Provost and Executive Vice President.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

__________________________
University Executive Officer
Provost and Executive Vice President

__________________________
Date
February 15, 2011
EASTERN MICHIGAN UNIVERSITY
EMERITUS FACULTY STATUS RECOMMENDATION
February 15, 2011

Kathleen Branson Hillegas

Associate Professor, School of Nursing from 1981-2009
(28 years)

Masters        University of Michigan
Baccalaureate  Eastern Michigan University

Ray Lucas (Posthumous)

Assistant Professor, University Library from 1985-2010
(25 years)

Masters        University of Michigan
Baccalaureate  University of Michigan

Rosina Tammany

Professor, University Library from 1983-2010
(27 years)

Masters        Eastern Michigan University
Baccalaureate  Eastern Michigan University
The Department of The School of Nursing recommends the awarding of Emeritus Faculty Status for the following retiring/retired faculty member:

Name of Faculty Member:  Kathleen Branson Hillegas

Current Status/Rank at EMU:  Associate Professor

Date of Hire at EMU:  9/1/81  Retirement Date:  9/1/09

Number of Years at EMU:  27  (Minimum of 15 years of service required)

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

Home Address:  

Home Telephone:

Name of Spouse:

Degree(s)/Institutions/Year:  Baccalaureate: 1976, Eastern Michigan University, Dept of Nursing Educ

Masters:  1981 University of Michigan, School of Nursing

Doctoral:  Candidate, 1997, University of Michigan, School of Nursing

Please Attach a Brief Statement of Support to this Form

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

11/5/2010

Recommended by (please print) Date

11/8/2010  Dean

11/8/2010  Date Submitted to Board of Regents

Please forward this completed form to:  Nicki Banush

Academic Affairs, 106 Welch Hall

8/3/04
January 11, 2011

Eastern Michigan University
Board of Regents

Dear Regents:

This is a letter of support for retired Professor Kathleen Branson Hillegas who is much deserving of Professor Emerita status. Please consider extending this honor to her on behalf of the School of Nursing faculty.

Professor Branson Hillegas provided excellent service to our school for 28 years. She was an exemplary teacher and researcher beloved by students and colleagues. Having a unique vantage point of being an early (1976) graduate of EMU’s Nursing Program, Professor Branson-Hillegas had a valuable historical perspective; she became the “proud voice of history” to us. Naturally her advanced education beyond her EMU BSN gave her the expertise to fulfill her faculty role; however, her pride in being among EMU’s first graduate nurses was never lost. That perspective gave her a special bond with all students and contributed to her excellence as an ambassador to the professional world outside the school. Professor Branson Hillegas received the first Distinguished Alumna Award from the Department of Nursing in 1981.

As a colleague, Professor Branson Hillegas was vital member of the teaching team in the School of Nursing. She had a broad vision of the school’s potential, stimulating a continual striving for excellence and growth. A frequent advocate for new ideas, she was able to translate those ideas into forceful actions.

As a practitioner and scholar, Professor Branson Hillegas had extensive knowledge of her specialty, maternal-child health. In particular, her research—disseminated in various publications and presentations—on the effects of maternal alcohol use on maternal-fetal attachment was a valuable contribution to nursing’s knowledge base.

A frequent contributor of service at the university and community level, Professor Branson Hillegas shared her expertise in many areas. In particular, her assistance to those with substance abuse issues was evident in numerous community programs.

Thank you for your deliberations in awarding the status of Professor Emerita to Professor Branson Hillegas. We support this award wholeheartedly.

Sincerely

M. Gale Rubenfeld, Associate Professor
EMERITUS FACULTY STATUS RECOMMENDATION

The Department of __________________________ recommends the awarding of Emeritus Faculty Status for the following retired faculty member:

Name of Faculty Member: ____________________________

Current Status/Rank at EMU: ____________________________

Date of Hire at EMU: ____________________________ Retirement Date: ____________________________ (deceased)

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

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

Home Address: ____________________________

Home Telephone: ____________________________

Name of Spouse: ____________________________

Degree(s)/Institutions/Year: Baccalaureate: B.A. with Distinction, English, Secondary Teaching Certificate Earned, Univ. of Michigan School of Education, 1971

Master of Arts in Speech, University of Michigan, Horace H. Rackham School of Graduate Studies, 1974

Ph.D Candidate earned 1976, Program: Radio, Television, Film

Please Attach a Brief Statement of Support to this Form (see attachment).

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

Tara Lynn Fulton ____________________________
Recommended by (please print) ____________________________ Date 1/28/11

University Librarian/Dean ____________________________ Date 1/28/11

Provost / ____________________________ Date ____________________________

February 15, 2011 Date Submitted to Board of Regents

Please forward this completed form to:

Nicki Banush
Academic Affairs, 106 Welch Hall
Emeritus Recommendation
For
Ray Lucas

Statement of Support

Ray Lucas was a valued member of the Eastern Michigan University community for twenty-five years. Ray came to Eastern Michigan University in 1985, joining the Media Services unit as video director. Several years later, he became a member of the University Library faculty, in which role he continued for two decades, until his untimely death in August, 2010.

Ray began his career in the pre-digital era of film cameras and slide projectors. He continuously upgraded his knowledge and skills to keep pace with the rapidly-evolving technology of his profession. He also made a very smooth transition to faculty status, becoming a highly valued member of the faculty community, both within his own department, where he served on all of the contractual committees, and on campus. He served in many vital roles for the American Association of University Professors, including Bargaining Council and a term as President of the EMU chapter.

Professor Lucas assisted many academic departments from all five university colleges with video productions. He also worked with student government, with the Holman Learning Center, and numerous other campus units. His roles varied from technical advisor to editor to producer. Throughout his career, he was highly respected for his professional expertise and for his extremely high production quality standards. A good number of his films and videos have been distributed beyond the university and have been viewed at Michigan public schools, at national conferences, and on the Internet. He elevated the University’s standing in the community by working effectively with numerous regional initiatives, most recently the Washtenaw Literacy Project and the University-Community Practicum for the Michigan Prisoner Re-entry Initiative.

The University Library mourns the loss of this highly valued colleague, and to honor his memory, we urge that he be recognized posthumously with emeritus status.
EMERITUS FACULTY STATUS RECOMMENDATION

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

Name of Faculty Member: Rosina Tammany

Current Status/Rank at EMU: Professor

Date of Hire at EMU: October 24, 1983 Retirement Date: August 31, 2010

Number of Years at EMU: 27 (Minimum of 15 years of service required)

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

Home Address:

Home Telephone:

Name of Spouse:


Please Attach a Brief Statement of Support to this Form (see attachment).

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

Tara Lynn Fulton January 5, 2011
Recommended by (please print) Date

University Librarian/Dean Date

Provost Date

Date Submitted to Board of Regents

Please forward this completed form to:

Nicki Banush
Academic Affairs, 106 Welch Hall
Emeritus Recommendation
For
Rosina Tammany
Statement of Support

Rosina Tammany faithfully served Eastern Michigan University for twenty-seven years. She began her EMU Library career in 1983, and joined the faculty on August 31, 1988. In 1994 she was promoted to Assistant Professor, in 1997 to Associate Professor, and in 2005 to the rank of Full Professor.

After working in the Library acquisitions area for five years, Rosina returned to school to earn a Master's degree in Library and Information Science. In 1988 the Library conducted a national search for an acquisitions librarian, which resulted in Rosina joining the Library faculty and becoming the Head of Monograph Acquisitions. She continued in that role until 1997, when the Library director asked her to take charge of the University Archives. Rosina was responsible for the decisions affecting the basic direction of the University Archives and for the supervision of a full-time FTE Archives Assistant as well as student assistants. She established a workroom for the processing of the Historic Preservation Collection and supervised Historic Preservation Graduate Students who were hired to process the collection. She provided reference services to researchers, and she collected, organized, described and preserved records of historical value to EMU. She encouraged the use of the collection by members of the University and the community at large, she stimulated and nourished research by introducing classes to the materials available in the Archives, and she tutored those requesting individual attention. She oversaw the re-establishment of the University Archives in the new Halle Library. Throughout her career, she volunteered to take on numerous other responsibilities, managing all of them with grace and skill.

Rosina served on many search committees, including those to hire library administrators. She served as University Library Assembly Chair, and as member and chair of several contractual committees. At the university level, Rosina was a valued board member of the Friends of the Library which she served as Secretary/Treasurer from 2004-2009. She was liaison to the Graduate School to process dissertations and theses for the EagleSpace digital archives. She was an active member of numerous professional associations including the Michigan Library Association, Society of American Archivists, Michigan Archival Association, Historical Society of Michigan, American Association of State and Local History, and the American Association of University Women.

Rosina’s dedication and loyalty to the faculty, staff and EMU community have been demonstrated to all those she has so diligently served, and recognized by her colleagues. The university librarian/dean concurs with the personnel evaluation committee in highly recommending Rosina Tammany be awarded Emeritus Faculty Status.
RECOMMENDATION

ACADEMIC AFFAIRS ADMINISTRATIVE/PROFESSIONAL APPOINTMENTS/TRANSFERS

ACTION REQUESTED

It is recommended that the Board of Regents approve (2) Administrative/Professional appointments and (5) Administrative/Professional transfers at the rank and effective date shown on the attached listing.

FISCAL IMPLICATIONS

The salary would be absorbed in the 2010-2011 personnel budget.

ADMINISTRATIVE RECOMMENDATION

The proposed action has been reviewed and is recommended for Board approval.
# ADMINISTRATIVE PROFESSIONAL HIRING REPORT

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<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
<th>Salary</th>
<th>Rank</th>
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<tbody>
<tr>
<td>Deacons, Christine</td>
<td>1/14/2011</td>
<td>$56,000</td>
<td>Program Manager, Catalog Operations</td>
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<tr>
<td>Liggit, Peggy</td>
<td>1/4/2011</td>
<td>$111,000</td>
<td>Director, Academic Assessment</td>
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**TRANSFERS**

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<th>Rank</th>
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<tr>
<td>Bond, Byron</td>
<td>1/16/2011</td>
<td>$155,000</td>
<td>Interim Associate Provost &amp; Asst VP for Research</td>
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<td>Jones, Toni</td>
<td>12/1/2010</td>
<td>$101,273</td>
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<tr>
<td>Margerum-Leys, Jon</td>
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<td>Interim Associate Dean – College of Education</td>
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<tr>
<td>Smith, Philip</td>
<td>1/4/2011</td>
<td>$104,000</td>
<td>Interim Department Head, Special Education</td>
</tr>
<tr>
<td>Trewn, Peggy</td>
<td>1/4/2011</td>
<td>$110,000</td>
<td>Interim School Director, School of Nursing</td>
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</table>
RECOMMENDATION

LECTURER APPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve (1) new lecturer appointment for the 2010-2011 academic year at the rank, salary, and effective date shown on the attached listing.

STAFF SUMMARY

Demographics show that the new lecturer is a Caucasian male.

FISCAL IMPLICATIONS

The salaries would be absorbed in the 2010-2011 personnel budget.

ADMINISTRATIVE RECOMMENDATION

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

_________________________  __________________
University Executive Officer  Date

2 - 1 - 2011
<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
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<td>$ 32,500</td>
<td>1/1/2011</td>
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</table>
RECOMMENDATION

ACADEMIC RETIREMENTS / SEPARATIONS

ACTION REQUESTED

It is recommended that the Board of Regents approve (24) retirements and separations for the reporting period July 1, 2010 through December 31, 2010.

STAFF SUMMARY

Of the twenty-four (24) retirements and separations, seven (30%) are female and seventeen (70%) are male. Demographics show that 84% are Caucasian, 13% are African American and 5% are Native American.

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer ___________________________ Date 2-7-2011
<table>
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<tr>
<th>NAME</th>
<th>E-CLASS</th>
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<th>JOB TITLE</th>
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<th>GENDER</th>
<th>ETHNICITY</th>
<th>TERM REASON</th>
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<td>Anderson, Brian D</td>
<td>AP</td>
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<td>Dir Off of Resrh Devl (ORD)</td>
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<td>Retirement</td>
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<td>Death</td>
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<td>Benion, Mona D</td>
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<td>WH</td>
<td>Retirement</td>
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<td>Hric, Kathleen A</td>
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<td>Retirement</td>
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<td>WH</td>
<td>Non-Reappointment</td>
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<td>Tammany, David D</td>
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<td>WH</td>
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<td>Fulford, Charles B</td>
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<td>Morton II, Larry</td>
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BOARD OF REGENTS  
EASTERN MICHIGAN UNIVERSITY  

RECOMMENDATION

STAFF APPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve 12 staff appointments for the reporting period of November 16, 2010-January 31, 2011.

STAFF SUMMARY

Of the 12 appointments, 7 (58 percent) are females, 5 (42 percent) are males. Demographics of the total group indicate 9 Caucasians (75 percent), 2 African American (17 percent) and 1 Hispanic (8 percent).

FISCAL IMPLICATIONS

The salaries are part of the University’s 2010-2011 budget as approved by the Board of Regents.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date: 2/15/11
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Job Title</th>
<th>E Class</th>
<th>Grade</th>
<th>Org Title</th>
<th>Current Hire Date</th>
<th>Activity Date</th>
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<td>Jones</td>
<td>William</td>
<td>Dir Instr Tech and Info Mgmt</td>
<td>AP</td>
<td>MGIL2</td>
<td>EP-Innov-TECH</td>
<td>1/4/2011</td>
<td>12/14/2010</td>
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<tr>
<td>Windsor</td>
<td>Joyce</td>
<td>Secretary II</td>
<td>CS</td>
<td>04</td>
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<td>Doulas</td>
<td>Anthony</td>
<td>Fast Food Worker</td>
<td>FM</td>
<td>95</td>
<td>Dining Services</td>
<td>1/16/2011</td>
<td>1/20/2011</td>
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<tr>
<td>Taliferro</td>
<td>Natalie</td>
<td>COB Acad Prog Suppt Spec</td>
<td>PT</td>
<td>06</td>
<td>COB-Dean's Office</td>
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<td>1/19/2011</td>
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<td>Burkhard</td>
<td>Lisa</td>
<td>Accountant II</td>
<td>PT</td>
<td>07</td>
<td>Financial Services</td>
<td>1/4/2011</td>
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<td>Rady</td>
<td>Patrick</td>
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<td>PT</td>
<td>08</td>
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<td>1/31/2011</td>
<td>1/5/2011</td>
<td>45,078</td>
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<tr>
<td>Fox</td>
<td>Angelina</td>
<td>Data Analyst Student Success Serv</td>
<td>PT</td>
<td>08</td>
<td>Retention Services</td>
<td>1/31/2011</td>
<td>1/12/2011</td>
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<td>Banthel</td>
<td>Anne</td>
<td>Study Abroad Advisor</td>
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<td>Schanke</td>
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<td>M</td>
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</tbody>
</table>
STAFF SEPARATIONS/RETIREMENTS

ACTIONS REQUESTED

It is recommended that the Board of Regents approve 10 separations and retirements for the reporting period November 16, 2010-January 31, 2011

STAFF SUMMARY

Of the 10 separations and retirements there are 5 (50 percent) females and 5 (50 percent) males. Demographics of the total group indicate 8 Caucasians (80 percent) and 2 African American (20 percent).

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

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

__________________________  ____________________________
University Executive Officer  Date

\[2/15/11\]
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Job Title</th>
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<th>Grade</th>
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RECOMMENDATION

MONTHLY REPORT & MINUTES
STUDENT AFFAIRS COMMITTEE

ACTION REQUESTED

It is recommended that the Student Affairs Committee Agenda for February 15, 2011 and the Minutes of December 16, 2010 be received and placed on file.

STAFF SUMMARY

At the December 16, 2010 meeting the Committee heard a three-part presentation focused on Goal 2 of the Division of Student Affairs and Enrollment Management’s Strategic Plan which is to Prepare Students to Successfully and Meaningfully Interact with Peoples from all Backgrounds.

The February 15, 2011 agenda includes an enrollment and housing occupancy update as well as a presentation entitled "A Decade of Change: The Purposeful Progression of a Fraternity/Sorority Community.

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date
Tuesday, February 15, 2011
1:45 p.m.                  Agenda

Room 201
Welch Hall

1. Approval of December 16, 2010 Meeting Minutes
   Regent

2. Enrollment and Housing Occupancy Update
   Bernice Lindke

3. A Decade of Change: The Purposeful Progression of a Fraternity/Sorority Community
   Noah Borton

4. Announcements
MEMBERS PRESENT

Regents: Gary Hawks, Floyd Clack

Administration: Melissa Ginotti, Bernice Lindke, Gregory Peoples

Students: Mallory Apol, Beth Bahls, Yi Chunjingyue, Antonio Cosme, Muayad Mahmoud, David Monge, Jess Mucahy, Aaron Tuttle, Shanita Williams, Andrea Wolverton

GUESTS


Students: Erica Andrzejewski, Phoebe Conybeare, Mary Beth Fawcett, Justin Ford, Ketie Holland, Kirk Howard, Jamie Linn, Courtney Williams

Regent Hawks convened the meeting at 2:00 p.m. Minutes of the October 19, 2010 meeting were approved as presented.

Preparing Students to Successfully and Meaningfully Interact with People from all Backgrounds

This three-part presentation focused on Goal 2 of the Division of Student Affairs and Enrollment Management's Strategic Plan which is to Prepare Students to Successfully and Meaningfully Interact with Peoples from all Backgrounds.

Muayad Mahmoud, Student Body vice president and Phoebe Conybear, director, SG Student Relations Committee provided information on "Times Talks," a collaboration between Academic Affairs, Student Government, and the Division of Student Affairs and Enrollment Management that offers lectures by EMU faculty regarding a New York Times article of his/her choice. Dr. Heather Neff, professor of English Language and Literature and director of the McNair Scholars Program, discussed her very positive experience in presenting on "Don't Ask, Don't Tell." The program's goals include encouraging a more informed and engaged campus and creating a connection between classroom concepts and the real world.

Muayad Mahmoud, Jesus Hernandez, director of Student Conduct and Community Standards and Dr. Kay Woodiel, associate professor presented part two, focused on Project E-Power, a joint project between the Division of Student Affairs and Enrollment Management and the School of Health Promotion and Human Performance (HPHP) that will provide training to empower EMU students to become "active" bystanders rather than someone who sees a potentially dangerous situation, is concerned, but does nothing.

Reggie Barnes, director of Diversity and Community Involvement and Jesus Hernandez presented the final portion of the presentation focused on "Real Talk," a collaborative dialogue initiative through the departments of Diversity & Community Involvement and Student Conduct & Community Standards meant to provide a proactive way to reduce on-campus tensions and help students work through differences by providing a safe space for students to voice their concerns about sensitive topics. The program will also create a framework to provide an immediate response to sensitive or controversial incidents on campus or in the local community. Additional initiatives include developing a Bias Incident Report and offering webinars such as "Cyber-Bullying on Campus" that was presented in early December and that will be offered again during the winter semester.

Regent Hawks thanked the presenters for their outstanding report and remarked on how closely these initiatives tie into the recent gift of Dr. Timothy Dyer which will be used, in part, for the creation of the Center for the Study and Research of Equality and Human Rights in the College of Arts and Sciences.
Other

Vice President Lindke congratulated Mallory Apel, Residence Hall Association president, on receiving the Program of the Year award at the recent Great Lakes Association of College and University Residence Halls (GLACURH) conference.

This being Regent Hawks final meeting, Vice President Lindke extended sincere appreciation for his outstanding leadership of the Student Affairs Committee, his commitment to Eastern Michigan University and especially to the students we serve and presented him with a plaque on behalf of the Student Leader Group and the Division of Student Affairs and Enrollment Management.

The meeting adjourned at 2:45 p.m.

Respectfully submitted

Teri L. Papp
Student Affairs Committee Recording Secretary
RECOMMENDATION

ATHLETIC AFFAIRS COMMITTEE

ACTION REQUESTED
Working agenda for February 15, 2011 and the December 16, 2010 minutes to be received and placed on file.

STAFF SUMMARY
- The minutes for the December 16, 2010 meeting
- Football Marketing Plan/Attendance Presentation
- Athletic Fundraising Update

- The agenda for the February 15, 2011 meeting will include:
  - Dr. Graham Warger – Proposal for National Collegiate Sports Film/Video Center
  - Sport Program and Athletic Department Update
  - Good News from Athletics

FISCAL IMPLICATIONS
To be determined

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

Derrick L. Gragg, Ed.D.
Director of Intercollegiate Athletics

Date: February 15, 2011
Eastern Michigan University
Board of Regents
ATHLETIC AFFAIRS COMMITTEE
Minutes of December 16, 2010

MEMBERS:
Regents: James Stapleton, Roy Wilbanks, Floyd Clack, Philip Incarnati, Gary Hawks
Athletics: Derrick Gragg, Director of Athletics

Athletic Affairs Committee meeting was called to order at 12:59p.m., by Chair, Regent Phillip Incarnati.

Approval of the October 19, 2010 Minutes, accepted.

Dr. Graham Warger – Dr. Warger was unable to attend the scheduled meeting, thus, this discussion was tabled. Upon Dr. Gragg’s recommendation, Dr. Warger will attend the February 15, 2011 Athletic Affairs Committee meeting instead.

Football Marketing Plan/Attendance Presentation

Associate Vice President for University Marketing and Communications Ted Coutilish and Director of Athletic Marketing Scott Schultz made a presentation on the 2010 football marketing strategy plan. The plan was based upon last year’s men’s and women’s basketball marketing plans which resulted in large actual attendance increases for both programs.

Actual football attendance increased 33% between the 2009 and 2010 seasons.

Athletic Affairs Committee members and Dr. Gragg commended both Ted and Scott for their efforts.

The Regent Wilbanks remarked this is the best competitive five year plan that has been established. I am very happy to see this. Regent Incarnati stated that this is just great, we want to win most of all but have fun doing it too. Keep doing what you are doing! Regent Stapleton expressed that he truly understood and appreciated what has been done. Ted replied that he and Scott are a team, a full partnership. Regent Clack is happy to see all these improvements, it starts when students are still in High School – getting excited about attending games.

Athletic Fundraising Update

Craig Fink, Associate Athletic Director for Development updated the group on athletic fundraising activities. Funds raised are up over 55% from the same point last year and the number of athletic donors is up over 53% from this point last year as well. Mr. Fink also highlighted several key athletic events that would take place during the upcoming winter semester.

The Regents stated how pleased they are with the above percentages.
GOOD NEWS FROM ATHLETICS

EMU Athletics Hall of Fame

The Eastern Michigan University E-Club, a group of former EMU varsity athletic letter winners, has announced the addition of seven new members into the Athletic Hall of Fame. The Class of 2010 will be honored at a Hall of Fame ceremony Saturday, Feb. 19, 2011, in the EMU Student Center on campus.

The Class of 2010 includes: Clement Chukwu (track), Dawn (Godfrey) Heck (softball), Laurie (Hubbard) Leonhardt (women's swimming), JoAnn (LeFevre) McBroom (women's basketball), Hildred Lewis (football and men's track), John Martin (baseball), and Barry Stokes (football).

In addition to the Hall of Fame inductees, the E-Club will present Ed Mizinski, a past E-Club president and former EMU football player, with the Ron Oestrike Distinguished Service Award. The award, named after former EMU baseball-coaching legend Ron Oestrike, was first presented at the 2008 Hall of Fame ceremony to Oestrike. The award is voted on by the E-Club Executive Board and is presented to individuals that have been instrumental in assisting the E-Club.

This year's class will mark the 35th anniversary of the E-Club Athletic Hall of Fame. The ceremony will begin at 10 a.m. followed immediately by a buffet luncheon.

Tickets for the Hall of Fame ceremony and luncheon, which also includes tickets for the men's and women's basketball doubleheaders at the Convocation Center, are $45 each and can be purchased by calling Amanda Decker at the EMU Foundation, 734.481.2335.

The women's basketball team will host Northern Illinois at 2 p.m. and the men's team will take on a to-be-named opponent in a Bracketbuster Game set to begin at 4:30 p.m. The Hall of Famers will be honored at the games in the Convocation Center.

Terry Collins

Former baseball standout and Eastern Michigan University Hall of Famer Terry Collins was introduced as the new manager of the New York Mets, Tuesday, Nov. 23. Collins played shortstop for the then EMU Hurons from 1968-71 and led them to the 1970 NAIA National Championship.

Collins, 61, was the Mets' minor league field coordinator last season, previously serving as manager of the Houston Astros from 1994-96 and the then-Anaheim Angels from 1997-99, compiling a 444-434 career record.

Most recently, Collins managed the Orix Buffaloes in Japan from 2007-08, then managed China's entry in the World Baseball Classic last year.
As an EMU shortstop, Collins led the team in steals in each of his four seasons from 1968-71 and helped the Eagles to the 1970 NAIA National title. He took home Outstanding Defensive Player of the Tournament honors that year.

Collins was inducted into the EMU Athletic Hall of Fame in 1994.

**Volleyball**

The Volleyball team ended their season with a 24-11 (10-6 MAC) record for what proved to be one of the biggest turnarounds in program history after only winning five matches in 2009. Junior Haley Stein and sophomore Rachel Jaquaniello collected first team All-MAC accolades, while junior setter Ashley Mason earned second team honors. Meanwhile, freshman outside hitter Erin Short rounded out the EMU award winners with a spot on the All-Freshman team.

The four MAC honorees mark the most-ever by an EMU team since the league began in 1981.

**Former Basketball Student-Athlete Jersey Retirement Ceremonies:**

Laurie Byrd (EMU All-Time leading scorer) – February 5

Earl Boykins (Currently playing his 12th NBA season with the Milwaukee Bucks) – February 27

Stephanannie Harvey-Vandenber, Associate Athletic Director/Senior Women’s Administrator was commended by Dr. Gragg for her years of service within the athletic department. Stephanannie, who will be sorely missed, is leaving the department to join her husband in San Antonio, Texas in January. Dr. Melody Reifel-Werner will assume Senior Women’s Administrator duties beginning in January.

The Men’s Cross Country Team will be honored with a resolution from the Board of Regents in the general session. The team is receiving the resolution for winning the MAC Cross Country championship this past November.

The Women’s Softball Team will be honored with a resolution from the Board of Regents in the general session. or the seventh year in a row, the Eastern Michigan University softball team has been ranked among the top-20 in all Division I schools in team GPA, the National Fastpitch Coaches Association announced in its recent 2009-10 All-Academic Teams. The Eagles are ranked 14th in the nation after compiling a team grade point average of 3.430 last year.

Congratulations to Regent Floyd Clack, who’s Alma Mater the Texas Southern University Tigers, captured its first outright conference football championship ever.
University of Akron - Congratulations to the men’s soccer team, coaches, the athletic department and university administration on capturing the men’s soccer national championship by beating Louisville in the finals this past Sunday in California. Akron advanced to the finals by defeating the University of Michigan earlier that week. This marks the first national championship for the MAC.

ACKNOWLEDGMENTS

EMU Athletic Hall of Famer Jean Cione passed away recently. Cione, a 1986 Eastern Michigan University Athletic Hall of Fame inductee, died, Nov. 22, 2010, in Bozeman, Montana where she had moved after retiring in 1992. She was 82 years old. She is survived by her partner, Ginny Hunt of Bozeman, and her sister, Linda Gillespie.

Cione taught high school physical education for 10 years and was a professor of sports medicine at Eastern Michigan University for nearly three decades. She was EMU’s first women’s athletic director as her alma mater established a women’s athletic program. She also coached women’s track and women’s basketball teams while on the EMU staff.

Born in Rockford, Ill. in 1928 Cione tried out for the Rockford Peaches of the All American Girls Professional Baseball League in 1945. The Rockford team was based on the 1992 film "A League of Their Own." She played for four AAGPBL teams, helping the Kenosha Comets to a league championship in 1952. During her 10-year career, she pitched three no-hitters, had three 20-win seasons and compiled a 76-65 record with a 2.33 ERA.

Cione was inducted into the National Baseball Hall of Fame, the National Italian American Sports Hall of Fame as well as the Eastern Michigan University Athletic Hall of Fame and she also served as vice president of the AAGPBL Players Association. She co-wrote and co-hosted "Dirt on Their Skirts: The Story of Women in Baseball," a 90-minute electronic "field trip" available for school children through the National Baseball Hall of Fame. She was also interviewed for "Diamond Dreams," a film that runs as a continuous loop in the hall of fame’s exhibit on women in baseball.

Athletic Affairs Committee adjourned at 1:41 p.m.

Respectfully submitted,

Karen A. Hansen
Administrative Secretary
Intercollegiate Athletics

kah
Minutes, December 16, 2010.doc
## FY 11 Fundraising Results
(as of 1/31/11)

### Cash and Gifts in Kind (as of 1/31/11)

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<th>FY 10</th>
<th>% Change</th>
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<td>Cash &amp; GIK</td>
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### FY 10 Full Year

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### Cash Only (as of 1/31/11)

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# FY 11 Fundraising Results

## Overall Athletic Endowment Market Value

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## Endowment/Overall Fundraising Comparison

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Feb. 1, 2011

For Immediate Release

**2010-11 REESE TROPHY STANDINGS - After three fall sports**

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<th>ITrk</th>
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<th>Golf</th>
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<th>Base</th>
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*Only one track result counts*

**2010-11 JACOBY TROPHY STANDINGS - After four fall sports**

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RECOMMENDATION

MONTHLY REPORT
FACULTY AFFAIRS COMMITTEE

ACTION REQUESTED

It is requested that the Faculty Affairs Committee Agenda for February 15, 2011 be received and placed on file and the Minutes of the December 16, 2010 meeting be received and placed on file.

STAFF SUMMARY

The topic for the February 15, 2011 Faculty Affairs Committee meeting is an Accreditation Update.

FISCAL IMPLICATIONS

There is no fiscal impact.

ADMINISTRATIVE RECOMMENDATION

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

2 - 1 - 2011

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

February 15, 2011
1:00 – 1:45 p.m.
205 Welch Hall

AGENDA

Regular Agenda

Section 13 Monthly Report and Minutes (Regent Parker, Chair)

Status Report

Discussion: “Accreditation Update”
 Attendees (seated at tables): H. Bunsis, M. Evett, Provost and Executive Vice President Kay, S. Moeller, Regent Parker (Chair), M. Rahnam, K. Rusiniak, D. Selman, Regent Stilw.


 Discussion: “Impact of Government Changes on Academic Programs”

 Leigh Greden, Executive Director, Government and Community Relations, led the discussion with the assistance of Chad Wing, Director, State and Federal Relations, and Dominick Pallone, Government Consultant, Midwest Strategy Group. Mr. Greden began his presentation by distributing “Proposal to Allow Community Colleges to Offer Four-Year Degrees”, which is outlined below.

 Background

 - In October 2009, two bills (H34837/S533) to allow Michigan community colleges to grant B.A. degrees were introduced in the Michigan House of Representatives. The bills were introduced by form Schoolcraft Community College administrator Rep. John Walsh (R – Livonia) and Rep. Joel Sheltrown (D – West Branch).
 - The bills would allow community colleges to offer B.A. degrees in nursing, culinary arts, cement technology, maritime technology, and nuclear technology.
 - The Presidents Council, Public Universities of Michigan opposed and lobbied against the proposed legislation.
 - On November 5, 2009, the bills were taken up by a House committee and approved by a 16-5 vote. Seven Democrats supported the bills, the five “no” votes were all Democrats.
 - In March 2010, a similar bill was introduced in the Michigan Senate (SB1221), sponsored by Sens. Michael Switalski (D – Roseville) and Jud Gilbert (R – Algonac). This bill died in committee.
 - In September 2010, the House of Representatives approved the House legislation by a narrow margin of 55-49.
 - The legislation approved by the House of Representatives was sent to the Senate and referred to the Senate Education Committee, where it died.
 - We expect this legislation to be re-introduced when the new legislature convenes in January 2011.

 Talking Points

 - Public universities and community colleges have distinct missions and revenue streams. For example, community colleges are permitted to levy property tax millages. This legislation would blur those missions.
 - Michigan’s 15 public universities already have four-year partnerships and articulation agreements with community colleges across the state. For example, EMU has over 100 articulation agreements with community colleges throughout Michigan (and in northern Ohio).
 - Unlike at the university level, community college nursing programs are not nationally accredited. It will cost time and money for community colleges to seek and achieve accreditation. (NOTE: Around
the same time these bills were taken up, a group of nursing students at Owens Community College in Ohio sued because the program lost its national accreditation).

- Allowing community colleges to grant a B.A. degree in nursing will not address the shortage of clinical assignments and faculty that are crucial to a top-notch nursing program at the B.S. level; instead, it will spread the challenges and concerns to more institutions.
- Allowing community colleges to grant B.A. degrees will eventually result in higher operating costs and could ultimately create a need for more state funding at a time when Michigan struggles to support the universities that we already have. According to a House Fiscal Agency analysis, the bills would serve to “increase operating costs of state community colleges that elect to offer the select baccalaureate programs. A community college could incur costs for the salary and benefits of additional faculty (full and part time) and support staff, as well as operating costs for administration, materials and supplies, travel, information technology, accreditation, and other support services. A college could also incur costs for capital expenses related to equipment and facilities. (increased capacity).”
- In 2009 Florida halted allowing community colleges to grant baccalaureate degrees because of the rising cost of doing so at a time when the state, like most, was strapped for cash.
- Many of Michigan’s community colleges do not support the legislation.

Mr. Greiden added that his group encourages EMU faculty, staff and students (the experts in the field) to come to Lansing with them and visit the legislators. Each spring a large coordinated effort is held in Lansing, it’s called EMU Day in Lansing. Over 50 members of the EMU Community, including students, faculty, staff, alumni, and executive leadership will go to Lansing to promote EMU. Government and Community Relations also arranges smaller groups to meet with individual legislators throughout the year.

Another important way in which the EMU community can assist with the legislators is to correspond with their individual state representatives and senators. Mr. Greiden asked for input in preparing the talking points to present in Lansing, since the faculty, staff and students are the experts in the field.

Regent Parker asked what is being done to educate the newly elected legislators on the community college issue. Mr. Greiden responded with several approaches, such as; will work with the Public University Council on a coordinated effort, meet with incoming legislators, and meet with legislators assigned to key leadership positions.

Daryl Barton suggested that the EMU Day in Lansing be moved to March to allow for more participation by faculty and students, and that attendance count as Learning Beyond the Classroom credit.

Matthew Evett inquired as to how much geography plays a roll in the community college legislation. Chad Wing explained that geography factors greatly in the legislation. The community colleges argue that the universities aren’t willing to establish satellite sites in the states where they’re needed.

Mr. Greiden added that this legislation isn’t a hot issue for most legislators, they are persuadable. There are only a few members in the legislature with a personal or geographical interest.

Regent Sidlik inquired about the recent appropriations bill and who voted against EMU in that vote, and Mr. Greiden informed the group that all of the representatives who have EMU in their districts voted for the bill, which excluded EMU from any capital outlay funding.

Regent Parker asked for the future legislative items which may affect EMU. Mr. Greiden replied that the appropriations process is one to watch. Mr. Greiden’s group is working on strategy on value based budgeting and highlighting EMU as the institution that serves a board, diverse group of people.
Regent Sidlik asked about the possibility of cuts this year. Mr. Greden said that there isn’t any word on cuts yet, but that Michigan is facing a large deficit. One issue which may affect cuts in Higher Education is the expiration of the stimulus funds. A condition of receiving stimulus funds was to limit the cuts higher education, and now those rules expire. Dominick Pallone added that when the budget deficit is reported in January, that will establish the budget tables for the next fiscal year. Also, Governor Snyder is talking about establishing a two-year budget cycle.

Provost Kay asked about Federal Earmarks. Mr. Greden explained the Democrats are trying to pass an Omnibus Bill for FY2011 which contains two earmarks for EMU and competitive grant money before the end of year legislative break.

Dr. Evett inquired about Governor-Elect Snyder’s views on education. Mr. Greden shared that Governor-Elect Snyder states he values education, but hasn’t revealed any specifics on the subject.

Regent Parker thanked the contributors and those in attendance and adjourned the meeting at 1:45 p.m.

Respectfully submitted,

Robertta Goffeney, Administrative Secretary
Academic Affairs
RECOMMENDATION

MONTHLY REPORT
EDUCATIONAL POLICIES COMMITTEE

ACTION REQUESTED

It is requested that the Educational Policies Committee Agenda for February 15, 2011 and the Minutes of the December 16, 2010 meeting be received and placed on file.

SUMMARY

The primary items for the February 15, 2011 Educational Policies Committee meeting include: (1) Emeritus Staff Status, (2) Emeritus Faculty Status, (3) Academic Affairs Administrative/Professional Appointments/Transfers, (4) Lecturer Appointments, (5) Academic Retirements/Separations, (6) Opening of Term & Official Record Dates for the Fiscal Year 2011-2012, (7) Winter 2011 Faculty Research & Creative Activity Fellowships.

FISCAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

2 - 1 - 2011

Date
EASTERN MICHIGAN UNIVERSITY
Board of Regents
Educational Policies Committee

February 15, 2011
2:00 – 2:45 p.m.
205 Welch Hall

AGENDA

Consent Agenda
Section 4  Emeritus Staff Status (Jack Kay)
Section 5  Emeritus Faculty Status (Jack Kay)
Section 6  Academic Administrative Professional Appointments/Transfers (Don Ritzenheim)
Section 7  Lecturer Appointments (Don Ritzenheim)
Section 8  Academic Retirements/Separations (Don Ritzenheim)

Regular Agenda
Section 14  Monthly Report and Minutes (Regent Sidlik)
Section 15  Opening of Term & Official Record Dates for the Fiscal Year 2011-2012 (Jack Kay)
Section 16  Winter 2011 Faculty Research & Creative Activity Fellowships (Jack Kay)
EDUCATIONAL POLICIES COMMITTEE MINUTES

December 16, 2010
2:00 – 2:45 p.m.
205 Welch Hall

Attendees: (seated at tables) Provost and Executive Vice President Kay, D. Ritzenhein, Regent Sidlik (Chair)

Guests: (as signed in) D. Bennion, M. Boone, D. deLaski-Smith, Antonino Monea, R. Sipe

Regent Sidlik convened the meeting at 2:00 p.m.

Emeritus Staff Status (Section 7)

Jack Kay, Provost and Executive Vice President, recommended that the Board of Regents grant Emeritus Staff Status to five (5) former staff members: Carol Frisbie, Supervisor Telephone Services; Karen Hathaway, Library Assistant; Mark A. Morton, Library Technical Distribution Specialist; Luinda J. Smith, Library Assistant; and Lois J. Whitehead, Library Associate.

Emeritus Faculty Status (Section 8)

Jack Kay, Provost and Executive Vice President, recommended that the Board of Regents grant Emeritus Staff Status to four (4) former faculty members: Lora Durham, Assistant Professor, Mathematics; John A. Edgren, Professor, Economics; Gary L. Evans, Professor, Communication; and Robert K. Neely, Professor, Biology.

Academic Affairs Administrative/Professional Appointments (Section 9)

Donald Ritzenhein, Assistant Vice President for Academic Personnel and Contract Administration, Academic Human Resources, recommended that the Board of Regents approve one (1) Administrative/Professional appointment and two (2) Administrative/Professional transfers at the rank and effective date shown on the listing provided to the Board.

Lecturer Appointments (Section 10)

Donald Ritzenhein, Assistant Vice President for Academic Personnel and Contract Administration, Academic Human Resources, recommended that the Board of Regents approve one (1) new lecturer appointment for the 2010-2011 academic year at the rank, salary, and effective date shown on the listing provided to the Board.

Appointment of Charter Schools Board Members (Section 17)

Malverne Winborne, Director, Charter Schools, recommended that the Board of Regents appoint Tammy Smith to a three-year term on the Board of Directors of the Academy for Business and Technology; Theodore Layher to a two-year term and Valerie Mates to a three-year term on the Board of Directors of Ann Arbor Learning Community; Solomon Spann to a three-year term on the Board of Directors of
Commonwealth Academy; Andrea Wright to a three-year term on the Board of Directors of Great Lakes Academy; Shenetta Coleman to a two-year term, and Leatrice Eagleson and Alice Thompson to three-year terms on the Board of Directors of Hope Academy.

Report: 2011 Provost’s Office New Faculty Research Awards (Section 18)

Jack Kay, Provost and Executive Vice President, recommended that the Board of Regents accept and place on file the Report on the 2011 Provost’s New Faculty Research Awards as shown on the listing provided to the Board.

Recommendation to Amend Board Policy on University Mission, Values, Philosophy and Guiding Principles (Section 19)

Jack Kay, Provost and Executive Vice President, recommended that the Board of Regents amend the Board Policy on University Mission, Values, Philosophy and Guiding Principles as outlined on the materials given to the Board.

Discussion of Academic Programs

Provost Kay explained the origin and scope of the Academic Programs discussion. At the last Educational Policies Committee meeting, Regent Sidlik requested information on academic programs experiencing various levels of success. Provost Kay invited a group to informally address these issues. The group consists of Thomas Venner, Dean of College of Arts and Sciences; Jon Margerum-Leyes, Associate Dean (I) College of Education; Dennis Beagen, Department Head, Communication, Media and Theatre Arts; Jim Carroll, Department Head (I), Physics and Astronomy; and Don Bennion, Department Head, Teacher Education.

Dean Venner shared with the group a brief overview of the College of Arts and Sciences
- Enrollment – 8,500 students who declared majors in the College
- Faculty – 400 Full-Time Faculty, consisting of tenure, tenure-track and full-time lecturers
- Departments – 18
- Fall/Winter Semester Credit Hours – approximately 135,000 each semester
- Enrollment Challenges – Major-Minor enrollments, and General Education enrollment
  - General Education enrollment – 70,000 credit hours per semester
  - General Education classes mostly 100 or 200 level and usually taught by lecturers
- Graduate Programs – 65
- Undergraduate Programs – 90

Dean Venner invited Dennis Beagen, who heads a very large, complex department which has been very successful over the years maintaining enrollment strength, and Jim Carroll, who heads a smaller department which has faced challenges because of its size.

Dennis Beagen began his presentation by distributing a department profile used during CMTA’s program review process. Eastern Michigan’s configuration of its CMTA department is unique not only to the state of Michigan, but the Mid-American Conference. At peer institutions, our configuration would be divided up into two or more departments, or at one institution, be a College by itself. Even with this unique configuration, CMTA is successful in managing enrollment. Back in July 2006, CMTA’s enrollment was declining, the department made the decision to turn this trend around. In the four year period since July 2006, CMTA enrollment has increased 29%, and is on track for 3% increase for this year.
CMTA has a combination of undergraduate and graduate programs, ranging in size of 500 plus majors in Communication to smaller, very elite, programs in Arts Management, and Drama Theatre for the Young. This past year finished with almost 41,000 student credit hours, and is on trend to be the university’s largest at the end of this year.

Dr. Beagen shared the story of the program of Film Studies, a program with incredible interest by the students. Through the support of the CAS Dean’s Office, he has been allowed to add more sections to accommodate the interest and growth. He credited the faculty for their part in the growth of the program. Their quality teaching and classroom construction was instrumental. Another quality program is the graduate program in Arts Administration. It is nationally and internationally known.

Wade Tornquist monitors and forecasts CAS’ class enrollments weekly and provides this information to every department. This is an invaluable tool for enrollment management. Dr. Beagen added that watching enrollment on a regular basis is key.

Jim Carroll began his discussion by distributing a data sheet about his department, Physics and Astronomy. Highlights from that sheet include:

• 44% of EMU physics graduate from 2003-09 graduated Cum Laude or better (GPA >3.49)
• 4th largest producer of undergraduate physics degrees in Michigan over the last 10 years
• Student Credit Hours up +20.1% in Winter 2010, up +20.8% in Fall 2010, and currently up +16.8% in Winter 2011
• 88% of students entering physic programs during last six-year period ending Winter 2010 either graduated or are enrolled
• External Funding in 2010-Awarded $500,000 earmark for Surface Science Lab in New Science Building, awarded $600,000 grant from NSF for scholarship and recruitment program

Dr. Carroll continued his discussion with the suggestion that the program’s data needs to be looked at in a different way. You cannot compare CMTA to Physics; the numbers need to be put in context. The Physics program is growing and is as large as it needs to be. It is one of the best Physics program in the area. Physics is a small but relevant department -- green jobs are physics jobs. Because of the high quality faculty in this department, they re-tool already existing courses to the ‘hot topics’ of the day and this creates student excitement.

Dr. Carroll shared that recruiting Physics majors is tougher than other majors, but that there are students out there. Most of his Physics majors didn’t know their major until they took their first physics class. All classes in physics are taught by a PhD level faculty member.

EMU’s chapter of Society of Physics Students has received the national Outstanding Chapter Award for eight consecutive years. No other school in their region can claim that. Many students go to graduate school, most go for free. Physics graduates also work in hospitals creating isotopes for diagnostic testing, for software developers creating realistic video games, and several others.

Jon Margerum-Leys explained that the College of Education is one of the largest in the country. It has produced about 1% of all educational professionals in the country. Approximately one in four Michigan teachers has a degree from Eastern Michigan University. The College of Education can be considered a professional school by the fact that it trains individuals to specific sets of standards and licensure. Because of this reason, most programs in the COE are there based on these different accreditations and licensure requirements. Educating teachers is cyclical and enrollment reflects these trends. COE seems to be on the upward trend after a period of decline. The decline in COE enrollment has many factors including; elimination of professional development funds in school districts, decreased need for teachers in Michigan, and layoffs.
Don Bennion joined the discussion by distributing a Teacher Education Enrollment informational sheet. The sheet highlighted the efforts of the Teacher Education department to reverse the downward trend in enrollment. Among those efforts are establishing relationships with community colleges, hosting faculty-to-faculty meetings between EMU and community college faculty, holding Teacher Education Open Houses, developing MAT programs for the STEM areas, moving Educational Psychology MA Degree online (increased from 7 to 84 admits in 2010), and receiving the Woodrow Wilson Program.

Dr. Margerum-Leys shared other factors which will contribute to the increased enrollment. The Autism Collaborative Center is another source for enrollment increases, moving more programs and courses online aids in this effort. Dr. Bennion pointed out the next step is to compile information regarding the great COE programs and present it to the employers to inform them of the quality of Eastern’s Teacher Education program.

Provost Kay added that through Academic Human Resources and Donald Ritzenhein, Academic Affairs is holding Department Head seminars and sharing best practices. One of the most important recruitment factors is the commitment of faculty and department heads at university events such as Presidential Scholars, Open Houses, etc.

Regent Sidlik thanked those in attendance, and adjourned the meeting at 2:45 p.m.

Respectfully submitted,

Robertta Goffeney, Administrative Secretary
Academic Affairs
RECOMMENDATION

OFFICIAL REPORTING DATES

ACTION REQUESTED

It is recommended that the Board of Regents formally accept the following Opening of Term and Official Record dates for the 2011-2012 fiscal year as determined by University policy:

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STAFF SUMMARY

The proposed opening of term dates for the 2011-2012 fiscal year represent the date when 10% of the total classes in each semester have been held. The dates are used for reporting University information on enrollment when reporting to the State of Michigan.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

[Signature]
University Executive Officer
February 15, 2011

[Signature]
Provost and Executive Vice President

Date
REPORT

REPORT: Winter 2011 FACULTY RESEARCH AND CREATIVE ACTIVITY FELLOWSHIPS

ACTION REQUESTED

It is recommended that the Board of Regents accept and place on file the Report on Winter 2011 Faculty Research and Creative Activity Fellowships.

STAFF SUMMARY

Faculty Research and Creative Activity Fellowships are competitive awards given to faculty who submit meritorious research or special study proposals. The fellowships award up to 50 percent release time from teaching to help provide a foundation for a faculty member to develop a research base for future additional funding from other sources. Unlike a sabbatical leave, the fellowship recipients are still expected to fulfill other contractual responsibilities, such as service to the University during this released time. The University Research and Sabbatical Leave Committee reviews the Faculty Research and Creative Activity Fellowship proposals and makes recommendations to the Provost and Executive Vice President. Brief summaries of the approved projects are contained on the attached page. Five faculty will be supported.

FISCAL IMPLICATIONS

None. The cost of the fellowships will be absorbed in the Winter 2011 faculty salary budget.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer  
Provost and Executive Vice President

Date
WINTER 2011 FACULTY RESEARCH AND CREATIVE ACTIVITY FELLOWSHIPS

1. Sarah Ginsberg (Special Education). “Evidence-Based Education: Scholarship of Teaching and Learning in Speech-Language Pathology and Audiology Text Completion.”

2. Andrea Gossett Zakrajsek (Health Sciences). “Coming Home: Collaborative Project Supporting Transitions of Older Adults from Hospice to Home.”


4. Kristin Judd (Biology). “Does Invasion of Wetlands by the Common Reed, Phragmites Australis, Alter Carbon Fluxes and Aquatic Bacterial Dynamics?”

RECOMMENDATION
FINANCE AND AUDIT COMMITTEE

ACTION REQUESTED

It is recommended that the Board of Regents receive and place on file the minutes from the December 16, 2010 Finance and Audit Committee meeting, the Working Agenda for the February 15, 2011 meeting and the Informational Reports and Financial Updates.

STAFF SUMMARY

December 16, 2010
Regular agenda items discussed at the December 16, 2010 Finance and Audit Committee were Staff Appointments and Staff Separations/Retirements for period October 1 – November 15, 2010, as well as the Informational Reports and Financial Updates as of October 31, 2010. The Committee also reviewed recommendation to the Board for:


February 15, 2011 Meeting Agenda
Regular agenda items include Staff Appointments and Staff Separations/Retirements for period November 16 – January 31, 2011, as well as the Informational Reports and Financial Updates as of December 31, 2010. The Committee also will review recommendation to the Board for:

- WEMU 2009-10 Financial Statements

Informational Presentations

Science Complex and Pray-Harrold Projects Updates (John Donegan)

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

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

__________________________
University Executive Officer

__________________________
Date

2/15/11
Eastern Michigan University
Finance and Audit Committee
Meeting Minutes
December 16, 2010

The meeting was called to order at 3:00 PM by Regent Incarnati.

REGULAR AGENDA

Section 12 Recommendation Monthly Reports – Finance and Audit Committee, Informational Reports and Informational Presentations

A motion was made and seconded to accept the minutes from the previous Board of Regents meeting on October 19, 2010.

Grants and Contracts
For the month of October, $1.7M in grant and contract awards were received. For the fiscal year-to-date through October, grant and contract awards totaled $5.7M, 7.9% ($508K) below the same period a year ago. 45 awards have been received YTD compared with 34 through October last year. Two thirds of the awards are federal (30 of 45), but on a dollar value basis, federal awards account for virtually all (97%) of the dollars awarded. 53 proposals have been submitted YTD through October totaling $13.3M. A year ago, there were 57 proposals submitted through October totaling $38.4M.

Information Technology – Strategic Initiatives Progress Report
Investigation into the September 3rd server security breach has been completed with no data exposures identified by forensic analysts. On advice of external counsel, letters were sent to users and attorneys general in six states to comply with appropriate state statutes.

The University’s FY11 Computer Refresh Program continues on track. Ordering continues through the end of November and as of October 31, 80% of the systems have been ordered. It is expected that approximately 530 computers for full-time faculty and staff will be refreshed in FY11. The replaced computers will be utilized as replacements for 5-7 year old computers used by part-time instructors, GA’s, and student employees.

Technology Infrastructure projects are progressing with Residential Wireless in the First Year Center online and fully functional. Next steps and broader roll-out plan under study. Network Switches installations continuing with Halle, Boone and Porter completed to date. VOIP technology being incorporated in the Science Complex, Pray-Harrold and Fletcher projects. Technical design completed and equipment for the new system (servers and handsets) has been ordered. Test/pilot implementation will begin in December at Fletcher followed by the Science Complex. Campus-wide roll out of VOIP will be discussed with the Board as part of the rolling, three year capital planning process. Projects are underway to analyze the University’s current portal (my.emich) and approach to business intelligence/reporting.

Financial Updates as of October 31, 2010
Eastern’s cash and investments balance in October was $135.9M, including $96.7M of normal operating and working capital (equivalent to 107 days cash on hand) and $39.2M remaining in bond proceeds from the $100M borrowed last June for the Science Complex and other capital projects. The bond proceeds are accounted for and managed separately from the University’s operating and working capital cash and investments. The University’s operating cash and investment balances on October 31, are consistent with budget and reflect Eastern’s normal seasonality.

Operating and Working Capital Investment Portfolio
For the first four months of the fiscal year, the University’s operating and working capital investment portfolio earned 3.4%. At October 31, Eastern’s $96.7M investment portfolio consisted of $44.7M in the Long Term Pool, $15.9M in the Intermediate Term Pool; and $36.1M in the Short Term Pool. The asset allocations remain consistent with those prescribed in the Investment Policy. At October 31, the Long Term Pool mix includes 30% in equities (25% domestic, 5% International), also consistent with the ranges outlined in the approved Investment Policy.

Student Accounts Receivable
Student accounts receivable at October 31 were $11.7M, a reduction of $4.4M (or 27%) from the $16.1M level at October 31st, 2009.

At October 31, total net assets and unrestricted net assets were $243.6M and $73.4M, respectively, both consistent with budget.

FY11 Operating Budget Outlook
- Based on two key revenue assumptions (1) that student credit hours in Winter and Spring semesters grow at the exact same year-to-year rate as Fall (2.65%), and (2) that the state appropriation remains at the $76.0M level
included in the State’s budget, Eastern faces a $1M-$2M challenge for FY11 on its $281M General Fund budget. Plans/actions to recover the shortfall are in process including efforts to increase enrollment as well as potential cost savings actions.

- **Winter semester enrollment data is encouraging.** As of November 29th, with about 75% of the registration process completed, student credit hours for the Winter semester are tracking up 4.0% compared with the same point a year ago (vs 3.4% in the FY11 budget and 2.65% referenced above that’s reflected in the forecast). If the 4.0% year-to-year increase for the Winter semester is realized, YTD hours will be up 3.4%—equal to budget.

- **YTD expenditures** through October were $86.1M in the General Fund (30.6% of full year budget) and $11.7M for Auxiliary activities (30.4% of full year budget). Although total expenditures are tracking very close to budget, health care costs/claims are tracking with debt service and utilities costs under budget.

### Consent Agenda Items

#### Section 11: Recommendation Staff Appointments

It is recommended that the Board of Regents approve 22 staff appointments for the reporting period of October 1 through November 15, 2010.

#### Section 12: Recommendation Staff Separations/Retirements

It is recommended that the Board of Regents approve 9 separations and retirements for the reporting period October 1 through November 15, 2010.

### Regular Agenda Items

#### Section 21: Recommendation 2009-2010 Eastern Michigan University Foundation Annual Report Request

It is requested that the Eastern Michigan University Board of Regents receive and place on file the Eastern Michigan University Foundation Annual Report for the year ended June 30, 2010.

The Committee also received a presentation from John Donegan on the status of major university capital projects.

Meeting was adjourned at 3:45 PM.

Respectfully Submitted,

Marsha Downs
BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY
201 WELCH HALL
(734) 487-2410

Tuesday, February 15, 2011
3:00 PM

FINANCE AND AUDIT COMMITTEE

CONSENT AGENDA

Section: Recommendation Staff Appointments

Section: Recommendation Staff Separations / Retirements

REGULAR AGENDA

Section: Recommendation Informational Reports and Financial Updates
  - Minutes from December 16, 2010
  - February 15 Finance and Audit Committee Agenda
  - Executive Summary
  - Grants and Contracts
  - Campaign and Fundraising Status
  - IT Strategic Initiatives Progress Report
  - Financial Reports

Section: Recommendation WEMU 2009-10 Financial Statements

INFORMATIONAL PRESENTATIONS

- Science Complex and Pray-Harrold Project Updates John Donegan
Eastern Michigan University
Board of Regents – February 15, 2010 Finance and Audit Committee
Informational Reports and Financial Update
(Executive Summary)

Grants and Contracts (through December 31, 2010)

- In the months of November and December, $2.5M in grant and contract awards were received.
- For the fiscal year-to-date (YTD) through December, grant and contract awards totaled $8.4M, an increase of 11% ($833K) over the same period a year ago.
- 61 awards have been received YTD compared with 54 through December last year. While 56% of the YTD awards are federal (34 of 61), they account for 70% of the award dollars.
- 75 proposals have been submitted YTD through December totaling $20.2M. A year ago, there were 87 proposals submitted through December totaling $47.4M.

Annual Fundraising and Campaign Status (through January 27, 2011)

- As of January 27, 2011, or slightly more than halfway through the fiscal year, YTD fundraising including cash and Gifts-In-Kind totaled $2.9M.
- For all of fiscal year 2009-10, $5.4M was raised; fundraising totals for fiscal year 2008-09 were $6.8M (including $2.6M Gifts-In-Kind).
- To date, the Campaign total is $39.8M, or 79.6% of the $50M goal.

Information Technology – Strategic Initiatives Progress Report

- An RFP has been issued requesting bids for a University-wide security assessment. Proposals are due mid-February with the contract award planned for March.
- IT also is working with the Department of Homeland Security through their offer to assist Washtenaw County organizations with training and security programs.
- The University’s FY11 computer refresh program is largely complete. A total of 545 computers for full-time faculty and staff were refreshed with 67% Dell (Windows) and 33% Apple (Mac).
- EagleMail – a cross-divisional Email Review Committee is being formed to conduct a full review of email service options available to Eastern students, faculty, and staff. It’s expected the committee will recommend a solution by May.
- Two other projects are underway involving improvements to business intelligence and reporting as well as identify the optimal long term University portal (my.emich) solution.
- VOIP – technology being incorporated in Science Complex, Pray-Harrold, and Fletcher projects. Technical design and core system installation is complete and equipment for the new system (servers and handsets) has been received. The Science Complex and Fletcher have been converted to VOIP handsets and planning for the Pray-Harrold conversion will begin by March.
Financial Update

Balance Sheet (at December 31, 2010)

- Eastern’s **cash and investments** balance on December 31 was $152.4M, including $113.3M of normal operating and working capital (equivalent to 125 days cash on hand) and $39.1M remaining in bond proceeds from the $100M borrowed in June 2009 for the Science Complex and other capital projects. (The bond proceeds are accounted for and managed separately from the University’s operating and working capital cash and investments.) The University’s operating cash and investment balances on December 31 are consistent with budget and reflect Eastern’s normal seasonality.

- For the first six months of the fiscal year through December, the University’s **operating and working capital investment portfolio** earned 3.4%. At December 31, Eastern’s $113.3M investment portfolio consisted of $45.0M in the Long Term Pool, $12.2M in the Intermediate Term pool, and $56.1M in the Short Term Pool. The asset allocations remain consistent with those prescribed in the Investment Policy. At December 31, the Long Term pool mix reflected 32% in equities (27% domestic, 5% International) – also consistent with the ranges outlined in the approved Investment Policy.

- **Student accounts receivable** balances at December 31 are not representative or comparable year-to-year as December month end is in the middle of the Winter semester registration/payment/refund cycles. It’s expected that January month end balances will continue the trend of year-to-year reductions in student receivables.

- At December 31, **total net assets and unrestricted net assets** were $269.8M and $92.0M, respectively, both consistent with budget.

Student Credit Hours – Winter Semester and Full Year Projection

- As of January 17, student credit hours for Winter term totaled 227,356 hours – an increase of 1.96% compared with Winter 2010. Final credit hours for the Fall semester were up 2.51% year-to-year.

- The current forecast for the full 2010-11 academic year is 548,100 hours, representing an increase of 2.44% (13,000 hours) over 2009-10.

- The University’s FY10-11 budget reflected 3.4% credit hour growth. Compared with budget, the current forecast (at 2.44% growth for the year) results in a 5,400 hour shortfall to budget, equivalent to approximately $1.9M in revenue.

- Based on the current forecast of 548,100 hours, credit hours will have grown by almost 35,000 hours (6.8%) over the last two years. Including the Winter semester, year-to-year credit hour growth has now been achieved for 8 consecutive semesters.

January 27, 2011
### GRANTS AND CONTRACTS
#### FY 2011 PROGRESS REPORT
February 15, 2011

#### TABLE 1: PROPOSALS

<table>
<thead>
<tr>
<th></th>
<th>FY2011 Activity through 12/31</th>
<th>FY2010 Activity through 12/31</th>
<th>FY2009 Activity through 12/31</th>
<th>FY2011 vs. FY2010 Actual to Date Var.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>No. to Date</td>
<td>Dollar Value to Date</td>
<td>No. to Date</td>
<td>Dollar Value to Date</td>
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<tr>
<td>Proposals by Activity:</td>
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<td>$5,759,521</td>
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<td>$47,435,858</td>
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<td>Proposals by Funding Source:</td>
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<td>Foundations</td>
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<td>Local Govt. &amp; Other Non-Profits</td>
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<td>Total Proposals</td>
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#### TABLE 2: AWARDS

<table>
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<tr>
<th></th>
<th>FY2011 Activity through 12/31</th>
<th>FY2010 Activity through 12/31</th>
<th>FY2009 Activity through 12/31</th>
<th>FY2011 vs. FY2010 Actual to Date Var.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>No. to Date</td>
<td>Dollar Value to Date</td>
<td>No. to Date</td>
<td>Dollar Value to Date</td>
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<tr>
<td>Awards by Activity:</td>
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<td>Research &amp; Development</td>
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<td>Federal</td>
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<td>Local Govt. &amp; Other Non-Profits*</td>
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<tr>
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<td>$8,379,393</td>
<td>54</td>
<td>$7,546,411</td>
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*Grants reported jointly with the EMU Foundation:

<table>
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<tr>
<td>Michigan Japanese Bilingual Education Foundation</td>
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<tr>
<td>Japan Business Society of Detroit Foundation</td>
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<tr>
<td>Japan Business Society of Detroit Foundation</td>
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<td>DTE Energy Foundation</td>
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<td>PricewaterhouseCoopers Charitable Foundation, Inc.</td>
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<td>Woodrow Wilson Foundation</td>
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<td>Doha International Inst. for Family Studies &amp; Development</td>
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<td>Sisters, Servants of the Immaculate Heart of Mary</td>
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<tr>
<th>Project Title</th>
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<th>Project Director</th>
<th>EMU Unit</th>
<th>3rd Party In-kind</th>
<th>EMU In-kind</th>
<th>EMU Cash</th>
<th>Sponsor</th>
<th>Total</th>
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<td>Getting on the Right Track--Trackers Program (Michigan 4-S program) - renewal 2010-2011</td>
<td>Michigan Department of Labor and Economic Growth</td>
<td>Mary Zdrojkowski</td>
<td>Holman Learning Center</td>
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<td>$106,927</td>
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<td>EMU-Woodrow Wilson Fellowship</td>
<td>Woodrow Wilson Foundation</td>
<td>Jack Kay</td>
<td>Provost's Office</td>
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<td>WEMU Community Service Grant, 2010-2011</td>
<td>Corporation for Public Broadcasting</td>
<td>Arthur Timko</td>
<td>WEMU Radio</td>
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<td>$188,448</td>
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<td>2010-2011 Great Start Readiness Program</td>
<td>Michigan Department of Education</td>
<td>Chrissine Aris</td>
<td>Children's Institute</td>
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<td>UM:NIH- Stroke Health and Risk Education Year 2</td>
<td>University of Michigan</td>
<td>Kathleen Conley</td>
<td>School of Health Promotion and Human Performance</td>
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<td>$81,532</td>
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<td>Analyses of bacteria concentrations and composition in sediments, and living tissue within the St. Joseph River</td>
<td>U.S. Geological Survey</td>
<td>Daniel Clemans</td>
<td>Biology</td>
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<td>$20,000</td>
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<td>Issues of Quality in China-U.S. Automotive Supply Chain: The Case of Vehicle Interior Parts</td>
<td>Daimay North America, Inc.</td>
<td>Jianhua Wang</td>
<td>School of Engineering Technology</td>
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<td>University Collaboration to Support System-Wide Implementation of Best Promising and Evidence-Based Practices in Community Mental Health</td>
<td>Detroit/Wayne County Community Mental Health Agency</td>
<td>Joan Abbey</td>
<td>Health &amp; Human Services</td>
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<td>Pay It Forward: Strengthening Communities Through Student-Led Philanthropy</td>
<td>Michigan Campus Compact</td>
<td>Jessica Alexander</td>
<td>Academic Service-Learning</td>
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<td>Michigan Department of Career Development KCP State GEAR-UP Program 2010-2011</td>
<td>Michigan Department of Labor &amp; Economic Growth</td>
<td>Janice Jones</td>
<td>Holman Learning Center</td>
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<td>EMU In-kind</td>
<td>EMU Cash</td>
<td>Sponsor</td>
<td>Total</td>
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<td>---------------------------------------------------</td>
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<td>CET 2010-2011: Lead and Asbestos Awareness Training</td>
<td>Michigan Department of Labor and Economic Growth</td>
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<td>Center for Organizational Risk Reduction</td>
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<td>Pilot Study to Evaluate the Rates of Eating Disordered Behavior in Autism</td>
<td>Knight Foundation</td>
<td>Judith Brooks</td>
<td>School of Health Sciences</td>
<td>$12,151</td>
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<td>The Dinner Show</td>
<td>Japan Business Society of Detroit Foundation</td>
<td>Koji Tanno</td>
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<td>$1,500</td>
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<td>Charter School Implementation Consultation</td>
<td>Japanese American School of Southeast Michigan</td>
<td>Hitomi Oketani</td>
<td>World Languages</td>
<td>$61,691</td>
<td>$210,000</td>
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<td>$271,691</td>
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**NUMBER OF AWARDS: 16**

**TOTAL:** $172,048 $971,846 $21,051 $2,461,000 $3,625,945
EMU FOUNDATION
SUMMARY OF CAMPAIGN RESULTS AND
FISCAL YEAR-TO-DATE FUNDRAISING ACTIVITY
AS OF 01/27/11

CAMPAIGN RESULTS:

Cash and Gifts-In-Kind $ 29,358,978
Pledges 2,669,328
Revocable Bequests 7,807,800
Total Campaign Results $ 39,836,106

FISCAL YEAR-TO-DATE FUNDRAISING ACTIVITY:

Annuity/Unitrust $ 45,000
Endowed Scholarship 362,463
Endowed Program 135,645
Event/Expensed 68,790
Expendable Program 2,151,755
Expendable Scholarship 124,810
Total Cash & Gifts-In-Kind $ 2,888,463
Outstanding Balance of New Pledges & Revocable Bequests 3,139,994
Total Fiscal Year-To-Date Fundraising Activity $ 6,028,457
Division of Information Technology

STRATEGIC INITIATIVES PROGRESS REPORT

January 2011
(For February Board of Regents Meeting)

Network Security
- An RFP has been published requesting bids for a university-wide network security assessment. Vendor proposals are due by mid-February, with a contract award in March.

  Additionally, we are working with the Department of Homeland Security on their offer to assist Washtenaw County organizations with security programs and training.

Computer Refresh
- A total of 545 computers for full-time faculty/staff were refreshed as part of the 2010 Computer Refresh Program. The computers these replace will be "trickled-down" to refresh 5-7 year old computers used by part-time instructors, graduate assistants and student employees.
- Departments began ordering systems in early-August. Deployment of new systems began in September. Only a handful of systems remain to be set up.
- The mix for this year’s orders was 67% Dell (Windows) and 33% Apple (Macs).

Enterprise Systems
  Business Intelligence:
- The project to analyze the current approach to Business Intelligence with an initial focus on Business Objects reporting is progressing. The long term goal is to improve the University’s approach to Business Intelligence and enhance the current reporting mechanism to better serve the University’s needs.

  EagleMail
- A university cross-divisional Email Review Committee is being formed to conduct a full review of e-mail service options available to EMU students, faculty, and staff. This includes our current EagleMail service (provided by Merit Network) as well as other services (such as Google and Microsoft) in use at other universities. By May 2011, this committee will recommend a solution that will have the support of the community and will provide the functionality required to enhance teaching, learning and administrative services at EMU.

  University Portal:
- The project to analyze the current portal (my.emich) solution and perform a comparative analysis versus the University’s needs is progressing. The long term goal is to insure whatever solution is in place facilitates the University’s business needs with a particular focus on the student population experience.
Technology Infrastructure

Voice over Internet (VoIP)
- Technical design for a university-wide VoIP system was completed for current construction projects (Mark-Jefferson, Pray-Harrold, and Fletcher). Equipment for the new system (servers and handsets) has been received. The core system installation is complete. Both the Mark-Jefferson addition and the Fletcher building have been converted to VoIP handsets. Planning for Pray-Harrold conversion to VoIP will begin by March.

Network Switches
- Installation of new switch equipment continues. Sherzer Hall installation will be completed during the week of January 24th.

Strategic Planning
- The final IT strategic planning session was held in January with participation from IT Steering Committee and IT Leadership.
## Operating Cash and Investments

<table>
<thead>
<tr>
<th>Description</th>
<th>Account Balance</th>
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</thead>
<tbody>
<tr>
<td><strong>Cash</strong></td>
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<tr>
<td>Eagle Crest Citizen's Account</td>
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<tr>
<td>Chase Commercial Checking Accounts</td>
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<tr>
<td>Total Cash</td>
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<td><strong>Short-term Investments</strong></td>
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<td>Bank of Ann Arbor Trust Account</td>
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<td>Northern Institutional Government Select</td>
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<td>Money Market Fund</td>
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<tr>
<td>Dreyfus Institutional Preferred Money</td>
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<td>Market Fund</td>
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<tr>
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<td>WESTERN Asset Intermediate</td>
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<td><strong>Long-term Investments</strong></td>
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<td>U.S. Treasury Strips</td>
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<td>Vanguard Small Cap Index</td>
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<td>PIMCO Total Return Bond Fund</td>
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<td>Total Long-term investments</td>
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<td><strong>Total Investments</strong></td>
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<tr>
<td><strong>Total Operating Cash And Investments</strong></td>
<td>$115,251,083.37</td>
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<tr>
<td>Less: Outstanding Check and Reconciliation Items</td>
<td>$(1,919,785.15)</td>
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<tr>
<td><strong>Total Net Operating Cash and Investments</strong></td>
<td>$113,331,298.22</td>
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## Bond Proceeds Investments

<table>
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<th>Description</th>
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</thead>
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<td><strong>Fixed Income</strong></td>
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<tr>
<td>Accrued Interest</td>
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<td>Comerica 2009 Bond Proceeds Account</td>
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<tr>
<td>Corporate Bonds</td>
<td>5,703,296.05</td>
</tr>
<tr>
<td>CD's</td>
<td>6,301,650.75</td>
</tr>
<tr>
<td>Other Fixed Income Securities</td>
<td>0.00</td>
</tr>
<tr>
<td>US Treasury/Agency Securities</td>
<td>19,750,269.95</td>
</tr>
<tr>
<td>CD Placements</td>
<td>4,737,000.00</td>
</tr>
<tr>
<td><strong>Total Bond Proceeds Investments</strong></td>
<td>$39,057,380.14</td>
</tr>
<tr>
<td><strong>Total Net Operating Cash, Investments and Bond Proceeds</strong></td>
<td>$152,388,678.36</td>
</tr>
</tbody>
</table>
### Portfolio Composition

<table>
<thead>
<tr>
<th>Account Balance</th>
<th>Dollars</th>
<th>Pct. Total</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Domestic Equities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vanguard Small Cap Index</td>
<td>$2,620,477.07</td>
<td>5.8%</td>
<td>5%</td>
</tr>
<tr>
<td>Vanguard Institutional Index</td>
<td>9,623,162.61</td>
<td>21.4%</td>
<td>20%</td>
</tr>
<tr>
<td>Total Domestic Equities</td>
<td>$12,243,639.68</td>
<td>27.2%</td>
<td>25%</td>
</tr>
<tr>
<td><strong>International Equities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vanguard Developed Markets</td>
<td>$2,190,806.57</td>
<td>4.9%</td>
<td>5%</td>
</tr>
<tr>
<td>Total International Equities</td>
<td>$2,190,806.57</td>
<td>4.9%</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Fixed Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Treasury Strips</td>
<td>$61,534.00</td>
<td>0.1%</td>
<td></td>
</tr>
<tr>
<td>JPMorgan Core Bond Fund Select</td>
<td>5,390,959.13</td>
<td>12.0%</td>
<td></td>
</tr>
<tr>
<td>PIMCO Total Return Bond Fund</td>
<td>25,132,885.34</td>
<td>55.8%</td>
<td></td>
</tr>
<tr>
<td>Total Fixed Income</td>
<td>$30,585,379.47</td>
<td>67.9%</td>
<td>70%</td>
</tr>
<tr>
<td><strong>Cash Equivalent/Other</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cash Equivalent</td>
<td>$0.00</td>
<td>0.0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Long-Term Investments</strong></td>
<td>$45,019,825.72</td>
<td>100.0%</td>
<td>100%</td>
</tr>
</tbody>
</table>
## EASTERN MICHIGAN UNIVERSITY
### SCHEDULE OF NET ASSETS

**As of December 31, 2010**

### ASSETS

<table>
<thead>
<tr>
<th>Category</th>
<th>General Fund</th>
<th>Designated Fund</th>
<th>Auxiliary Activities Fund</th>
<th>Expendable Restricted Fund</th>
<th>Student Loan Fund</th>
<th>Plant Fund</th>
<th>Agency Fund</th>
<th>Consolidated Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and short-term investments</td>
<td>$60,745,846</td>
<td>$5,672,537</td>
<td>$14,578,824</td>
<td>($13,172,345)</td>
<td>($513,414)</td>
<td>$1,224,624</td>
<td>$776,575</td>
<td>$89,512,444</td>
</tr>
<tr>
<td>Student Accounts receivable, net of allowance</td>
<td>1,620,472</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,620,472</td>
</tr>
<tr>
<td>Other Accounts receivable, net</td>
<td>3,023,000</td>
<td>863,123</td>
<td>2,603,958</td>
<td>17,404,509</td>
<td>568,955</td>
<td>(2,787)</td>
<td>0</td>
<td>24,441,675</td>
</tr>
<tr>
<td>Appropriation receivable</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Inventories</td>
<td>476,439</td>
<td>476,439</td>
<td>604,508</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,080,947</td>
</tr>
<tr>
<td>Deposits and prepaid expenses</td>
<td>691,171</td>
<td>1,442</td>
<td>452,921</td>
<td>0</td>
<td>645,775</td>
<td>0</td>
<td>0</td>
<td>1,791,309</td>
</tr>
<tr>
<td>Accrued interest receivable</td>
<td>144,561</td>
<td>3,795</td>
<td>0</td>
<td>0</td>
<td>382</td>
<td>14,247</td>
<td>0</td>
<td>163,022</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td>$86,681,329</td>
<td>$6,740,901</td>
<td>$18,246,211</td>
<td>$4,232,161</td>
<td>$55,923</td>
<td>1,881,776</td>
<td>776,575</td>
<td>$118,509,876</td>
</tr>
<tr>
<td><strong>Noncurrent Assets:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Loans receivable, net</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>12,414,701</td>
</tr>
<tr>
<td>Long-term investments</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>53,348</td>
<td>0</td>
<td>62,822,808</td>
<td>0</td>
<td>62,876,234</td>
</tr>
<tr>
<td>Capital Assets, net</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>378,165,042</td>
<td>378,165,042</td>
<td>0</td>
<td>0</td>
<td>378,165,042</td>
</tr>
<tr>
<td>Unamortized Bond Expenses, net</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2,347,493</td>
</tr>
<tr>
<td><strong>Total noncurrent assets</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>53,348</td>
<td>12,414,701</td>
<td>443,338,411</td>
<td>0</td>
<td>455,806,460</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td>$86,681,329</td>
<td>$6,740,901</td>
<td>$18,246,211</td>
<td>$4,232,161</td>
<td>$4,285,509</td>
<td>$12,471,624</td>
<td>$445,220,197</td>
<td>$776,575</td>
</tr>
</tbody>
</table>

### LIABILITIES

<table>
<thead>
<tr>
<th>Category</th>
<th>Current Liabilities</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current portion of long-term debt</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$3,610,000</td>
<td>$0</td>
<td>$3,610,000</td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>1,492,215</td>
<td>8,139</td>
<td>2,090,737</td>
<td>43,266</td>
<td>0</td>
<td>2,682,496</td>
<td>0</td>
<td>5,379,533</td>
</tr>
<tr>
<td>Accrued payroll</td>
<td>6,612,988</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>6,612,988</td>
</tr>
<tr>
<td>Payroll taxes and accrued fringe benefits</td>
<td>3,830,124</td>
<td>0</td>
<td>553,642</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4,383,766</td>
</tr>
<tr>
<td>Unearned fees and deposits</td>
<td>311,185</td>
<td>56,569</td>
<td>11,306,737</td>
<td>384,927</td>
<td>0</td>
<td>778,575</td>
<td>12,356,993</td>
<td>0</td>
</tr>
<tr>
<td>Insurance and other claims payable</td>
<td>1,092,041</td>
<td>0</td>
<td>947,523</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2,039,565</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total current liabilities</strong></td>
<td>13,937,653</td>
<td>62,308</td>
<td>14,091,441</td>
<td>428,193</td>
<td>0</td>
<td>6,292,496</td>
<td>776,575</td>
<td>36,350,166</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Noncurrent Liabilities</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued Compensated Absences</td>
<td>4,396,145</td>
<td>0</td>
<td>355,139</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4,753,284</td>
</tr>
<tr>
<td>Long-term debt</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>237,350,000</td>
<td>0</td>
<td>237,350,000</td>
<td>0</td>
<td>237,350,000</td>
</tr>
<tr>
<td>Fair value of derivative instruments</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>15,286,300</td>
<td>0</td>
<td>15,286,300</td>
<td>0</td>
<td>15,286,300</td>
</tr>
<tr>
<td>Federal Portion of Perkins Program</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10,796,242</td>
<td>0</td>
<td>10,796,242</td>
<td>0</td>
<td>10,796,242</td>
</tr>
<tr>
<td>Total noncurrent liabilities</td>
<td>4,396,145</td>
<td>0</td>
<td>355,139</td>
<td>10,796,242</td>
<td>252,638,300</td>
<td>252,638,300</td>
<td>252,638,300</td>
<td>252,638,300</td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td>18,333,798</td>
<td>62,308</td>
<td>14,446,580</td>
<td>428,193</td>
<td>10,796,242</td>
<td>328,930,786</td>
<td>776,575</td>
<td>394,696,992</td>
</tr>
</tbody>
</table>

### NET ASSETS:

<table>
<thead>
<tr>
<th>Category</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Invested in capital assets, net of related debt</td>
<td>$0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>172,244,041</td>
<td>$0</td>
</tr>
<tr>
<td>Restricted, expendable</td>
<td></td>
<td></td>
<td>3,857,316</td>
<td>1,675,382</td>
<td>0</td>
<td>5,532,698</td>
<td>0</td>
<td>5,532,698</td>
</tr>
<tr>
<td>Unrestricted</td>
<td></td>
<td></td>
<td>6,678,093</td>
<td>2,973,631</td>
<td>0</td>
<td>14,045,530</td>
<td>0</td>
<td>23,979,674</td>
</tr>
<tr>
<td>Undesignated</td>
<td>68,345,531</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>68,345,531</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total net assets</strong></td>
<td>$68,345,531</td>
<td>$6,678,093</td>
<td>$2,973,631</td>
<td>$3,857,316</td>
<td>$1,675,382</td>
<td>$186,289,391</td>
<td>0</td>
<td>$269,819,344</td>
</tr>
<tr>
<td><strong>Total Liabilities and net assets</strong></td>
<td>$86,681,329</td>
<td>$6,740,901</td>
<td>$18,246,211</td>
<td>$4,285,509</td>
<td>$12,471,624</td>
<td>$445,220,197</td>
<td>$776,575</td>
<td>$754,416,336</td>
</tr>
</tbody>
</table>
## Eastern Michigan
### University Budget Status Report FY 2011
#### As of December 31, 2010

<table>
<thead>
<tr>
<th></th>
<th>FY 2010-11</th>
<th>FY 2011-12</th>
<th>FY 2012-13</th>
<th>FY 2013-14</th>
<th>FY 2014-15</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Total</td>
</tr>
<tr>
<td>General Fund</td>
<td>$198,215,534</td>
<td>$198,215,534</td>
<td>$175,447,301</td>
<td>($22,767,633)</td>
<td>($22,767,633)</td>
<td>80.25%</td>
</tr>
<tr>
<td>Auxiliary</td>
<td>$1,384,000</td>
<td>$1,384,000</td>
<td>$2,150,715</td>
<td>$766,715</td>
<td>$766,715</td>
<td>155.40%</td>
</tr>
<tr>
<td></td>
<td>$19,523,000</td>
<td>$19,523,000</td>
<td>$19,014,817</td>
<td>($19,014,817)</td>
<td>($19,014,817)</td>
<td>59.90%</td>
</tr>
<tr>
<td>Grants and contracts</td>
<td>$585,000</td>
<td>$585,000</td>
<td>$287,435</td>
<td>($287,435)</td>
<td>($287,435)</td>
<td>66.23%</td>
</tr>
<tr>
<td>Indirect Cost Recovery</td>
<td>$1,403,443</td>
<td>$1,403,443</td>
<td>$1,401,400</td>
<td>($2,000)</td>
<td>($2,000)</td>
<td>44.89%</td>
</tr>
<tr>
<td>Total Approved Funding</td>
<td>$252,647,976</td>
<td>$252,647,976</td>
<td>$241,185,945</td>
<td>($11,462,031)</td>
<td>($11,462,031)</td>
<td>82.04%</td>
</tr>
</tbody>
</table>

### Operating Expenditures
- Instruction
- Research
- Public Service
- Academic Support
- Student Services
- Institutional Support
- Scholarships and Fellowships
- Operation and Maintenance
- Auxiliary
- Other Capital Additions, net
- Total Operating Expense
- Operating Income/Loss
- Non-operating Revenues (Expenses)
- Appropriations
- Gifts
- Investment Income
- Fund Balance
- Net non-operating revenues
- Transfers In (Out)
- Debt Retirement
- Provision 2005 MII Ph
- Asset Preservation
- Other Funds and General Fee Obligations
- Total Transfers
- Total net nonoperating rev (excl)
- Increase (Decrease) in Net Assets
- Summarized
- Total Revenues
- Total Expenditures
- Increase (Decrease) in Net Assets

### Budget Variance
- General Fund
- Auxiliary
- Total
- Variance
- Percentage of Budget To Date

### Financial Details
- Net nonoperating revenues
- Transfers in
- Transfers out
- Total net nonoperating revenue (excl)
- Increase (decrease) in net assets

### Summary
- As of December 31, 2010
RECOMMENDATION

WEMU-FM FINANCIAL STATEMENTS AS OF JUNE 30, 2010

ACTION REQUESTED

It is recommended that the Board of Regents receive and place on file the WEMU-FM Financial Report and Statements as of June 30, 2010.

STAFF SUMMARY

WEMU-FM, Eastern Michigan University’s public radio station, is required as a condition of participation in the program to file an annual audited statement of financial operations. Plante & Moran, PLLC prepares this audit annually as part of its financial audit contract with the University.

The financial report, statements and opinion are attached. Plante & Moran has indicated that, in their opinion, the financial statements present fairly the financial position of the station as well as the changes in financial position and cash flows for the fiscal years 2009 and 2010. It should be noted that Net Assets as of June 30, 2009 have been restated by ($107,625) to reflect rental income that will be recognized between 2010 and 2016 based on a 10-year agreement with Washtenaw County.

WEMU’s operating expenditures, including allocated overhead charges from the University, were $2.05 million in fiscal year 2010, down slightly from the previous year. The majority (60%) of the funding support for WEMU is provided by the University with contributions, rental income and grants from the Corporation for Public Broadcasting accounting for the balance (40%).

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

[Signature]
University Executive Officer
Date

z/15/11
Independent Auditors' Report

To the Board of Regents
Eastern Michigan University
WEMU-FM

We have audited the accompanying basic financial statements of Eastern Michigan University WEMU-FM (the "Station") as of and for the years ended June 30, 2010 and 2009 as listed in the table of contents. These financial statements are the responsibility of the Station's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Station as of June 30, 2010 and 2009 and the changes in financial position and cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis presented on pages 2 through 7 is not a required part of the basic financial statements but is supplemental information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the supplemental information. However, we did not audit the information and express no opinion on it.

November 22, 2010

[Signature]

Anita & Moran, PLLC
This section of Eastern Michigan University WEMU-FM's (the "Station") annual financial report presents management's discussion and analysis of the financial performance of the Station during the fiscal years ended June 30, 2010, 2009, and 2008. This discussion should be read in conjunction with the accompanying financial statements and footnotes. The financial statements, footnotes, and this discussion are the responsibility of the Station's management.

Using the Annual Financial Report

This annual report consists of financial statements prepared in accordance with Governmental Accounting Standards Board (GASB) Statement No. 35, Basic Financial Statements - and Management’s Discussion and Analysis - for Public Colleges and Universities.

The financial statements prescribed by GASB Statement No. 35 (the statement of net assets, the statement of revenue, expenses, and changes in net assets, and the statement of cash flows) present financial information in a form similar to that used by corporations. They are prepared under the accrual basis of accounting, whereby revenue and assets are recognized when the service is provided and expenses and liabilities are recognized when others provide the service, regardless of when cash is exchanged.

The statement of net assets includes all assets and liabilities. Over time, increases or decreases in net assets (the difference between assets and liabilities) are one indicator of the improvement or erosion of the Station's financial health when considered with nonfinancial facts such as the condition of facilities.

The statement of revenue, expenses, and changes in net assets presents the revenue earned and expenses incurred during the year. Activities are reported as either operating or nonoperating. A public radio station's dependency upon gifts could result in operating deficits because the financial reporting model classifies gifts as nonoperating revenue. The utilization of capital assets is reflected in the financial statements as depreciation, which amortizes the cost of an asset over its expected useful life.

The statement of cash flows presents information related to cash inflows and outflows summarized by operating, noncapital financing, capital financing, and related investing activities, and helps measure the ability to meet financial obligations as they mature.
Noteworthy Financial Activity

Significant components of the Station's financial condition include the following:

- The Station's total assets as of June 30, 2010 increased versus the prior year by approximately $68,000 as a result of income from continuing operations. Over $177,000 is invested in capital assets as of June 30, 2010. As of June 30, 2009, total assets increased versus the prior year by approximately $182,000 primarily due to increased contributions and rental income.

- Net assets as of June 30, 2009 were restated by ($107,625) and unearned revenue liabilities were increased by $107,625 to reflect rental income that will be recognized between 2010 and 2016 based on a 10-year agreement with Washtenaw County.

- In 2010, operating revenue increased by approximately $19,000 primarily due to increased support from the Corporation for Public Broadcasting. In 2009, operating revenue increased by approximately $21,000 primarily due to increased rental income.

- In 2010, nonoperating revenue decreased by approximately $3,000 primarily due to a combination of decrease in administrative support from the University ($25,000) and increase in contributions ($22,000). In 2009, nonoperating revenue increased by over $57,000 primarily due to increased contributions ($12,000) and increased support ($45,000) from the University.

- In 2010, operating expenses decreased by approximately $42,000 primarily due to decreases in program services. In 2009, operating expenses decreased by approximately $43,000 primarily due to planned decreases in support services.
Eastern Michigan University WEMU-FM

Management’s Discussion and Analysis (Unaudited) (Continued)

Condensed Statement of Net Assets
(in thousands)

<table>
<thead>
<tr>
<th></th>
<th>June 30</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
<td>2009</td>
<td>2008</td>
</tr>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current assets</td>
<td>$707</td>
<td>$607</td>
<td>$394</td>
</tr>
<tr>
<td>Noncurrent assets</td>
<td>177</td>
<td>209</td>
<td>240</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td>$884</td>
<td>$816</td>
<td>$634</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current liabilities</td>
<td>$15</td>
<td>$15</td>
<td>$-</td>
</tr>
<tr>
<td>Noncurrent liabilities</td>
<td>271</td>
<td>303</td>
<td>178</td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td>286</td>
<td>318</td>
<td>178</td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invested in capital assets - Net of related debt</td>
<td>177</td>
<td>209</td>
<td>240</td>
</tr>
<tr>
<td>Restricted expendable</td>
<td>62</td>
<td>46</td>
<td>22</td>
</tr>
<tr>
<td>Unrestricted, as restated (Note 5)</td>
<td>359</td>
<td>243</td>
<td>194</td>
</tr>
<tr>
<td><strong>Total net assets</strong></td>
<td>598</td>
<td>498</td>
<td>456</td>
</tr>
<tr>
<td>Total liabilities and net assets</td>
<td><strong>$884</strong></td>
<td><strong>$816</strong></td>
<td><strong>$634</strong></td>
</tr>
</tbody>
</table>
**Statement of Revenue, Expenses, and Changes in Net Assets**

(in thousands)

<table>
<thead>
<tr>
<th></th>
<th>Year Ended June 30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
</tr>
<tr>
<td>(restated)</td>
<td></td>
</tr>
<tr>
<td><strong>Operating Revenue</strong></td>
<td></td>
</tr>
<tr>
<td>Grants from Corporation for Public Broadcasting</td>
<td>$ 185</td>
</tr>
<tr>
<td>Rental income</td>
<td>57</td>
</tr>
<tr>
<td><strong>Total operating revenue</strong></td>
<td>242</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Program services:</td>
<td></td>
</tr>
<tr>
<td>Programming and production</td>
<td>1,190</td>
</tr>
<tr>
<td>Broadcasting</td>
<td>180</td>
</tr>
<tr>
<td>Program information</td>
<td>236</td>
</tr>
<tr>
<td>Support services:</td>
<td></td>
</tr>
<tr>
<td>Fundraising</td>
<td>157</td>
</tr>
<tr>
<td>Management</td>
<td>289</td>
</tr>
<tr>
<td><strong>Total operating expenses</strong></td>
<td>2,052</td>
</tr>
<tr>
<td><strong>Operating Loss</strong></td>
<td>(1,810)</td>
</tr>
<tr>
<td><strong>Nonoperating Revenue</strong></td>
<td></td>
</tr>
<tr>
<td>General appropriations from the University</td>
<td>713</td>
</tr>
<tr>
<td>Administrative support from the University</td>
<td>605</td>
</tr>
<tr>
<td>Contributions</td>
<td>592</td>
</tr>
<tr>
<td><strong>Net nonoperating revenue</strong></td>
<td>1,910</td>
</tr>
<tr>
<td><strong>Changes in Net Assets</strong></td>
<td>100</td>
</tr>
<tr>
<td><strong>Net Assets - Beginning of year, as restated (Note 5)</strong></td>
<td>498</td>
</tr>
<tr>
<td><strong>Net Assets - End of year</strong></td>
<td>$ 598</td>
</tr>
</tbody>
</table>
Condensed Statement of Cash Flows
(in thousands)

<table>
<thead>
<tr>
<th></th>
<th>Year Ended June 30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
</tr>
<tr>
<td><strong>Cash Provided by (Used in)</strong></td>
<td></td>
</tr>
<tr>
<td>Operating activities</td>
<td>(1,794)</td>
</tr>
<tr>
<td>Noncapital financing activities</td>
<td>1,910</td>
</tr>
<tr>
<td>Capital and related financing activities</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Increase (Decrease) in Cash</strong></td>
<td>116</td>
</tr>
<tr>
<td>Cash - Beginning of year</td>
<td>397</td>
</tr>
<tr>
<td>Cash - End of year</td>
<td>$ 513</td>
</tr>
</tbody>
</table>

Looking Ahead

Changes orchestrated during FY10 positioned WEMU to better perform in FY11.

The voluntary departure of the Web Communications staff member provided an opportunity for station management to re-evaluate its allocation of human resources. This review resulted in establishing a sales and grant associate position, hired to secure underwriting donations. The position is a .75 FTE salaried position with .25 FTE being a commission program. This is the only functioning position of this type (salary/commission hybrid) in the University human resources structure. For the past several years WEMU’s underwriting receipts have varied between $30,000 and $50,000. In order for the person in this position to achieve the equivalent of a full-time salary, the incumbent must attract $70,000 of underwriting donations. Hopefully, WEMU will exceed this figure. Even though WEMU achieved its highest level of fundraising in history in FY10 ($587,000), building a broader future income base is critical.

The second part of this human resources allocation was hiring a .5 FTE to attend to the Station’s web and new media needs. In order to afford this total overall increase of .5 FTE, the Station’s music announcer and librarian position will be reduced to .5 FTE. This reduction will occur in FY11 when the incumbent returns from medical leave.

In FY11, WEMU will need to address the challenge of increasing media dependency on Internet-based products to communicate with listeners and clients. The explosive increase in the use of websites, Facebook, Twitter, cell phone applications, and other forms of electronic communication will require more than .5 FTE attention. Hopefully, increased revenue from underwriting can help address this challenge.
The constant challenge of increased listenership and donations is being addressed in FY11 with a concerted and coordinated effort to promote the Station’s programming on-air, while concurrently advertising the Station’s program offerings to new potential listeners. Funds received ($15,000) as part of the nation’s stimulus efforts will be used to advertise the Station in FY11’s third quarter and beyond. This two-pronged effort will hopefully increase the regular listenership and income stream from individual and corporate donations.

For years, WEMU has utilized one-time money of tower leases to provide equipment replacement and modernization, e.g., HD radio. In FY11, WEMU will undertake its first facility renovation since moving into King Hall in 1974. It is commonly agreed among visitors and administrators that WEMU’s physical environment does not reflect positively on the image of the University. In order to address this challenge, while also planning for a future move to the proposed arts village at some future point, WEMU has proposed to pay (from tower revenue sources) for furniture and equipment that could be moved to another location. Concurrently, those items that improve the station’s infrastructure, i.e., carpeting, paint, asbestos removal, window repair, and access to windows, et. al., would be provided through the resources of the University. Plans are being developed with implementation in the second half of FY11.

In FY11, WEMU will experience its third staff retirement. Previously, persons in the positions of development director and music announcer have retired from EMU while working at WEMU. In December 2010, the executive director will leave after over 39 years of full-time employment at WEMU, 29 of those years as its chief executive officer. The change in leadership will change the dynamic of the Station, trading experience for the infusion of new ideas and leadership style, regardless of who succeeds the current director. This is seen as a positive development and an opportunity for growth and movement to another level of prosperity and service.
# Statement of Net Assets

<table>
<thead>
<tr>
<th></th>
<th>June 30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
</tr>
<tr>
<td>(restated)</td>
<td></td>
</tr>
<tr>
<td><strong>Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Current assets:</td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$ 512,952</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>193,793</td>
</tr>
<tr>
<td>from the University</td>
<td></td>
</tr>
<tr>
<td>Total current assets</td>
<td>706,745</td>
</tr>
<tr>
<td>Noncurrent assets -</td>
<td></td>
</tr>
<tr>
<td>Property and equipment (Note 3)</td>
<td>177,443</td>
</tr>
<tr>
<td>Total assets</td>
<td><strong>$ 884,188</strong></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Current liabilities - Deferred revenue</td>
<td>$ 15,375</td>
</tr>
<tr>
<td>Noncurrent liabilities:</td>
<td></td>
</tr>
<tr>
<td>Compensated absences</td>
<td>193,793</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>76,875</td>
</tr>
<tr>
<td>Total noncurrent liabilities</td>
<td>270,668</td>
</tr>
<tr>
<td>Total liabilities</td>
<td>286,043</td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Invested in capital assets - Net of related debt</td>
<td>177,443</td>
</tr>
<tr>
<td>Restricted - Expendable</td>
<td>61,657</td>
</tr>
<tr>
<td>Unrestricted, as restated (Note 5)</td>
<td>359,045</td>
</tr>
<tr>
<td>Total net assets</td>
<td>598,145</td>
</tr>
<tr>
<td>Total liabilities and net assets</td>
<td><strong>$ 884,188</strong></td>
</tr>
</tbody>
</table>

See Notes to Financial Statements.
### Eastern Michigan University WEMU-FM

**Statement of Revenue, Expenses, and Changes in Net Assets**

<table>
<thead>
<tr>
<th>Year Ended June 30</th>
<th>2010</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(restated)</td>
<td></td>
</tr>
<tr>
<td><strong>Operating Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants from Corporation for Public Broadcasting</td>
<td>$184,597</td>
<td>$163,959</td>
</tr>
<tr>
<td>Rental income</td>
<td>57,122</td>
<td>58,715</td>
</tr>
<tr>
<td><strong>Total operating revenue</strong></td>
<td>241,719</td>
<td>222,674</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program services:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programming and production</td>
<td>1,189,731</td>
<td>1,244,224</td>
</tr>
<tr>
<td>Broadcasting</td>
<td>180,185</td>
<td>190,017</td>
</tr>
<tr>
<td>Program information</td>
<td>235,401</td>
<td>230,791</td>
</tr>
<tr>
<td>Support services:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising</td>
<td>156,716</td>
<td>150,626</td>
</tr>
<tr>
<td>Management</td>
<td>289,228</td>
<td>278,026</td>
</tr>
<tr>
<td><strong>Total operating expenses</strong></td>
<td>2,051,261</td>
<td>2,093,684</td>
</tr>
<tr>
<td><strong>Operating Loss</strong></td>
<td>(1,809,542)</td>
<td>(1,871,010)</td>
</tr>
<tr>
<td><strong>Nonoperating Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General appropriations from the University</td>
<td>712,804</td>
<td>712,960</td>
</tr>
<tr>
<td>Administrative support from the University</td>
<td>604,612</td>
<td>630,440</td>
</tr>
<tr>
<td>Contributions</td>
<td>592,496</td>
<td>569,499</td>
</tr>
<tr>
<td><strong>Total nonoperating revenue</strong></td>
<td>1,909,912</td>
<td>1,912,899</td>
</tr>
<tr>
<td><strong>Changes in Net Assets</strong></td>
<td>100,370</td>
<td>41,889</td>
</tr>
<tr>
<td><strong>Net Assets - Beginning of year, as restated (Note 5)</strong></td>
<td>497,775</td>
<td>455,886</td>
</tr>
<tr>
<td><strong>Net Assets - End of year</strong></td>
<td>$598,145</td>
<td>$497,775</td>
</tr>
</tbody>
</table>

*See Notes to Financial Statements.*
## Statement of Cash Flows

<table>
<thead>
<tr>
<th>Year Ended June 30</th>
<th>2010</th>
<th>2009 (restated)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash Flows from Operating Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash received from Corporation for Public Broadcasting</td>
<td>$184,597</td>
<td>$163,959</td>
</tr>
<tr>
<td>Cash received from tower leases</td>
<td>57,122</td>
<td>166,340</td>
</tr>
<tr>
<td>Cash paid for programming services</td>
<td>(1,596,211)</td>
<td>(1,640,155)</td>
</tr>
<tr>
<td>Cash paid for management and fundraising</td>
<td>(439,143)</td>
<td>(422,247)</td>
</tr>
<tr>
<td><strong>Net cash used in operating activities</strong></td>
<td>(1,793,635)</td>
<td>(1,732,103)</td>
</tr>
</tbody>
</table>

| **Cash Flows from Noncapital Financing Activities** |            |                 |
| Cash received from University appropriations | 712,804    | 712,960         |
| Cash received from administrative support | 604,612    | 630,440         |
| Contributions received | 592,496    | 569,499         |
| **Net cash provided by noncapital financing activities** | 1,909,912  | 1,912,899       |

| **Net Increase in Cash** | 116,277 | 180,796 |
| **Cash - Beginning of year** | 396,675 | 215,879 |
| **Cash - End of year** | $512,952 | $396,675 |

### Reconciliation of Operating Loss to Net Cash from Operating Activities

| Operating loss | $ (1,809,542) | $ (1,871,010) |
| Adjustments to reconcile operating loss to net cash from operating activities: |            |                 |
| Depreciation expense | 31,282 | 31,282 |
| Changes in assets and liabilities: |            |                 |
| Accounts receivable - Net | (16,567) | 32,186 |
| Accrued compensated absences | 16,567 | (32,186) |
| Deferred revenue | (15,375) | 107,625 |
| **Total changes in assets and liabilities** | (15,375) | 107,625 |
| **Net cash used in operating activities** | $ (1,793,635) | $ (1,732,103) |
Note 1 - Organization

Eastern Michigan University WEMU-FM (the "Station" or WEMU-FM) is a public telecommunications radio station licensed to Eastern Michigan University (the "University"). WEMU-FM serves the Washtenaw County radio market, with a mission to participate in the educational and public service purposes of the University by providing programming which addresses the needs and the interests of the Station's coverage area.

WEMU-FM is owned and operated by the University and does not have separate legal status or existence. The financial position, support, revenue, and expenditures of WEMU-FM are included in the University's financial statements.

Note 2 - Basis of Presentation and Significant Accounting Policies

Basis of Presentation - The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB). The GASB established standards for external financial reporting for public colleges and universities and requires that financial statements be presented on a consolidated basis to focus on the University as a whole, with resources classified for accounting and reporting purposes into three net asset categories according to externally imposed restrictions.

The three net asset categories are as follows:

- **Invested in Capital Assets - Net of Related Debt** - Includes capital assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets.

- **Restricted - Expendable** - Includes net assets whose whole use is subject to externally imposed stipulations that can be fulfilled by actions of the University pursuant to those stipulations or that expire by the passage of time.

- **Unrestricted** - Includes net assets not subject to externally imposed stipulations. Unrestricted net assets may be designated for specific purposes by action of the Board of Regents or may otherwise be limited by contractual agreements with outside parties. Substantially all unrestricted net assets are designated for capital projects and other initiatives.

Property and Equipment - Property and equipment are recorded at cost, or if acquired by gift, at the fair value as of the date of donation. Depreciation is computed on the straight-line method over the estimated service lives (5 to 15 years) of the respective assets. Expenditures for repairs and maintenance are charged to expense as incurred.
Note 2 - Basis of Presentation and Significant Accounting Policies
(Continued)

Deferred Revenue - WEMU-FM receives advance payments of rent related to a
tower lease agreement. These payments are reported as deferred revenue and
recognized when earned.

General Appropriations from the University - General appropriations from the
University consist of certain payroll and other direct expenses paid by the University
on behalf of WEMU-FM. Because the University pays for WEMU-FM's
compensated absences, a receivable from the University has been established in the
statement of net assets in the amount of accrued compensated absences.

Indirect Administrative Support - A portion of the University’s general overhead
costs relates to and benefits WEMU-FM. Such items include administration, utilities,
maintenance, repairs, and other institutional support expenditures of the University.
These services were provided without cost and have been allocated to WEMU-FM.
The fair value of these services is reported as revenue (administrative support from
the University) and expenditures in the accompanying statement of revenue,
expenses, and changes in net assets.

Contributions and Grants - Unrestricted gifts are recognized as revenue when
received.

WEMU-FM receives an annual community service grant from the Corporation for
Public Broadcasting. These funds may be used at the discretion of WEMU-FM and
are reported as restricted grant revenue in the accompanying financial statements.

Allocation of Expenditures - Expenditures are reported by their functional
classification. Accordingly, certain expenditures for facility operations, institutional
support, interest, and depreciation have been allocated to functional classifications
based on the time devoted to these activities.

Use of Estimates - The preparation of financial statements in conformity with
accounting principles generally accepted in the United States of America requires
management to make estimates and assumptions that affect the reported amounts of
assets and liabilities and disclosure of contingent assets and liabilities at the date of
the financial statements and the reported amounts of sources and application of net
assets during the reporting period. Actual results could differ from those estimates.
Note 3 - Property and Equipment

Property and equipment at June 30, 2010 and 2009 consist of the following:

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>Additions</th>
<th>Retirement</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>$100,000</td>
<td>-</td>
<td>$</td>
<td>$100,000</td>
</tr>
<tr>
<td>Transmitter and tower</td>
<td>306,121</td>
<td>-</td>
<td>-</td>
<td>306,121</td>
</tr>
<tr>
<td>Studio and technical equipment</td>
<td>101,407</td>
<td>-</td>
<td>-</td>
<td>101,407</td>
</tr>
<tr>
<td>Furniture, fixture, and equipment</td>
<td>270,953</td>
<td>-</td>
<td>-</td>
<td>270,953</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>778,481</td>
<td>-</td>
<td>-</td>
<td>778,481</td>
</tr>
<tr>
<td>Less accumulated depreciation</td>
<td>(569,756)</td>
<td>(31,282)</td>
<td>-</td>
<td>(601,038)</td>
</tr>
<tr>
<td><strong>Net property and equipment</strong></td>
<td>$208,725</td>
<td>$ (31,282)</td>
<td>$</td>
<td>$177,443</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2008</th>
<th>Additions</th>
<th>Retirement</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>$100,000</td>
<td>-</td>
<td>$</td>
<td>$100,000</td>
</tr>
<tr>
<td>Transmitter and tower</td>
<td>306,121</td>
<td>-</td>
<td>-</td>
<td>306,121</td>
</tr>
<tr>
<td>Studio and technical equipment</td>
<td>101,407</td>
<td>-</td>
<td>-</td>
<td>101,407</td>
</tr>
<tr>
<td>Furniture, fixture, and equipment</td>
<td>270,953</td>
<td>-</td>
<td>-</td>
<td>270,953</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>778,481</td>
<td>-</td>
<td>-</td>
<td>778,481</td>
</tr>
<tr>
<td>Less accumulated depreciation</td>
<td>(538,474)</td>
<td>(31,282)</td>
<td>-</td>
<td>(569,756)</td>
</tr>
<tr>
<td><strong>Net property and equipment</strong></td>
<td>$240,007</td>
<td>$ (31,282)</td>
<td>$</td>
<td>$208,725</td>
</tr>
</tbody>
</table>

Note 4 - Retirement Benefits

The University has a Teachers Insurance and Annuities Association - College Retirement Equities Fund (TIAA-CREF) defined contribution retirement plan, which covers certain employees of WEMU-FM. The University contributes a specified percentage of employee wages, as defined by the appropriate labor contract. For the years ended June 30, 2010, 2009, and 2008, WEMU-FM contributed approximately $47,000, $51,000, and $46,000, respectively, to the TIAA-CREF plan. The University has no liability beyond its own contributions under the TIAA-CREF plan.
Note 4 - Retirement Benefits (Continued)

The University also participates in the Michigan Public School Employees' Retirement System (MPSERS), a cost-sharing multiemployer noncontributory defined benefit retirement plan, which covers certain employees of WEMU-FM. The cost of the MPSERS plan allocated to WEMU-FM, all of which was contributed, totaled approximately $32,000, $31,000, and $45,000 for the years ended June 30, 2010, 2009, and 2008, respectively. The costs of the MPSERS plan include contributions based on member payroll to fund normal pension costs, contributions to fund a portion of the plan's unfunded actuarial accrued liability, and contributions for retiree health insurance, at a fixed dollar amount determined annually by MPSERS.

Note 5 - Prior Period Adjustment

In 2009, WEMU-FM received a lump-sum payment of $123,000 as part of a 10-year rental lease agreement with Washtenaw County. Net assets and revenue as of June 30, 2009 were decreased by ($107,625) and unearned revenue liabilities were increased by $107,625 to reflect the revenue that will be recognized between 2010 and 2016.
Additional Information
To the Board of Regents
Eastern Michigan University
WEMU-FM

Our report on the financial statements of Eastern Michigan University WEMU-FM as of June 30, 2010 and 2009 and for the years then ended appears on page 1 of this document. These audits were conducted for the purpose of forming an opinion on the financial statements taken as a whole. The supplemental schedules accompanying the financial statements are not necessary for a fair presentation of the statement of net assets and the related statements of revenue, expenses, and changes in net assets and cash flows, in conformity with accounting principles generally accepted in the United States of America. The supplemental schedules are presented only for the purpose of additional analysis and are not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audits of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

Plante & Moran, PLLC

November 22, 2010
## Eastern Michigan University WEMU-FM

### Schedule of Net Assets by Fund

<table>
<thead>
<tr>
<th></th>
<th>June 30, 2010</th>
<th></th>
<th>June 30, 2009</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Operating Funds</td>
<td></td>
<td>Operating Funds</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unrestricted</td>
<td>Property Fund</td>
<td>Total</td>
<td>Unrestricted</td>
</tr>
<tr>
<td></td>
<td>$ 512,952</td>
<td>-</td>
<td>$ 512,952</td>
<td>$ 396,675</td>
</tr>
<tr>
<td>Assets</td>
<td>$ 512,952</td>
<td>-</td>
<td>$ 512,952</td>
<td>$ 396,675</td>
</tr>
<tr>
<td></td>
<td>193,793</td>
<td>-</td>
<td>193,793</td>
<td>210,360</td>
</tr>
<tr>
<td>Current assets:</td>
<td>706,745</td>
<td>-</td>
<td>706,745</td>
<td>607,035</td>
</tr>
<tr>
<td></td>
<td>177,443</td>
<td>-</td>
<td>177,443</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>$ 706,745</td>
<td>$ 177,443</td>
<td>$ 884,188</td>
<td>$ 607,035</td>
</tr>
<tr>
<td>Noncurrent assets:</td>
<td>$ 512,952</td>
<td>-</td>
<td>$ 512,952</td>
<td>$ 396,675</td>
</tr>
<tr>
<td></td>
<td>193,793</td>
<td>-</td>
<td>193,793</td>
<td>210,360</td>
</tr>
<tr>
<td></td>
<td>706,745</td>
<td>-</td>
<td>706,745</td>
<td>607,035</td>
</tr>
<tr>
<td></td>
<td>177,443</td>
<td>-</td>
<td>177,443</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>$ 706,745</td>
<td>$ 177,443</td>
<td>$ 884,188</td>
<td>$ 607,035</td>
</tr>
<tr>
<td>Liabilities:</td>
<td>$ 15,375</td>
<td>-</td>
<td>$ 15,375</td>
<td>$ 15,375</td>
</tr>
<tr>
<td></td>
<td>193,793</td>
<td>-</td>
<td>193,793</td>
<td>210,360</td>
</tr>
<tr>
<td></td>
<td>76,875</td>
<td>-</td>
<td>76,875</td>
<td>92,250</td>
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<tr>
<td></td>
<td>270,668</td>
<td>-</td>
<td>270,668</td>
<td>302,610</td>
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<tr>
<td></td>
<td>286,043</td>
<td>-</td>
<td>286,043</td>
<td>317,985</td>
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<tr>
<td>Net Assets:</td>
<td></td>
<td></td>
<td></td>
<td>208,725</td>
</tr>
<tr>
<td></td>
<td>61,657</td>
<td>-</td>
<td>61,657</td>
<td>45,765</td>
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<tr>
<td></td>
<td>359,045</td>
<td>-</td>
<td>359,045</td>
<td>243,285</td>
</tr>
<tr>
<td></td>
<td>420,702</td>
<td>177,443</td>
<td>598,145</td>
<td>289,050</td>
</tr>
<tr>
<td></td>
<td>$ 706,745</td>
<td>$ 177,443</td>
<td>$ 884,188</td>
<td>$ 607,035</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>208,725</td>
</tr>
<tr>
<td></td>
<td>$ 706,745</td>
<td>$ 177,443</td>
<td>$ 884,188</td>
<td>$ 607,035</td>
</tr>
</tbody>
</table>
## Schedule of Revenue, Expenses, and Changes in Net Assets by Fund

<table>
<thead>
<tr>
<th>Year Ended June 30, 2010</th>
<th>Year Ended June 30, 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Funds</strong></td>
<td></td>
</tr>
<tr>
<td>Unrestricted</td>
<td>Property Fund</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(restated)</td>
</tr>
<tr>
<td><strong>Operating Revenue</strong></td>
<td></td>
</tr>
<tr>
<td>Grants from Corporation for Public Broadcasting</td>
<td>$ 184,597</td>
</tr>
<tr>
<td>Rental income</td>
<td>57,122</td>
</tr>
<tr>
<td>Total operating revenue</td>
<td>241,719</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Program services:</td>
<td></td>
</tr>
<tr>
<td>Programming and production</td>
<td>1,171,588</td>
</tr>
<tr>
<td>Broadcasting</td>
<td>177,864</td>
</tr>
<tr>
<td>Program information</td>
<td>231,384</td>
</tr>
<tr>
<td>Support services:</td>
<td></td>
</tr>
<tr>
<td>Fundraising</td>
<td>154,326</td>
</tr>
<tr>
<td>Management</td>
<td>284,817</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>2,019,979</td>
</tr>
<tr>
<td><strong>Operating Loss</strong></td>
<td>(1,778,260)</td>
</tr>
<tr>
<td><strong>Nonoperating Revenue</strong></td>
<td></td>
</tr>
<tr>
<td>General appropriations from the University</td>
<td>712,804</td>
</tr>
<tr>
<td>Administrative support from the University</td>
<td>604,612</td>
</tr>
<tr>
<td>Contributions</td>
<td>592,496</td>
</tr>
<tr>
<td>Net nonoperating revenue</td>
<td>1,909,912</td>
</tr>
<tr>
<td><strong>Changes in Net Assets</strong></td>
<td></td>
</tr>
<tr>
<td>131,652</td>
<td>(31,282)</td>
</tr>
<tr>
<td><strong>Net Assets - Beginning of year, as restated</strong></td>
<td>289,050</td>
</tr>
<tr>
<td><strong>Net Assets - End of year</strong></td>
<td>$ 420,702</td>
</tr>
</tbody>
</table>
Master Document

<table>
<thead>
<tr>
<th>FIELD</th>
<th>VALUES</th>
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</thead>
<tbody>
<tr>
<td>Company Name (Headings)</td>
<td>Eastern Michigan University WEMU-FM</td>
</tr>
<tr>
<td>Company Name (Text)</td>
<td>Eastern Michigan University WEMU-FM</td>
</tr>
<tr>
<td>D/B/A</td>
<td>d/b/a</td>
</tr>
<tr>
<td>Year End</td>
<td>June 30, 2010</td>
</tr>
<tr>
<td>Prior Year</td>
<td>June 30, 2009</td>
</tr>
<tr>
<td>2 Year Prior</td>
<td>June 30, 2008</td>
</tr>
<tr>
<td>Opinion Date</td>
<td>November 12, 2010</td>
</tr>
<tr>
<td>Comparative Date</td>
<td>June 30, 2010 and 2009</td>
</tr>
<tr>
<td>a2001</td>
<td>2010</td>
</tr>
<tr>
<td>a2000</td>
<td>2009</td>
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<tr>
<td>a1999</td>
<td>2008</td>
</tr>
<tr>
<td>a1998</td>
<td>2007</td>
</tr>
<tr>
<td>a2001and2000</td>
<td>2010 and 2009</td>
</tr>
</tbody>
</table>
RECOMMENDATION

ACTION REQUESTED

Revision of the following Board policies:
- 3.1.1.1 Nature of the Employment Relationship
- 3.1.1.2 Employee Agreements
- 3.1.1.3 Nonbargained-for Dispute Resolution
- 3.1.4 Appointment, Hiring, Transfer and Promotion
- 3.1.6 Reporting of Relationships
- 3.2.1 Compensatory Time
- 3.2.2 Work Week/Work Schedule
- 3.2.3 Holidays
- 3.2.4 Vacation
- 3.3.1 Compensation Administration
- 3.3.2 Performance Management-Staff
- 3.3.3 Financial Responsibility
- 3.4.1 Employee Benefits
- 3.4.2.1 Retirement Eligibility
- 3.4.2.4 Emeritus Staff Status

STAFF SUMMARY

The policies listed above and attached are being updated and revised to reflect current practice, correct terminology, ensure compliance with legal and policy obligations, enhance clarity and avoid redundancy.

FISCAL IMPLICATIONS

There are no fiscal implications.

ADMINISTRATIVE RECOMMENDATION

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

[Signature]
University Executive Officer

Date
2.3.2011
Nature of The Employment Relationship

Effective Date: 10.25.1965    Revision Date: 05.23.1995
Chapter Name: Employment / Affirmative Action    Policy Number: 3.1.1.1
Policy Name: Nature of The Employment Relationship

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT:

It is the desire and expectation of Eastern Michigan University that the employment relationship shall be a pleasant and rewarding experience for employees and the University. Irrespective of any statement contained in the University's policies or in any other document or statement issued by the University or any of its representatives, each employee shall have the right to terminate his or her employment at any time, with or without notice or cause, and the University shall also have the right to terminate employment with or without cause.

The University maintains standards of conduct, work rules, and performance expectations that apply to all nonbargained-for employees. The violation of certain standards may result in immediate suspension or dismissal. By way of example, these include, but are not limited to: fighting, refusing to perform a reasonable work assignment, reporting to work under the influence of alcohol or illegal drugs, any criminal activity, theft or misuse of University funds or property (including computer data and software), unauthorized attempts to access or copy computerized data or software, unlawful photocopying of copyrighted materials, breach of software confidentiality and ownership agreements, falsification of University forms, and documents, gambling and engaging in conduct which threatens the safety of others or other serious misconduct.

In cases where the University deems the situation does not warrant immediate suspension or dismissal, the University may utilize a variety of forms of progressive discipline to address conduct and performance issues. Employees who fail to correct their performance after progressive discipline is imposed may be terminated for cause.

Employees terminated for cause are not eligible to receive severance pay. Cause shall be defined as termination for misconduct or performance reasons as determined by the University in its sole discretion.

All statements in this policy manual and all employment agreements, oral or written, between the University and any employee shall be interpreted consistent with this policy. No employee, agent or representative of the University has the authority to make any agreement or representation, either orally or in writing, which alters, amends or contradicts this policy. No employee, agent or representative of the University has the authority to enter into an employment agreement on behalf of the University. In accordance with the powers of the Board of Regents, final approval of appointments or removal of personnel rests with the Board. Nonbargained-for employees who are terminated by the University without cause will be provided severance pay (or working notice in lieu of severance pay), subject to the terms and
conditions of the University’s procedure on this subject.)

Nonbargained-for employees holding indeterminate tenure who are removed from their administrative position by EMU may be entitled to placement in a faculty position in their department of record consistent with their tenured faculty status.

RESPONSIBILITY FOR IMPLEMENTATION:

The President of the University or his/her designee has the overall responsibility for implementation of this policy. The Chief Human Resources Officer is responsible for the administration and interpretation of this policy.

SCOPE OF POLICY COVERAGE:

This policy covers all nonbargained-for employees of the University including all regular part-time and full-time executive, athletic coaches, administrative professional, administrative hourly and confidential clerical employees of the University.
Employee Agreements

Effective Date: 05.17.1978  Revision Date: 05.23.1995
Chapter Name: Employment / Affirmative Action  Policy Number: 3.1.1.2
Policy Name: Employee Agreements

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT:

The President is authorized to negotiate individual employment agreements of a fixed term with the University's Vice Presidents, Athletic Director, Coaches, and other executive positions reporting directly to the President. In accordance with the powers of the Personnel and Compensation Committee, final approval of appointments or removal of personnel rests with the Board of Regents.

RESPONSIBILITY FOR IMPLEMENTATION:

The President of the University has the sole responsibility for implementation of this policy as it affects the Vice Presidents of the University. The President of the University or his/her designee is responsible for the implementation of the policy as it affects the Athletic Director, Coaches, and other executive positions reporting directly to the President.

SCOPE OF POLICY COVERAGE:

This policy covers all Vice Presidents, Athletic Directors, Coaches, and other executive positions reporting directly to the President.

Authority for Creation or Revision:

Minutes of the Board of Regents, May 17, 1978 para. 1935M.
Minutes of the Board of Regents, June 26, 1985 para. 3135M.
Minutes of the Board of Regents, May 23, 1995 para. 4995M.

EMU Home | Policy Manual home page
Nonbargained-for Dispute Resolution

Effective Date: 12.07.1964  Revision Date: 05.23.1995
Chapter Name: Employment / Affirmative Action  Policy Number: 3.1.1.3
Policy Name: Nonbargained-for Dispute Resolution

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT:

Eastern Michigan University recognizes that misunderstandings may sometimes arise in the administration of its human resources policies. It is the purpose of this policy to provide for the establishment of a formal procedure and appeal process for all nonbargained-for employees of the University, including all regular part-time and full-time executive, administrative professional, administrative hourly, athletic coaches, and confidential clerical employees of the University, except for the President. An attitude of cooperation, understanding and problem solving, and an emphasis upon the resolution of disputes at the lowest possible level, is expected to pervade the entire process.

The procedure is available only for individual employment decisions and will not be available for compensation or fringe benefit programs that apply to groups of employees. No matter regarding compensation or fringe benefit programs will be subject to review under this policy.

Such procedure shall provide that if the dispute concerns a disciplinary suspension or discharge of an employee, or a matter in which monetary damages or injunctive relief is sought for illegal discrimination or harassment, under any federal, state or local civil rights statutes, ordinances, rules or regulations, including, but not limited to, the Michigan Elliott-Larsen Civil Rights Act, the Michigan Handicappers' Civil Rights Act, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Age Discrimination in Employment Act, the employee may appeal the matter to final and binding arbitration. Arbitration shall be the employee's exclusive remedy. The decision of the arbitrator or the right to arbitrate under this policy shall be a complete defense to any suit, action, or proceeding instituted in any federal, state, or local court or before any administrative agency with respect to any dispute which is arbitrable under this policy. The decision of the arbitrator, when made in accordance with his or her jurisdiction and authority, shall be final and binding upon the aggrieved employee and the University.

RESPONSIBILITY FOR IMPLEMENTATION:

The President of the University or his/her designee has the overall responsibility for implementation of the policy. The Chief Human Resources Officer for the University and/or Chief Human Resources Officer for Academic Affairs, is responsible for the overall administration and interpretation of this policy.

SCOPE OF POLICY COVERAGE:

This policy covers all nonbargained-for employees of the University including all regular part-
time and full-time executive, administrative professional, administrative hourly, athletic coaches, and confidential clerical employees.

Authority for Creation or Revision:

Minutes of the Board of Regents, December 7, 1964; para. 164.
Minutes of the Board of Regents, May 23, 1995; para. 4995M.
Appointment, Hiring, Transfer and Promotion

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT:

Following approval for recruitment for vacancies, all regular faculty and staff vacancies are posted by the Human Resources Department to inform current employees of potential transfer and promotion opportunities and to solicit applications from qualified and interested internal applicants. Positions may be simultaneously posted and/or advertised to the outside public, based on need for additional outreach. Temporary positions may be filled directly by departments with qualified individuals without posting, subject to prior review and approval of Human Resources or Academic Human Resources, as appropriate for the type of work to be performed.

All applicants for faculty and staff (regular or temporary) positions must complete the appropriate standard application form and submit the application form and any additional application materials for consideration via the university’s online hiring system.

Individuals may be required to take examinations by the Human Resources Department. Such test results will be used to help determine an individual's abilities and qualifications.

Deans, department heads, and directors or subordinate designee manager/supervisor recommend faculty and staff appointments for their departments or areas. Human Resources or Academic Human Resources will review and grant “hiring authority (HA)” access/approval privileges via the on-line hiring system, as appropriate for their administrative role.

Positions are created and appointments are made to and paid from the account or project for which work is performed. Appointments of regular staff and faculty employees can only be made to positions properly authorized and as indicated in the University’s official position control system.

The Board of Regents is the official employing authority for all University personnel.

A new employee in a regular position can begin work, as a probationary employee, following approval of the appointment by the appropriate Hiring Authority and Human Resources/Academic Human Resources. Initial hiring appointments for all regular staff and faculty employees are not considered final until approved by the Board of Regents.

Subsequent to initial hire current employees may indicate their desire to transfer or promote to other job opportunities within the University through proper application as job postings occur. Promotion can take place, only as openings occur in the ranks and will be based on merit qualifications of the employee, and the requirements of the position.
Promotion may also occur for staff employees as a result of reclassification, due to changes in job responsibilities over time that significantly increase the level and scope of duties being regularly performed. All reclassification actions (promotion, title change, re-assignment, etc) will be recommended by the hiring manager/director, require support of the division Vice President and review/approval of Human Resources.

Any falsification in the application or failure to mention any requested information may constitute grounds for rejection of the application and/or immediate dismissal.

Supplemental employment policies and procedures may be maintained by the Human Resources Department.

RESPONSIBILITY FOR IMPLEMENTATION:

The University President or his/her designee(s) has overall responsibility for implementation and administration of this policy and for establishing and/or revising related procedures or recommending related policy revisions, as necessary, to assure compliance and consistency with this policy.

SCOPE OF POLICY COVERAGE:

This policy covers all employees of the University. Collective bargaining agreements, where applicable, detail how this policy will be administered for those covered employees.
Reporting of Relationships

**UNIVERSITY POLICY STATEMENT**

The following policy shall govern married, additional eligible adult, or consanguineous (parent, offspring, or sibling) persons who are appointed to or are already members of the faculty and staff of Eastern Michigan University.

Marriage or consanguinity to an Eastern Michigan University employee or employee involvement in an additional eligible adult relationship shall be considered neither a qualification nor a disqualification for employment at Eastern Michigan University.

University personnel, who are employed in the same instructional department, office, or administrative unit of the University with a member or members of their family (husband, wife, offspring, or sibling) or with an additional eligible adult, shall not participate in recommendations or decisions of direct concern to a member or members of their family or their additional eligible adult. As used herein, "direct concern" includes, but is not limited to, such matters as appointment, retention, tenure, dismissal, salary, promotion, leave of absence, evaluation, and sabbatical leave.

The dean, director, or manager/supervisor, together with the Chief Financial Officer, shall have the authority and responsibility to ensure that no member of a family or additional eligible adult has an unchecked or un-reviewed responsibility for any matters relating to University audits, financial records, payroll, or inventory of goods and supplies of another member of the family or of the employee's additional eligible adult. The Chief Financial Officer may issue rules to be published in the University's Procedures Manual in carrying out this responsibility.

Information regarding Additional Eligible Adult can be found at the following website; [http://www.emich.edu/hr/benefits/benefitfaqs.html](http://www.emich.edu/hr/benefits/benefitfaqs.html) or by contacting the Benefits Office.

**RESPONSIBILITY FOR IMPLEMENTATION**

The Chief Human Resources Officer for the University Chief Human Resources Officer for Academic Affairs, and division/department executives have the primary responsibility for implementing and enforcing this policy. Further, it is the individual responsibility of each University employee to disclose relationships that may violate this policy.
SCOPE OF POLICY COVERAGE

The policy covers all University Employees.

Authority for Creation or Revision:

Minutes of the Board of Regents: June 19, 1974, para. .1384M. December 6, 1989, para. .4134M. June 17, 2003, para. .6132M.

EMU Home | Policy Manual home page
Compensatory Time

Effective Date: 05.18.1966  Revision Date: 12.01.1992
Chapter Name: Employment / Affirmative Action  Policy Number: 3.2.1
Policy Name: Compensatory Time

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT:

It is the policy of Eastern Michigan University, to grant compensatory time for staff employees in lieu of overtime pay in accordance with limiting provisions of the Fair Labor Standards Act and specific employee collective bargaining agreements. This applies only when there is agreement between the employee and their manager to substitute compensatory time for overtime payment.

Non-exempt classified employees accrue compensatory time at a rate of one and one-half hours (premium rate) for all actual overtime hours worked. Exempt classified employees are ineligible for compensatory time.

UNIVERSITY PRACTICE :

University practices for implementing this policy include:

1. Work hours for which compensatory time is granted must be authorized in advance and must fall within the applicable job classification/responsibility.
2. Earned compensatory time may only be carried over upon transfer or promotion to a different position and/or employee group with permission of the hiring authority in the receiving department.
3. Hiring authorities are obligated to minimize carry-over of accrued hours from one hiring authority to another by granting earned time off prior to transfer or promotion.
4. Requests for use should be made at least two weeks before the date desired and may be approved subject to department scheduling and operational needs.
5. For purposes of computing overtime pay: compensatory time, paid holidays, paid sick days, paid personal days, or paid vacation days shall be considered as time worked.

Applicable to Non-Exempt Classified Employees Only:

6. While it is expected that compensatory time balances will be regularly expended, should a balance remain at the time of termination, it will be paid off at the employee's then-current rate of pay.
7. Accumulated compensatory time balances shall not exceed 80 hours unless otherwise indicated by collective bargaining agreement, or unless specifically authorized in writing by the division/department executive. In no event may compensatory time balances exceed 160 hours. Hours earned beyond the 160-hour limit must be paid at the
appropriate overtime rate.

RESPONSIBILITY FOR IMPLEMENTATION:

The Chief Human Resources Officer is responsible for the overall implementation, administration, and interpretation of compensatory time policies.

The Chief Financial Officer, through delegation to the Payroll Office, is responsible for implementation and maintenance of necessary central record keeping systems to monitor and control compensatory time accumulations within policy limitations.

Division/department executives and supervisory personnel are responsible for approving compensatory time in lieu of overtime pay within policy limitations, and reporting earned hours and usage through the regular payroll system.

SCOPE OF POLICY COVERAGE:

This policy has University-wide application for all regular employees to the extent that it is not limited by a collective bargaining agreement.

Additional regulation on this subject may be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:

Minutes of the Board of Regents, May 16, 1966; para. .385M.
Minutes of the Board of Regents, December 1, 1992; para. .4628M.

EMU Home | Policy Manual home page
Work Week / Work Schedule

Effective Date: 05.16.1966    Revision Date: 12.01.1992
Chapter Name: Employment / Affirmative Action    Policy Number: 3.2.2
Policy Name: Work Week / Work Schedule

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT:

All regular full-time staff employees of the University are normally scheduled to work a minimum of 40 hours per week. This is not to be construed as a guarantee of work. Whenever practicable, the 40-hour work week is established on the basis of eight hours per day, five days per week; however, it is recognized that since the University operates seven days a week, the work week may vary.

The University may also employ individuals at less than full-time status (i.e. part-time). All regular part-time staff employees are normally scheduled to work less than 40 hours per week.

For payroll purposes and determination of overtime hours worked, the work week is considered to start at 12:00 a.m. each Sunday, and end at 11:59 p.m. the following Saturday.

UNIVERSITY PRACTICE:

Work week schedules are determined by the hiring authority in accordance with state and federal law, University policy, and applicable collective bargaining agreements.

The Payroll Office, acting under the authority of the Chief Financial Officer, determines the most appropriate method for recording time worked. The Payroll office also maintains the historical record of time worked at the University.

RESPONSIBILITY FOR IMPLEMENTATION:

Each divisional/departmental executive is responsible for establishing and communicating work schedules to employees within their respective division. The Chief Human Resources Officer is responsible for policy interpretation, administration, and periodic review of work schedules.

SCOPE OF POLICY COVERAGE:

This policy applies to all regular employees of the University to the extent that it is not limited by collective bargaining agreements.

Additional regulation on this subject may be found and may supersede this policy for employees covered by collective bargaining agreements.
<table>
<thead>
<tr>
<th>Authority for Creation or Revision:</th>
</tr>
</thead>
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<tr>
<td>Minutes of the Board of Regents, May 16, 1966; para. .385.</td>
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<tr>
<td>Minutes of the Board of Regents, December 1, 1992; para. .4629M.</td>
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</tbody>
</table>

EMU Home | Policy Manual home page
Holidays

Effective Date: 01.04.1965  Revision Date: 02.25.1987
Chapter Name: Employment / Affirmative Action  Policy Number: 3.2.3
Policy Name: Holidays

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT:

All employees, except temporary employees and employee consultants, will receive the following holidays, or an equivalent day off: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, Memorial Day, and Good Friday. All employees, except temporary employees and employee consultants, will also receive the following days off, either the day before or after Thanksgiving, Christmas, and New Year’s Day, as designated by the University. Employees will be advised each year of the designated days. In addition to the above holidays, the regularly scheduled workdays between the Christmas and New Year’s holidays are designated as Christmas/New Year Seasonal Days.

Non-exempt employees scheduled to work on a designated holiday will receive time and one-half for all hours worked on that day, or may, at the discretion of the University, be given compensatory time off.

Any employee who is required to work on a Christmas/New Year Seasonal Day as designated above will be paid for time worked at the employee's regular hourly straight time plus shift premium, if applicable. In addition, for each one (1) hour worked by any employee, the University shall add one (1) hour to the employee’s vacation accrual.

For each Christmas/New Year Seasonal Day any employee not scheduled or otherwise required by the Employer to work shall receive his or her regular hourly rate of pay, exclusive of shift premium, for the number of hours the employee would be regularly scheduled to work (not to exceed eight (8) hours) on the day on which the Christmas/New Year Seasonal Day is observed, provided the employee meets the following eligibility requirements:

1. The employee must work the last scheduled workday before and the next scheduled workday after the day of the observance of the Christmas/New Year Seasonal Day, unless the employee's absence has been previously approved by the employee's supervisor or, in cases where approval is not sought and obtained in advance from the supervisor, is caused by any employee having been hospitalized due to accident, injury, or other such similar and verifiable situations of extreme personal circumstance.

   Exception: The University employee who retires at the end of the year will not be required to report to work the first work day following New Year’s Day for the Holidays accumulated through December 31.

2. The employee must be on the active payroll for the week in which the Christmas/New Year Seasonal Day is observed.
Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

<table>
<thead>
<tr>
<th>Authority for Creation or Revision:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minutes of the Board of Regents, January 4, 1965; para. 4.05.1.71.M.</td>
</tr>
<tr>
<td>Minutes of the Board of Regents, September 17, 1980; para..2298M.</td>
</tr>
<tr>
<td>Minutes of the Board of Regents, February 25, 1987; para..3437M.</td>
</tr>
</tbody>
</table>

EMU Home | Policy Manual home page
Vacation

Effective Date: 02.25.1987  Revision Date: 3.2.4
Chapter Name: Employment / Affirmative Action  Policy Number: 3.2.4
Policy Name: Vacation

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT:

Vacation pay is based on an employee's months of continuous service and shall accrue in accordance with the following schedule:

Bargained-For Employee Groups

Vacation pay is allotted per guidelines in each employee group's collective bargaining agreement. Bargained for employees should reference their collective bargaining agreements for detailed information.

Non-Bargained for Employee Groups

Administrative Professional (AP), Athletic Coaches (AC), and Administrative Hourly (AH) Staff

AP, AC, and AH staff accrue 20 days (160 hours) of vacation per year. Maximum carry over from one fiscal year to the next is limited at 160 hours.

Confidential Clerical (CC) Staff

CC employees vacation accrual is based on years of service.

Year 1: 12 days of vacation pay
Years 2-8: 15 days of vacation pay
Years 9-11: 18 days of vacation pay
Year 12+: 20 days of vacation pay.

Part-time employees shall accumulate prorated vacation time based on the number of hours regularly worked.

If an employee is terminated prior to completing 12 months of continuous service, he or she shall automatically forfeit all accrued rights to a vacation with pay. Such an employee however, may be permitted to use his or her accrued credits prior to completion of 12 months of continuous service. In such cases, he or she shall sign a form provided by the Employer stating that if his or her employment shall be terminated prior to the completion of 12 months of continuous service, he or she shall reimburse the
Employer for vacation pay received and shall authorize the Employer to deduct that amount of money from his or her final pay check. If an employee is terminated after having completed 12 months of continuous service, he or she shall be entitled to receive all vacation rights accrued to the date of his or her termination.

The vacation pay of an employee (including regular part-time employees) will be based on the number of hours (excluding any hours for which overtime is paid) he or she regularly works and will be computed on the basis of the rate of pay he or she is earning, excluding any shift premiums, at the time he or she takes his or her vacation.

Vacation days accumulated will be paid to the employee at termination. The vacation days are not to be used to extend the employment termination date.

All vacation must have the approval of the employee’s supervisor. The vacation period shall commence on July 1 of each year and end on the following June 30 of each year. Any vacation rights accrued as of June 30 of each year must be taken during the immediately following vacation period and any employee who fails to take his/her vacation within that period shall forfeit all rights to such vacation time with the following exception:

If an employee is unable to take his/her vacation during the appropriate vacation period because the Employer's work needs prevent it, he or she shall be allowed to carry over such accrued vacation into the next vacation period, with the written approval of Human Resources and the appropriate division executive. Any such carry over vacation time must be taken within the first ninety (90) days of the next fiscal year. The Chief Financial Officer shall be informed of all vacation carry over requests.

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

| Authority for Creation or Revision: |
| Minutes of the Board of Regents, February 25, 1987; para. 3437M. |

EMU Home | Policy Manual home page
Compensation Administration

Effective Date: 4.11.66
Revision Date: 
Chapter Name: Employment / Affirmative Action
Policy Name: Compensation Administration
Policy Number: 3.3.1

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT:

The Administration is authorized to provide a fiscally responsible and market competitive total compensation package that enables the University to attract and retain highly skilled and talented employees for all positions. A competitive total compensation package includes an effective salary administration program and a comprehensive benefits plan.

In addition, it is intended that the total compensation program design and related administrative procedures will consider and support the University Mission, Values, Philosophy and Guiding Principles (http://www.emich.edu/policies/chapter1/1-1-3.html); the Equal Employment / Affirmative Action policy of the University (http://www.emich.edu/policies/chapter3/3-1-1-2.html); as well as comply with applicable state and federal rules, laws and regulations dealing with wage, salary, and/or benefit programs.

RESPONSIBILITY FOR IMPLEMENTATION:

The University President or his/her designee(s) has overall responsibility for implementation and administration of this policy and for establishing and/or revising related procedures or recommending related policy revisions, as necessary, to assure compliance and consistency with this policy.

SCOPE OF POLICY COVERAGE:

This policy covers all employees of the University.

Collective bargaining agreements, where applicable, detail how this policy will be administered for those covered employees.

Authority for Creation or Revision:

Minutes of the Board of Regents, April 11, 1966; para. .370M.
UNIVERSITY POLICY STATEMENT:

Supervisors of staff personnel are required to make annual performance management evaluations of the work of each employee under their supervision. These evaluation meetings and documentation will be used to enhance communication between the Supervisor and Employee to clarify job responsibilities, goals and/or objectives and how well they are being met; provide discussion and/or coaching on personal and professional development options for their current position and/or other career opportunities; facilitate an understanding of the university’s expectation and goal for continuous quality/service improvement; and to establish work plans, objectives, goals and/or performance improvement expectations for the next period. Employees on probation or a performance improvement plan receive additional evaluation. Performance management evaluations must be presented and discussed with the employee prior to submitting a completed evaluation to Human Resources, with confirmation by signature or other electronic verification process, as appropriate. The employee may choose to agree or disagree with the supervisor’s evaluation and provide comment, as desired. Should an employee refuse to sign, Supervisors may simply note such on the document and forward to Human Resources as complete.

All performance management evaluations that indicate performance is unacceptable by whatever scale/criteria that is being used by that particular program, must have follow up by the supervisor with a documented Performance Improvement Plan (PIP).

Completed performance management documents will be maintained in Human Resources and be considered part of the employee’s official personnel file.

Additional regulations on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

RESPONSIBILITY FOR IMPLEMENTATION:

The University President or his/her designee(s) has overall responsibility for implementation and administration of this policy and for establishing and/or revising related procedures or recommending related policy revisions, as necessary, to assure compliance and consistency with this policy. The Human Resources Office is responsible for coordinating established program notification and distribution requirements to employees and supervisors, as appropriate. Supervisors are responsible for conducting and documenting annual evaluations in accordance with policy and program administrative procedures.

SCOPE OF POLICY COVERAGE:

This policy covers all employees of the University.
Collective bargaining agreements, where applicable, detail how this policy will be administered for those covered employees.

Authority for Creation or Revision:

Minutes of the Board of Regents, Month XX, 2010; para. xxxxxM.
Financial Responsibility

Effective Date: 01.04.1965  
Revision Date:  
Chapter Name: Employment / Affirmative Action  
Policy Number: 3.3.3  
Policy Name: Financial Responsibility

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT:

Employees are expected to manage their personal financial affairs in a manner which prevents involving Eastern Michigan University in legal proceeding and unnecessary expense through garnishments, tax levies and other collection devices.

Although the circumstances will be considered on an individual basis, three or more garnishments, tax levies or combination of same are considered cause for termination of employment.

The receipt of three or more garnishments may be considered as sufficient cause for termination of employment with the provision that each case will be considered individually.

Authority for Creation or Revision:

Minutes of the Board of Regents, Month XX, 2010; para. xxxXM.
Employee Benefits

Effective Date:  
Revision Date:  
Chapter Name: HUMAN RESOURCES  
Policy Name: Employee Benefits

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT:

Eastern Michigan University is committed to providing comprehensive and affordable benefits to all faculty and staff that meet eligibility requirements.

This section of the policy manual is an overview of general benefits the University may provide for its employees without mandate from any governmental agency. HR provides specific details of each plan in formal benefit plan documents. Benefits may vary for each employee group.

- Health Insurance
- Dental Insurance
- Life Insurance and Accidental Death and Dismemberment Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance
- Business Travel Accident Insurance
- Retirement
- Paid Vacation
- Paid Sick Leave
- Paid Holidays
- Tuition Waiver
- Tax Deferred Annuities
- Flexible Spending – Medical and Dependent Care

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:

Minutes of the Board of Regents, Month XX, 2010; para. .xxxxM.
Retirement Eligibility

Effective Date: 01.16.1980  Revision Date: 09.23.1987
Chapter Name: Employment / Affirmative Action  Policy Number: 3.4.2.1
Policy Name: Retirement Eligibility

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT:

Eligibility for retirement from the University is based on a combination of age and years of service (YOS). The calculation is determined based on an employee’s classification:

The following is a list of benefits currently offered by the University for employees who retire from the University. The University requires employee contributions towards the cost of some or all of these benefits. For a detailed description of these benefits, including the cost to you, please see http://www.emich.edu/hr/benefits/index.html.

<table>
<thead>
<tr>
<th>E-Class</th>
<th>EMU Benefit Eligibility</th>
<th>Health Care with TIAA-CREF Retirement Plan</th>
<th>Dental with TIAA-CREF Retirement Plan</th>
<th>Life Insurance</th>
<th>Emeritus Status</th>
<th>Eligible for Medi-Gap after age 65 with TIAA-CREF</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>Age 50 w/10 YOS</td>
<td>Offered to age 65</td>
<td>Offered for life</td>
<td>$7000</td>
<td>15 YOS</td>
<td>Yes</td>
</tr>
<tr>
<td>AH</td>
<td>Age 50 w/10 YOS</td>
<td>Offered to age 65</td>
<td>Offered for life</td>
<td>$7000</td>
<td>15 YOS</td>
<td>Yes</td>
</tr>
<tr>
<td>AP</td>
<td>Age 50 w/10 YOS</td>
<td>Offered to age 65</td>
<td>Offered for life</td>
<td>$7000</td>
<td>15 YOS</td>
<td>Yes</td>
</tr>
<tr>
<td>CC</td>
<td>Age 50 w/10 YOS</td>
<td>Offered to age 65</td>
<td>Offered for life</td>
<td>$7000</td>
<td>15 YOS</td>
<td>Yes</td>
</tr>
<tr>
<td>CP</td>
<td>Age 50 w/10 YOS</td>
<td>COBRA</td>
<td>COBRA</td>
<td>$4000</td>
<td>15 YOS</td>
<td>No</td>
</tr>
<tr>
<td>CS</td>
<td>Age 50 w/10 YOS</td>
<td>COBRA</td>
<td>COBRA</td>
<td>$7000</td>
<td>15 YOS</td>
<td>No</td>
</tr>
<tr>
<td>FA</td>
<td>Age 55 w/15 YOS or Age 60 w/10 YOS</td>
<td>Offered to age 65</td>
<td>Offered for life</td>
<td>$7000</td>
<td>15 YOS</td>
<td>Yes</td>
</tr>
<tr>
<td>FM</td>
<td>Age 50 w/10 YOS</td>
<td>COBRA</td>
<td>COBRA</td>
<td>$7000</td>
<td>15 YOS</td>
<td>No</td>
</tr>
<tr>
<td>PS</td>
<td>Age 50 w/10 YOS</td>
<td>COBRA</td>
<td>COBRA</td>
<td>$7000</td>
<td>15 YOS</td>
<td>No</td>
</tr>
<tr>
<td>PT</td>
<td>Age 50 w/10 YOS</td>
<td>Offered to age 65</td>
<td>Offered to age 65</td>
<td>$7000</td>
<td>15 YOS</td>
<td>No</td>
</tr>
</tbody>
</table>
There is no compulsory retirement age for any employee group. Retirement from Eastern Michigan University affects only the benefits listed above. It does not impact the amount of or your ability to withdraw your retirement annuity from either MPSERS or TIAA-CREF, which is determined by the terms of the plan. For information regarding the TIAA-CREF and MPSERS retirement plans contact the benefits office at 734-487-3196.

Limitations
Eastern Michigan University in its sole discretion may modify, amend, or terminate the benefits provided with respect to any individual receiving benefits, including active employees, retirees, and their dependents, subject to collective bargaining obligations. Although the university has elected to provide these benefits, no individual has a vested right to any of the benefits provided. Nothing in these materials gives any individual the right to continued benefits beyond the time the university modifies, amends, or terminates the benefit. Anyone seeking or accepting any of the benefits provided will be deemed to have accepted the terms of the benefits programs and the university’s right to modify, amend or terminate them.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 16, 1980; para. .2181M.
Minutes of the Board of Regents, September 23, 1987; para. .3556M.
Emeritus Staff Status

Effective Date: 01.20.1998  Revision Date: 11.30.2004
Chapter Name: Employment / Affirmative Action  Policy Number: 3.4.2.4
Policy Name: Emeritus Staff Status

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT

Retiring staff members shall be eligible for emeritus staff status.

UNIVERSITY PRACTICE

Upon the recommendation of the University’s President and the approval of the Board of Regents, a retiring staff member who has served the University for at least fifteen (15) years, shall be granted emeritus staff status. The privileges granted to emeritus staff shall be set forth in the University’s procedure manual.

RESPONSIBILITY FOR IMPLEMENTATION

The President of the University or his/her designee has the overall responsibility for implementation of this policy. The Chief Human Resources Officer is responsible for the administration of this policy.

SCOPE OF POLICY COVERAGE:

All staff members of the University.

Authority for Creation or Revision:

Minutes of the Board of Regents: January 20, 1998, para. .5325M. November 30, 2004, para. .6345M.
Policies, Rules and Regulations

Chapter 3.1.1.1
Nature Of The Employment relationship

UNIVERSITY POLICY STATEMENT:
It is the desire and expectation of Eastern Michigan University that the employment relationship shall be a pleasant and rewarding experience for employees and the University. Irrespective of any statement contained in the University's policies or in any other document or statement issued by the University or any of its representatives, each employee shall have the right to terminate his or her employment at any time, with or without notice or cause, and the University shall also have the right to terminate employment with or without cause.

The University maintains standards of conduct, work rules, and performance expectations that apply to all nonbargained-for employees. The violation of certain standards may result in immediate suspension or dismissal. By way of example, these include, but are not limited to: fighting, refusing to perform a reasonable work assignment, reporting to work under the influence of alcohol or illegal drugs, any criminal activity, theft or misuse of University funds or property (including computer data and software), unauthorized attempts to access or copy computerized data or software, unlawful photocopying of copyrighted materials, breach of software confidentiality and ownership agreements, falsification of University forms and documents, gambling and engaging in conduct which threatens the safety of others or other serious misconduct.

In cases where the University deems the situation does not warrant immediate suspension or dismissal, the University may utilize a variety of forms of progressive discipline to address conduct and performance issues. Employees who fail to correct their performance address these issues after progressive discipline is imposed may be terminated for cause.

Employees terminated for cause are not eligible to receive notice or severance pay. Cause shall be defined as termination for misconduct or performance reasons as determined by the University in its sole discretion.

All statements in this policy manual and all employment agreements, oral or written, between the University and any employee shall be interpreted consistent with this policy. No employee, agent or representative of the University has the authority to make any agreement or representation, either orally or in writing, which alters, amends or contradicts this policy.

No employee, agent or representative of the University has the authority to enter into an
employment agreement on behalf of the University. In accordance with the powers of the Board of Regents, final approval of appointments or removal of personnel rests with the Board.

Nonbargained-for employees who are terminated by the University without cause will be provided severance pay (or working notice in lieu of severance pay), subject to the terms and conditions of the University's procedure on this subject.

Nonbargained-for employees holding indeterminate tenure who are removed from their administrative position by EMU may be entitled to placement in a faculty position in their department of record consistent with their tenured faculty status.

RESPONSIBILITY FOR IMPLEMENTATION:
The President of the University or his/her designee has the overall responsibility for implementation of this policy. The Executive Director of Human Resources or Chief Human Resources Officer is responsible for the administration and interpretation of this policy.

SCOPE OF POLICY COVERAGE:
This policy covers all nonbargained-for employees of the University including all regular part-time and full-time executive, athletic coaches, administrative professional, human resources assistants, administrative assistants, administrative hourly, and confidential clerical employees of the University.
Employee Agreements

Effective Date: 05.17.1978  Revision Date: 05.23.1995
Chapter Name: Employment / Affirmative Action  Policy Number: 3.1.1.2
Policy Name: Employee Agreements

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT:

The President is authorized to negotiate individual employment agreements of a fixed term with the University's Vice Presidents, and Athletic Director, Coaches, and all other executive positions reporting directly to the President deemed appropriate by the Board of Regents. The maximum term of such agreements shall be three (3) years. In accordance with the powers of the Personnel and Compensation Committee, Board of Regents, final approval of appointments or removal of personnel rests with the Board of Regents.

RESPONSIBILITY FOR IMPLEMENTATION:

The President of the University has the sole responsibility for implementation of this policy as it affects the Vice Presidents of the University. The President of the University or his/her designee is responsible for the implementation of the policy as it affects the Athletic Director, Coaches, and all other executive positions reporting directly to the President, deemed appropriate by the Board of Regents, of the University.

SCOPE OF POLICY COVERAGE:

This policy covers all Vice Presidents, and Athletic Directors, Coaches, and all other executive positions reporting directly to the President, deemed appropriate by the Board of Regents, of the University.

Authority for Creation or Revision:

Minutes of the Board of Regents, May 1.7, 1.978 para. 1935M.
Minutes of the Board of Regents, June 26, 1.985 para. 3135M.
Minutes of the Board of Regents, May 23, 1995 para. 4995M.
UNIVERSITY POLICY STATEMENT:

Eastern Michigan University recognizes that misunderstandings may sometimes arise in the administration of its personnel human resources policies. It is the purpose of this policy to provide for the establishment of a formal procedure and appeal process for all nonbargained-for employees of the University, including all regular part-time and full-time executive, administrative professional, administrative hourly, athletic coaches, and confidential clerical employees of the University, except for the President. An attitude of cooperation, understanding and problem solving, and an emphasis upon the resolution of grievances at the lowest possible level, is expected to pervade the entire grievance process.

The procedure is available only for individual employment decisions and will not be available for compensation or fringe benefit programs that apply to groups of employees. No matter regarding compensation or fringe benefit programs will be subject to review under this policy.

Such procedure shall provide that if the grievance dispute concerns a disciplinary suspension or discharge of an employee, or a matter in which monetary damages or injunctive relief is sought for illegal discrimination or harassment, under any federal, state or local civil rights statutes, ordinances, rules or regulations, including, but not limited to, the Michigan Elliott-Larsen Civil Rights Act, the Michigan Handicappers' Civil Rights Act, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Age Discrimination in Employment Act, the employee may appeal the matter to final and binding arbitration. Arbitration shall be the employee's exclusive remedy. The decision of the arbitrator or the right to arbitrate under this policy shall be a complete defense to any suit, action, or proceeding instituted in any federal, state, or local court or before any administrative agency with respect to any dispute which is arbitrable under this policy. The decision of the arbitrator, when made in accordance with his or her jurisdiction and authority, shall be final and binding upon the aggrieved employee and the University.
RESPONSIBILITY FOR IMPLEMENTATION:

The President of the University or his/her designee has the overall responsibility for implementation of the policy. The Executive Director of Chief Human Resources Officer for the University and/or the Assistant Vice President, Chief Human Resources Officer for Academic Affairs, Personnel and Contract Administration, is responsible for the overall administration and interpretation of this policy.

SCOPE OF POLICY COVERAGE: This policy covers all nonbargained-for employees of the University including all regular part-time and full-time executive, professional, administrative hourly, athletic coaches, and confidential clerical employees.

Authority for Creation or Revision:

Minutes of the Board of Regents, December 7, 1964; para. .164.
Minutes of the Board of Regents, May 23, 1995; para. .4995M.
Appointment and Hiring, Transfer and Promotion

Effective Date: 10.25.1965  Revision Date:  
Chapter Name: Employment / Affirmative Action  Policy Number: 3.1.4  
Policy Name: Appointment and Hiring  

A PDF version of this policy is available via this link.

Following approval for recruitment for vacancies, all regular faculty and staff vacancies are posted and advertised by the Personnel (Human Resources) Department to inform current employees of potential transfer and promotion opportunities and to solicit applications from qualified and interested internal applicants. Positions may also be simultaneously posted and/or advertised to the outside public, based on need for additional outreach. Temporary positions may be filled directly by departments with qualified individuals without posting, subject to prior review and approval of Human Resources or Academic Human Resources, as appropriate for the type of work to be performed.

All applicants for faculty and staff (regular or temporary) positions must complete the appropriate standard application form and submit the application form and any additional application materials for consideration via the university’s online hiring system to the Personnel Department which shall route the application to the appropriate department and/or screening committee.

Individuals may be required to take examinations by the Human Resources Department. Such test results will be used to help determine an individual’s abilities and qualifications.

Deans, department heads, and directors or subordinate designee manager/supervisor recommend faculty and staff appointments for their departments or areas. Human Resources or Academic Human Resources will review and grant “hiring authority (HA)” access/approval privileges via the on-line hiring system, as appropriate for their administrative role.

Positions are created and appointments are made to and paid from the account or project for which work is performed. Appointments of regular staff and faculty employees can only be made to positions properly authorized and as indicated in the University’s official position control system.

The Board of Regents is the official employing authority for all University personnel.

A new employee in a non-academic regular position can begin work as a temporary probationary employee, following approval of the appointment by the appropriate vice-president/Hiring Authority and Human Resources/Academic Human Resources. Initial hiring appointments for all regular staff and faculty employees are not considered final until and subject to the approval by approved the Board of Regents.

Subsequent to initial hire current employees may indicate their desire to transfer or promote to other job opportunities within the University through proper application as job postings occur. Subject to the understanding that the best qualified person is desired for any vacancy and recognizing the University commitment to affirmative action, it is the general policy of Eastern Michigan University to promote employees within the ranks whenever it is possible and reasonable to do so, and whenever the evaluation of an employee’s work indicates that he or she is qualified and competent to do so.
Promotion can take place, of course, only as openings occur in the ranks and will, in general, be based
on merit qualifications of the employee, and the requirements of the position, and seniority if all other
factors are equal.

Promotion may also occur for staff employees as a result of reclassification, due to changes in job
responsibilities over time that significantly increase the level and scope of duties being regularly
performed. All reclassification actions (promotion, title change, re-assignment, etc) will be
recommended by the hiring manager/director, require support of the division Vice President and
review/approval of Human Resources.

Any falsification in the application or failure to mention any requested information may constitute
grounds for rejection of the application and/or immediate dismissal.

Supplemental employment policies and procedures shall be included in a Personnel Manual which shall
may be maintained by the Personnel Human Resources Department.

RESPONSIBILITY FOR IMPLEMENTATION:
The University President or his/her designee(s) has overall responsibility for implementation and
administration of this policy and for establishing and/or revising related procedures or recommending
related policy revisions, as necessary, to assure compliance and consistency with this policy.

SCOPE OF POLICY COVERAGE:
This policy covers all employees of the University.
Collective bargaining agreements, where applicable, detail how this policy will be administered for those
covered employees.
UNIVERSITY POLICY STATEMENT

The following policy shall govern married, domestic partner additional eligible adult, or consanguineous (parent, offspring, or sibling) persons and persons involved in domestic partner relationships who are appointed to or are already members of the faculty and staff of Eastern Michigan University.

Marriage or consanguinity to an Eastern Michigan University employee or employee involvement in a domestic partner additional eligible adult relationship shall be considered neither a qualification nor a disqualification for employment at Eastern Michigan University.

University personnel, who are employed in the same instructional department, office, or administrative unit of the University with a member or members of their family (husband, wife, offspring, or sibling) or with a domestic partner additional eligible adult, shall not participate in recommendations or decisions of direct concern to a member or members of their family or their domestic partner additional eligible adult. As used herein, "of direct concern" includes, but is not limited to, such matters as appointment, retention, tenure, dismissal, salary, promotion, leave of absence, evaluation, and sabbatical leave.

The dean, director, or account manager/supervisor, together with the Chief Financial Officer, dean, director, or account executive, together with the vice president for business and finance, shall have the authority and responsibility to ensure that no member of a family or domestic partner additional eligible adult has an unchecked or un-reviewed responsibility for any matters relating to University audits, financial records, payroll, or inventory of goods and supplies of another member of the family or of the employee’s domestic partner additional eligible adult. The Chief Financial Officer vice president for business and finance may issue rules to be published in the University’s Procedures Manual in carrying out this responsibility.

Information regarding Additional Eligible Adult can be found at the following website: http://www.emich.edu/hr/benefits/benefitfaqs.html or by contacting the Benefits Office.
RESPONSIBILITY FOR IMPLEMENTATION

The Chief Human Resources Officer for the University, Assistant Vice President, Academic Personnel and Contract Administration, Executive Director of Human Resources, Assistant Vice President, Chief Human Resources Officer for Academic Affairs, and University supervisors, division/department executives have the primary responsibility for implementing and enforcing this policy. Further, it is the individual responsibility of each University employee to disclose relationships that may violate this policy.

SCOPE OF POLICY COVERAGE

The policy covers all University Employees.

Authority for Creation or Revision:

Minutes of the Board of Regents: June 19, 1974, para. .1384M. December 6, 1989, para. .4134M. June 17, 2003, para. .6132M.
Compensatory Time

**Effective Date:** 05.18.1966  **Revision Date:** 12.01.1992

**Chapter Name:** Employment / Affirmative Action  **Policy Number:** 3.2.1

**Policy Name:** Compensatory Time

A PDF version of this policy is available via [this link](#).

**UNIVERSITY POLICY STATEMENT:**

It is the policy of Eastern Michigan University, at its discretion, to grant compensatory time for staff employees in lieu of overtime pay in accordance with limiting provisions of the Fair Labor Standards Act and specific employee collective bargaining agreements. This applies only when there is agreement between the employee and their manager to substitute compensatory time for overtime payment.

**Non-exempt** classified employees accrue compensatory time at a rate of one and one-half hours (premium rate) for all actual overtime hours worked. **Exempt** classified employees are ineligible for compensatory time, except as may be specified in collective bargaining agreements. Exempt employees who are eligible for compensatory time accrual under the terms of a collective bargaining agreement shall be credited compensatory time at a rate of one hour (straight time) for all actual overtime hours worked.

**UNIVERSITY PRACTICE:**

University practices for implementing this policy include:

1. Work hours for which compensatory time is granted must be authorized in advance and must fall within the applicable job classification/responsibility.
2. Earned compensatory time may only be carried over upon transfer or promotion to a different position and/or employee group with permission of the hiring authority in the receiving department.
3. Hiring authorities are obligated to minimize carry-over of accrued hours from one hiring authority to another by granting earned time off prior to transfer or promotion.
4. Requests for use should be made at least two weeks before the date desired and may be approved subject to department scheduling and operational needs.
5. For purposes of computing overtime pay: compensatory time, paid holidays, paid sick days, paid personal days, or paid vacation days shall be considered as time worked.

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Comment [d1]: I spoke with Doris and she ran a report and this does not seem to be a big issue. We can either leave alone or change.
6. While it is expected that compensatory time balances will be regularly expended, should a balance remain at the time of termination, it will be paid off at the employee’s then-current rate of pay.

7. Accumulated compensatory time balances shall not exceed 80 hours unless otherwise indicated by collective bargaining agreement, or unless specifically authorized in writing by the divisional division/department executive vice president. In no event may compensatory time balances exceed 160 hours. Hours earned beyond the 160-hour limit must be paid at the appropriate overtime rate.

8. Compensatory time earned during the period of July 1-March 31 must be expended no later than June 30. Compensatory time earned during the period of April 1-June 30 must be expended no later than September 30 of the succeeding fiscal year.

Applicable to Exempt Classified Employees (who are eligible for Compensatory Time accrued under terms of a collective bargaining agreement):

9. It is expected that compensatory time (1) will be kept to a minimum and, (2) balances will be regularly expended.

10. Accumulated compensatory time balances shall not exceed 80 hours, unless specifically authorized in writing by the divisional vice president. In no event may compensatory time balances exceed 160 hours.

11. Compensatory time earned during the period of July 1-March 31 must be expended no later than June 30. Compensatory time earned during the period of April 1-June 30 must be expended no later than September 30 of the succeeding fiscal year.

RESPONSIBILITY FOR IMPLEMENTATION:

The Chief Human Resources Officer Executive Director of Human Resources is responsible for the overall implementation, administration, and interpretation of compensatory time policies.

The Chief Financial Officer Vice President for Business and Finance, through delegation to the Payroll Office, is responsible for implementation and maintenance of necessary central record keeping systems to monitor and control compensatory time accumulations within policy limitations.

Division/department executives Department heads/directors and other divisional supervisory personnel are responsible for approving compensatory time in lieu of overtime pay within policy limitations, and reporting earned hours and usage through the regular payroll system.

SCOPE OF POLICY COVERAGE:
This policy has University-wide application for all regular employees to the extent that it is not limited by a collective bargaining agreement.

Additional regulation on this subject may be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:

Minutes of the Board of Regents, May 16, 1966; para. .385M.
Minutes of the Board of Regents, December 1, 1992; para. .4628M.
Work Week / Work Schedule

Effective Date: 05.16.1966  Revision Date: 12.01.1992
Chapter Name: Employment / Affirmative Action  Policy Number: 1.13.2.2
Policy Name: Work Week / Work Schedule

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT:

All regular full-time staff/employees of the University are normally scheduled to work a minimum of 40 hours per week. This is not to be construed as a guarantee of work. Whenever practicable, the 40-hour work week is established on the basis of eight hours per day, five days per week: however, it is recognized that since the University operates seven days a week, the work week may vary.

The University may also employ individuals at less than full-time status (i.e. part-time). All regular part-time staff employees are normally scheduled to work less than 40 hours per week.

For payroll purposes and determination of overtime hours worked, the work week is considered to start at 12:01 a.m. each Sunday, and end at 11:59 p.m. on the following Saturday.

UNIVERSITY PRACTICE:

Work week schedules are determined by the hiring authority in accordance with state and federal law, University policy, and applicable collective bargaining agreements.

The Payroll Office, acting under the authority of the Chief Financial Officer Vice President for Business & Finance, determines the most appropriate method for recording time worked. The Payroll office also maintains the historical record of time worked at the University.

RESPONSIBILITY FOR IMPLEMENTATION:

Each divisional vice president is responsible for establishing and communicating work schedules to employees within their respective division. The Chief Human Resources Officer Executive Director of Human Resources is responsible for policy interpretation, administration, and periodic review of work schedules.

SCOPE OF POLICY COVERAGE:

This policy applies to all regular employees of the University to the extent that it is not limited by collective bargaining agreements.
Additional regulation on this subject may be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:

Minutes of the Board of Regents, May 16, 1966; para. .385.
Minutes of the Board of Regents, December 1, 1992; para. .4629M.
### Holidays

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*All employees* personnel, except temporary employees and employee consultants, will receive the following holidays, or an equivalent day off: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and Good Friday. *All employees, except temporary employees and employee consultants, will also receive the following days off, either the day before or after Thanksgiving, Christmas, and New Year's Day, as designated by the University. Employees will be advised each year of the designated days. In addition to the above holidays, the regularly scheduled workdays between the Christmas and New Year's holidays are designated as Christmas/New Year Seasonal Days.*

All personnel, except temporary employees, may take the first working day, either before or after, Thanksgiving, Christmas, and New Year's Day, as designated by the University. Supervisors will be advised each year of the designated days.

In addition to the above holidays, the regularly scheduled workdays between the Christmas and New Year's holidays are designated as Christmas/New Year Seasonal Days. Non-exempt employees scheduled to work on a designated holiday will receive time and one-half for all hours worked on that day, or may, at the discretion of the University, be given compensatory time off.

*Any such* employee who is required to work on a Christmas/New Year Seasonal Day as designated above will be paid for time worked at the employee's regular hourly straight time plus shift premium, if applicable. In addition, for each one (1) hour worked by any such employee, the University shall add one (1) hour to the employee's vacation accrual.

For staff who are required to work in order to insure the continuity of the operations of the University during the designated Christmas/New Year Seasonal Days, an equal number of annual leave days will be added to their annual leave accumulation.

For each Christmas/New Year Seasonal Day any such employee is not scheduled or otherwise required by the Employer to work, such employee shall receive his or her regular hourly rate of pay, exclusive of shift premium, for the number of hours the employee would be regularly scheduled to work (not to exceed eight (8) hours) on the day on which the Christmas/New Year Seasonal Day is observed, provided the employee meets the following eligibility requirements:
12. The employee must work the last scheduled workday before and the next scheduled workday after the day of the observance of the Christmas/New Year Seasonal Day, unless the employee's absence has been previously approved by the employee's manager, supervisor, Department Head, or, in cases where approval is not sought and obtained in advance from the manager, supervisor, Department Head, is caused by any such employee having been hospitalized due to accident, injury, or other such similar and verifiable situations of extreme personal circumstance.

13. Exception: The University employee who retires at the end of the year will not be required to report to work the first work day following New Year's Day for the Holidays accumulated through December 31.

14. Employees retiring at the end of the calendar year shall receive holiday pay for the Christmas Seasonal days through December 31st.

15. The employee must be on the active payroll for the week in which the Christmas/New Year Seasonal Day is observed.

16. Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 4, 1965; para. .4.05.1.71.M.
Minutes of the Board of Regents, September 17, 1980; para. .2298M.
Minutes of the Board of Regents, February 25, 1987; para. .3437M.
Vacation

Effective Date: 02.25.1987
Revision Date:
Chapter Name: Employment / Affirmative Action
Policy Name: Vacation
Policy Number: 3.2.4

A PDF version of this policy is available via this link.

Vacation pay is based on an employee's months of continuous service and shall accrue in accordance with the following schedule:

**Bargained-For Employee Groups Clerical-Secretarial and Maintenance-Food Service**

Vacation pay is allotted per guidelines in each employee group’s collective bargaining agreement. Bargained for employees should reference their collective bargaining agreements for detailed information.

3.6923 hours every two week period for the first twelve (12) months of continuous service.

4.6154 hours every two week period for the thirteenth (13th) month through the ninety-sixth (96th) month of continuous service.

5.5385 hours every two week period for continuous service for the 97th month and for any month of continuous service through the 143rd month of continuous service.

6.1538 hours every two week period for continuous service thereafter.

**Non-Bargained for Employee Groups**

**Administrative -Professional (AP), Athletic Coaches (AC), and Administrative Hourly (AH) Staff**

Administrative-Professional staff, in pay ranges AP5 and below shall accumulate 4.6154 hours for every two week period of continuous service for the first 24 months of continuous service and 6.1538 hours thereafter.

Administrative-Professional staff, in pay grades AP6 and above shall accumulate 6.1538 hours for each two week period of continuous service.

AP, AC, and AH staff accrue 20 days (160 hours) of vacation per year. Maximum carry over from one fiscal year to the next is limited at accumulation of vacation pay is 160 hours.

**Confidential Clerical (CC) Staff**
CC employees vacation accrual is based on years of service.

Year 1: 12 days of vacation pay

Years 2-8: 15 days of vacation pay

Years 9-11: 18 days of vacation pay

Year 12+: 20 days of vacation pay.

Part-time employees shall accumulate prorated vacation time as provided above prorated based on the ratio of the number of hours regularly worked and forty hours.

For purposes of this section, a two week period of continuous service is deemed to be any two week period in which an employee works or is compensated for (e.g., paid vacation days, paid sick days, paid holidays) more than 50 percent of his or her regularly scheduled work days (based on the University payroll system).

If an employee is terminated prior to completing 12 months of continuous service, he or she shall automatically forfeit all accrued rights to a vacation with pay. Such an employee however, may be permitted to use his or her accrued credits prior to completion of 12 months of continuous service. In such cases, he or she shall sign a form provided by the Employer stating that if his or her employment shall be terminated prior to the completion of 12 months of continuous service, he or she shall reimburse the Employer for vacation pay received and shall authorize the Employer to deduct that amount of money from his or her final pay check. If an employee is terminated after having completed 12 months of continuous service, he or she shall be entitled to receive all vacation rights accrued to the date of his or her termination.

The vacation pay of an employee (including regular part-time employees) will be based on the number of hours (excluding any hours for which overtime is paid) he or she regularly works and will be computed on the basis of the rate of pay he or she is earning, excluding any shift premiums, at the time he or she takes his or her vacation.

Vacation days accumulated will be paid to the employee at termination. The vacation days are not to be used to extend or prolong the employment termination date.

All vacation shall be taken at the convenience of the Employer and must have the approval of the employee’s manager, supervisor, or supervisor. The vacation period shall commence on July 1 of each year and end on the following June 30 of each year. Any vacation rights accrued as of June 30 of each year must be taken during the immediately following vacation period and any employee who fails to take his/her vacation within that period shall forfeit all rights to such vacation time with the following exception:

If an employee is unable to take his/her vacation during the appropriate vacation period because the Employer’s work needs prevent it, he or she shall be allowed to carry over such accrued vacation into the next vacation period, with the written approval of Human Resources and the division executive, the Personnel Department, and such Any such carry over vacation time must be taken within the first ninety (90) days of the next fiscal year vacation period. The Chief Financial Officer shall be informed of all vacation carry over requests.
If it is to the mutual convenience of the Employer and the employee, any employee with more than 12 months of continuous service may take part or all of the vacation time he/she has earned at any time during the year in which it is accruing.

Vacation schedules shall be set up by the Employer so as to permit the continued operation of all of the Employer's facilities and functions without interference. In the event two or more employees request to take their vacation at the same time and the employer determines that it cannot honor all such requests, the senior employee(s) shall be given preference, provided such senior employee(s) could otherwise be scheduled for vacation in accordance with the above.

Accrued vacation days will be paid to all employees at the time of termination of active service.

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:

Minutes of the Board of Regents, February 25, 1987; para. .3437M.
### UNIVERSITY POLICY STATEMENT:

The Administration is authorized to provide a fiscally responsible and market competitive total compensation package that enables the University to attract and retain highly skilled and talented employees for all positions. A competitive total compensation package includes an effective salary administration program and a comprehensive benefits plan.

In addition, it is intended that the total compensation program design and related administrative procedures will consider and support the University Mission, Values, Philosophy and Guiding Principles ([http://www.emich.edu/policies/chapter1/1-3.html](http://www.emich.edu/policies/chapter1/1-3.html)); the Equal Employment / Affirmative Action policy of the University ([http://www.emich.edu/policies/chapter3/3-1-2.html](http://www.emich.edu/policies/chapter3/3-1-2.html)); as well as comply with applicable state and federal rules, laws and regulations dealing with wage, salary, and/or benefit programs.

### RESPONSIBILITY FOR IMPLEMENTATION:

The University President or his/her designee(s) has overall responsibility for implementation and administration of this policy and for establishing and/or revising related procedures or recommending related policy revisions, as necessary, to assure compliance and consistency with this policy.

### SCOPE OF POLICY COVERAGE:

This policy covers all employees of the University.

Collective bargaining agreements, where applicable, detail how this policy will be administered for those covered employees.

Policies of wage and salary administration are applicable to all non-teaching positions of Eastern Michigan University.

A classification plan provides that a job classification be assigned to each non-teaching position. The classification assigned to each position is determined by the duties of the position, the skills required to perform the duties, and the responsibilities of the position.

A salary range for each classification establishes for each a minimum and maximum salary. Salary ranges shall be reviewed annually, and may be adjusted to meet changing economic conditions.

Salary adjustments are dependent upon the availability of funds and may be made, upon approval by the Board of Regents.
Salary adjustments are based primarily upon the performance of the individual in the position. Other factors also may be given consideration in a recommendation for adjustment, such as length of service and earning an academic degree.

Academic achievement by itself is not a basis for an increase in salary. It is anticipated that study and earning a degree will prepare individuals to perform better in their positions, and a salary adjustment will be based upon the improved performance rather than upon attaining the degree.

Wage rates and other terms of wage administration for positions represented by a labor union are stated in the applicable contract which has been negotiated by collective bargaining.

Authority for Creation or Revision:

Minutes of the Board of Regents, April 11, 1966; para. .370M.
Supervisors of staff personnel are required to make annual performance management evaluations of the work of each employee under their supervision. These evaluation meetings and documentation will be used to enhance communication between the Supervisor and Employee to clarify job responsibilities, goals and/or objectives and how well they are being met; provide discussion and/or coaching on personal and professional development options for their current position and/or future other promotion/career opportunities/job possibility; facilitate an understanding of the university’s expectation and goal for continuous quality/service improvement; and to establish work plans, objectives, goals and/or performance improvement expectations for the next period as criteria for recommendation for promotion of any employee. (Employees on probation or a performance improvement plan receive additional evaluation.) Subject to the understanding that the best qualified person is desired for any vacancy and recognizing the University commitment to affirmative action, it is the general policy of Eastern Michigan University to promote employees within the ranks whenever it is possible and reasonable to do so, and whenever the evaluation of an employee’s work indicates that he or she has earned the right to such promotion. Promotion can take place, of course, only as openings occur in the ranks and will, in general, be based on merit qualifications of the employee, the requirements of the position, and seniority.

Classification and position changes are made at the beginning of each fiscal year as necessary.

Exceptions to this policy include changes in classification that result in a higher salary, which are contingent on approval of the Board of Regents, and are considered for personnel who have qualified for higher salary rate or classification due to a change in job specification.

Individuals may be required to take examinations by the Human Resources Office. Such test results will be used to help determine an individual’s abilities and qualifications.

Progress reports and self-evaluation check lists may be used by supervisory and administrative staff for the purpose of carrying out the procedures outlined above.

Performance management evaluations must be presented and discussed with the employee prior to submitting a completed evaluation to Human Resources, with confirmation by signature or other electronic verification process, as appropriate. The employee may choose to agree or disagree with the supervisor’s evaluation and provide comment, as desired. Should an employee refuse to sign, Supervisors may simply note such on the document and forward to Human Resources as complete.

All performance management evaluations that indicate performance is unacceptable by whatever scale/criteria that is being used by that particular program, must have follow up by the supervisor with a documented Performance Improvement Plan (PIP).

Completed performance management documents will be maintained in Human Resources and be considered part of the employee’s official personnel file.
Additional regulations on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

RESPONSIBILITY FOR IMPLEMENTATION:
The University President or his/her designee(s) has overall responsibility for implementation and administration of this policy and for establishing and/or revising related procedures or recommending related policy revisions, as necessary, to assure compliance and consistency with this policy. The Human Resources Office is responsible for coordinating established program notification and distribution requirements to employees and supervisors, as appropriate. Supervisors are responsible for conducting and documenting annual evaluations in accordance with policy and program administrative procedures.

SCOPE OF POLICY COVERAGE:
This policy covers all employees of the University. Collective bargaining agreements, where applicable, detail how this policy will be administered for those covered employees.
Financial Responsibility

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<tr>
<td>Chapter Name:</td>
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A PDF version of this policy is available via this link.

Employees are expected to manage their personal financial affairs in a manner which prevents involving Eastern Michigan University in legal proceeding and unnecessary expense through garnishments, tax levies and other collection devices.

Although the circumstances will be considered on an individual basis, three or more garnishments, tax levies or combination of same are considered cause for termination of employment.

The receipt of three or more garnishments may be considered as sufficient cause for termination of employment with the provision that each case will be considered individually. The administrative procedures will be as follows:

**First Garnishment:** A conference with the personnel director and a representative from Human Resources at which time the employee will be told of its seriousness. Financial counseling will be recommended.

**Second Garnishment:** The action of the first garnishment will be repeated and inquiry made as to the employee’s intention of debt consolidation.

**Third Garnishment:** If the employee has taken steps toward eliminating the problem, he or she may be given further consideration. If the employee has not taken steps to eliminate the problem, the employee may be given a two weeks notice of termination of employment.
Employee Benefits

Effective Date: xx.xx.20xx  Revision Date: 

Chapter Name: HUMAN RESOURCES  Policy Number: 3.x.x.x

Policy Name: Benefits

A PDF version of this policy is available via this link.

Eastern Michigan University is committed to providing comprehensive and affordable benefits to all faculty and staff that meet eligibility requirements.

This section of the policy manual is an overview of general benefits the University may provide for its employees without mandate from any governmental agency. HR provides specific details of each plan in formal benefit plan documents. Benefits may vary for each employee group.

- Health Insurance
- Dental Insurance
- Life Insurance and Accidental Death and Dismemberment Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance
- Business Travel Accident Insurance
- Retirement
- Paid Vacation
- Paid Sick Leave
- Paid Holidays
- Tuition Waiver
- Tax Deferred Annuities
- Flexible Spending – Medical and Dependent Care

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:

Minutes of the Board of Regents, Month XX, 2010; para. .xxxxM.
Hospitalization—Medical Coverage

The University provides Blue Cross-Blue Shield MVF I full family coverage, with Master Medical Option IV and with the 0-45 NM rider the IMB-OB rider, and the ML rider for employees commencing with their first day of actual work, provided they enroll within 30 calendar days of such date of employment.

The University pays the monthly cost of maintaining the above described plan for an employee and his family, if he or she has such, at a rate not to exceed the applicable rate for full family, two persons, or single person coverage.

The University will make its contribution for the month following each month that the employee is on the payroll for more than half of the employee's regular scheduled work days and for the first three months that the employee is off the payroll and absent because of a medical leave of absence. Except for an absence due to medical leave, the employee will be responsible for his or her premium for the month following any month that he or she is on the payroll for half a month or less. With respect to employees on a medical leave, such employees will be responsible for his or her premium for any months following the first three months that an employee is off the payroll because of such a leave.

If an employee wishes to extend the coverage provided above to dependents other than dependents covered by the basic family coverage provided above, such employee shall pay the full cost of such extended coverage.

At age 65, employees are eligible for Medicare benefits and are placed on "complementary coverage" on the University's health insurance plan, which recognizes the availability of the Medicare benefits for such employees.

The University provides Blue Cross/Blue Shield "Exact-Fill Complementary Coverage" (such "Exact-Fill" Coverage, in combination with Medicare, provides employees at age 65 and older coverage that is "exactly" the same as coverage provided for pre-65 employees).

The University reimburses employees for the cost of Medicare "Part B" on a quarterly basis following presentation by the employee of proof of payment for such Medicare "Part B" benefits. Such reimbursement is retroactive to July 1, 1979.

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:
Minutes of the Board of Regents, July 16, 1969; para. .808M.
Minutes of the Board of Regents, January 16, 1980; para. .2181M.
Group Life Insurance and Accidental-Death / Dismemberment

Effective Date: 01.16.1980
Revision Date: -
Chapter Name: Employment / Affirmative Action
Policy Number: 3.4.1.2
Policy Name: Group Life Insurance and Accidental Death / Dismemberment

A PDF version of this policy is available via this link.

The Employer shall provide for all regular employees who, during the first 30 calendar days following their first day of actual work, enroll for the group insurance plan, life insurance in an amount equal to the employee's annual salary rounded up to the nearest $1,000 and accidental-death and dismemberment insurance coverage in an equal amount at no cost to the employee for a period of one year from the date of completion of his or her probationary period. Commencing with the month following completion of one year of coverage as provided above, the Employer shall pay the cost of providing coverage in an amount equal to twice the employee's annual salary rounded up to the nearest $1,000 and accidental death and dismemberment insurance in an equal amount.

The University's obligation for paying the cost of life insurance and accidental death and dismemberment insurance shall be subject to the same rules set forth on page 60 for the payment of health insurance premiums. Such life insurance coverage shall terminate if the employee terminates his employment, provided that when an employee terminates his or her employment, he or she is covered for a grace period of thirty-one (31) days. During such 31-day period, the employee may convert his group life insurance, without medical examination, to an individual policy and the employee shall pay the full cost of such policy. The employee may select any type of individual policy then customarily being issued by the insurer, except term insurance or a policy containing disability benefits. The premiums will be the same as the employee would ordinarily pay if he or she applied for an individual policy at that time.

When an employee reaches age 65 and continues working, his or her insurance continues at a decreasing rate of coverage as can be provided at the normal cost per $1,000 of insurance. When an individual retires (providing he or she is over age 50 with 10 or more years of service), his or her coverage is automatically reduced to $1,000 and such coverage shall be maintained at no cost to the employee. Changes in amounts of insurance based on changes in basic annual salary occur on each October 1 based on the basic annual salary on the preceding July 1st. Basic annual salary excludes supplemental appointments, overtime, longevity pay and other extra compensation.

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining.

Authority for Creation or Revision:
Minutes of the Board of Regents, January 16, 1980; para.. .2181M.
Long Term Disability Insurance

Effective Date: 01.16.1980
Revision Date: -
Chapter Name: Employment / Affirmative Action
Policy Number: 3.4.1.3
Policy Name: Long Term Disability Insurance

A PDF version of this policy is available via this link.

The University promotes the continuation of the current TIAA Group Long Term Disability Insurance Program or comparable long term disability coverage for regular employees. The University pays the monthly cost of maintaining such a program.

The University will make its contribution for each month following the month in which the employee has completed his or her probationary period, provided such employee has been on the payroll for the previous month for more than half of the month.

Except in the case of the first 90 days of a medical leave of absence, long term disability insurance coverage shall terminate on the date that an employee terminates, goes on leave of absence (without pay), or is laid off, or the long term disability policy terminates.

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 16, 1980; para. .2181M.
The Michigan Life Insurance is a Group Disability Insurance Program that the University makes available to its non-bargained for employees. Coverage would provide a fixed weekly indemnity for a maximum of 52 weeks. Information about the plan is made available through the Human Resources Benefits Office.

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 16, 1980; para. .2181M.
Social Security System

Effective Date: 09.17.1969  Revision Date: -

Chapter Name: Employment / Affirmative Action  Policy Number: 3.4.1.6

Policy Name: Social Security System

A PDF version of this policy is available via this link.

Employees at Eastern Michigan University have Social Security coverage in addition to the school employees’ retirement plan, or the TIAA-CREF plan.

The University is required to deduct specified amounts from an employee’s pay for the Social Security Program. This amount is then matched by the University and the total amount is paid to the federal government.

Coverage provides for retirement benefits, survivor’s benefits, disability benefits and death benefits

Authority for Creation or Revision:

Professional and Clerical Handbook, May 1, 1969: page 22. Policies relating to Instructional Faculty; page 11 as adopted by the Board of Regents, September 17, 1969; para. .816M.
Eligibility for retirement from the University is based on a combination of age and years of service (YOS). The calculation is determined based on the employee’s classification:

The following is a list of benefits currently offered by the University for employees who retire from the University. The University requires employee contributions towards the cost of some or all of these benefits. For a detailed description of these benefits, including the cost to you, please see [http://www.emich.edu/hr/benefits/index.html](http://www.emich.edu/hr/benefits/index.html).

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<td>$7000</td>
<td>15 YOS</td>
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<td>$7000</td>
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There is no compulsory retirement age for any employee group. Retirement from Eastern Michigan University affects only the benefits listed above. It does not impact the amount of or your ability to withdraw your retirement annuity from either MPSERS or TIAA-CREF, which is determined by the terms of the plan. For information regarding the TIAA-CREF and MPSERS retirement plans contact the benefits office at 734-487-3196.

Limitations

Eastern Michigan University in its sole discretion may modify, amend, or terminate the benefits provided with respect to any individual receiving benefits, including active employees, retirees, and their dependents. Although the university has elected to provide these benefits, no individual has a vested right to any of the benefits provided. Nothing in these materials gives any individual the right to continued benefits beyond the time the university modifies, amends, or terminates the benefit. Anyone...
seeking or accepting any of the benefits provided will be deemed to have accepted the terms of the benefits programs and the university's right to modify, amend or terminate them.

Authority for Creation or Revision:
Minutes of the Board of Regents, January 16, 1980; para. 2181M.
Minutes of the Board of Regents, September 23, 1987; para. 3556M.

Retirement Age
- Effective Date: 01.16.1980
- Revision Date: 09.23.1987
- Chapter Name: Employment / Affirmative Action
- Policy Name: Retirement Eligibility
- Policy Number: 3.4.2.1

A PDF version of this policy is available via this link.

Early retirement for all employees is 55 years of age and regular retirement is 60, providing they meet the retirement requirements of the plan they have selected. The plans are the Michigan Public School Employees Retirement System (MPSERS) or the Teachers Insurance Annuity Association College Retirement Equities Fund (TIAA-CREF). Eligibility requirements for retirement from the University are as follows:

Age 50 with 15 years of benefit eligible service

Or

Age 60 with 10 years of benefit eligible service

For all employees there is no compulsory retirement age except for:

17. Tenured Faculty (this exception expires on December 31, 1993 for this group of employees mandatory retirement age remains at 70).

Employees covered by a collective bargaining agreement in effect on June 30, 1986, which terminates after January 1, 1987, the policy will not apply until the termination of the collective bargaining agreement or January 1, 1990, whichever occurs first.

Faculty members planning to retire at age 55 should inform their department heads a year in advance of their retirement to ensure orderly rearrangements of class assignments.

Authority for Creation or Revision:
Minutes of the Board of Regents, January 16, 1980; para. 2181M.
Minutes of the Board of Regents, September 23, 1987; para. 3556M.
Social Security, MPSERS, and TIAA-CREF

Effective Date: 09.18.1974  Revision Date: 05.22.1991
Chapter Name: Employment / Affirmative Action  Policy Number: 3.4.2.2
Policy Name: Social Security, MPSERS, and TIAA-CREF

A PDF version of this policy is available via this link.

Social Security:

University employees have social security coverage. The University matches the amount it deducts from each employee's salary to pay for the Social Security Program. Coverage provides for retirement benefits, survivor's benefits, disability benefits and death benefits.

Michigan Public School Employee's Retirement Fund:

All non-student employees of Eastern Michigan University are required to participate in either the Michigan Public School Employee's Retirement Fund or the optional program TIAA-CREF.

The Michigan Public School Employee's Retirement Board considers age 60 as the regular retirement age. The minimum service requirement is 10 years of full-time work under this system. A person with 25 years or more of service may leave public school work regardless of age and be entitled to a retirement allowance at age 60. A person with 30 or more years of service may start drawing his allowance at any time after age 55 on a reduced basis. Disability retirement is based on the same requirements except the person does not need to meet the retirement age.

An employee anticipating retirement should write the Retirement Office for application forms as soon as possible, preferably at the start of the school year in which he or she plans to retire. (Michigan Public School Employee's Retirement Fund, Stevens T. Mason Bldg., Lansing, Michigan 48913.)

TIAA-CREF:

This is a retirement program under which individual contracts providing retirement and death benefits for or on behalf of electing employees are purchased from TIAA-CREF. All full-time faculty holding ranks of department heads, professors, associate professors, assistant professors, instructors, assistant instructors, lecturers, and teaching fellows are eligible. All full-time administrative/professional members with ranks of AP-1 through AP-15 are also eligible.

Eligible employees must decide within their first 90 days of employment if they wish to participate in the TIAA-CREF Program. A decision to participate in the state system is assumed if not exercised by the application to participate in TIAA-CREF and the decision, actual or assumed, is irrevocable.

RETIREMENT—MICHIGAN PUBLIC SCHOOL EMPLOYEE'S RETIREMENT FUND

By law, all non-student employees not eligible or not participating in the alternate retirement program of Eastern Michigan University are members of the system, whether part-time or full-time, teaching or non-teaching, or paid on an hourly, daily or annual basis, even if the funds from which they are paid are kept separate from other funds.

When the employee decides to retire under this system, he or she should contact the Retirement Office as soon as possible, preferably at the start of the school year in which he or she plans to retire.
On request, the employee will be sent the complete set of forms and a letter of instruction covering their use. The address is: Michigan Public School Employee’s Retirement Fund, Postal Sub-Station “B”, Lansing, Michigan 48913.

Regular retirement age is age 60. The minimum service requirement is the equivalent of 10 years of full-time work under this system. A person with 35 or more years of service may leave public school work regardless of age and be entitled to a retirement allowance at age 60. A person with 30 or more years of service may, if he or she wishes to do so, start drawing his or her allowance at any time after age 55 or on a reduced basis. Disability retirement is based on the same requirements as a regular retirement and the allowance is computed the same way, except the person applying for a disability retirement allowance does not need to meet the age requirement.

Before any employee may qualify for a retirement allowance, he or she must have completed 10 years of full-time employment under this system.

Persons who are eligible for a retirement allowance cannot receive a refund. Persons who leave the public school work with less than 10 years of service may apply for a refund of employee contributions (if any). If the funds are left on deposit they can earn interest at 2 1/2% per year. Ordinarily refunds are paid about seven weeks after the end of the quarter in which the employee is last paid. Application forms for refunds may be obtained from the Staff Benefits Office.

Military service time is creditable toward retirement if the employee left the public school service to enter military service and if he or she returned to public school service within 24 months after discharge. Credit toward retirement is given for sabbatical leave.

Leaves of absence which comply with all the provisions of the school code regarding sabbatical leaves shall be considered as sabbatical leaves for the purpose of credit toward retirement. Out-of-system service may be credited toward retirement; such service must be paid for on the same basis as though it had been performed under this system together with two and a half percent per year simple interest from the time the service was performed until payment is made. There is no time limit on payment; payments should be in amounts of $200.00 or more.

If an employee, with 15 or more years of creditable public school service, has named beneficiaries, they automatically are entitled to a retirement allowance. An employee desiring to make changes in beneficiaries may do so at any time by filing out the appropriate form in the Staff Benefits Office. If the named beneficiary is someone other than a widow, widower, or orphaned child, he or she must have been dependent on the employee for 50% or more of his or her support.

The following formula is used to compute the annual retirement allowance: the average salary for the best five consecutive years multiplied one and a half percent times years of service equals the allowance per year. (Note: Social Security allowance is entirely separate.)

**RETIREMENT – OPTIONAL PROGRAM**

**Participation**

An optional TIAA-CREF retirement plan is hereby established for Eastern Michigan University. Classes of full-time employees eligible for participation are as follows:

- President and administrative/professional staff with ranks of AP-1 through AP-15, and other administrative/professional ranks that may be established in the future.

- University faculty members with ranks of professors, associate professors, assistant professors, instructors, assistant instructors and lecturers.
Participation of all eligible staff members shall be as follows:

If employed or appointed prior to January 1, 1969, the effective date of this plan:

Participation in the Michigan Public School Employees Retirement System may be continued, or

Participation in the TIAA-CREF retirement plan while retaining a limited membership in the Michigan Public School Employees Retirement System may be elected.

If employed or appointed on or after January 1, 1969, the effective date of this plan, participation is required in either:

The TIAA-CREF retirement plan, or

The Michigan Public School Employees Retirement System

Eligible staff members must elect to participate in the TIAA-CREF retirement plan or the Michigan Public School Employees Retirement System within 90 days from:

The effective date of the TIAA-CREF retirement plan, or

The date of his employment, whichever is later.

Eligible staff members not exercising the option to participate in the alternate plan within a 90-day period will be assumed to have elected participation in the Michigan Public School Employees Retirement System only. The actual or assumed election is irrevocable.

Retirement Age

As provided on page 77, Retirement Age, all participants in this retirement plan shall retire no later than at the end of the fiscal year in which they attain age 70.

Contributions

As its contribution, Eastern Michigan University shall contribute for the benefit of all eligible employees those amounts as may be determined by the Board of Regents.

Such contributions shall be forwarded to Teachers Insurance and Annuity Association for the purchase of retirement benefits for the participant as follows:

At the election of the participant, either 100 percent, 75 percent, 50 percent, 25 percent or 0 percent of such contributions will be applied as a premium for a TIAA retirement annuity contract on the participant's life.

The balance, if any, of such contributions will be applied as a premium for a CREF retirement annuity certificate on the participant's life.

Leave of Absence

During leave of absence on part pay, Eastern Michigan University will continue contributions based on salary paid while on leave of absence.

RETIREMENT CONTRIBUTIONS
The University contributions for retirement for all Michigan Public School Employees Retirement Fund is 16.34% or such future amount as may be determined by the MPSERF.

The University contributions for retirement for employees participating in the optional retirement program is as follows:

**Bargained for Employees:**

16.34% less required contributions for Social Security.

**Non-Bargained for Employees:**

11% of all earnings.

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**Authority for Creation or Revision:**

Minutes of the Board of Regents, September 18, 1974; para. .1412M.
Minutes of the Board of Regents, December 8, 1976; para. .1728M.
Minutes of the Board of Regents, May 22, 1991; para. .4386M.
**Tax-Deferred Annuity / Supplemental Retirement Annuity Programs**

**Effective Date:** 11.18.1970  
**Revision Date:** 12.6.1989

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<td>Policy Name</td>
<td>Tax Deferred Annuity / Supplemental Retirement Annuity Programs</td>
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A PDF version of this policy is available via this link.

**UNIVERSITY POLICY STATEMENT:**

Eastern Michigan University shall provide an optional Tax Deferred Annuity (TDA) program whereby employees may make tax deferred contributions to a supplemental retirement annuity plan. All employees of EMU are eligible to participate in the University’s TDA program, subject to the following exclusions:

1. Students for whom EMU is not required to withhold FICA and FUTA;
2. Part-time employees regularly scheduled to work less than 20 hours per week;
3. Non-resident aliens who receive no U.S. source earned income from EMU;
4. Temporary workers employed for purposes of relieving unemployment who have not become a part of the employer’s regular work force; and,
5. Employees whose contributions to the plan under its maximum deferral percentage would be $200.00 or less.

**UNIVERSITY PRACTICE:**

University practices for implementing this policy include:

1. The optional TDA program is maintained in accordance with applicable Internal Revenue Code regulations.
2. Participating employees have the option to elect to have their gross salary reduced by a fixed percentage or amount, not to exceed the amount permitted by the individual maximum exclusion allowance in accordance with Internal Revenue Code sections.
3. So as to provide a choice to participants, at least two carriers will be made available under the program.
4. Employees who wish to participate may enroll at any time during the year through the Human Resources Benefits Office. Agreements signed by the 15th of the month will take effect the first pay of the following month.
5. Participating employees must contribute a minimum of $200.00 per year.
6. The law permits one (1) increase or one (1) decrease in contribution during the calendar year. The participating employee is responsible for initiating any Plan changes by serving the Benefits Office thirty (30) days advance written notice of his/her desire to increase, decrease, or stop deductions.

**RESPONSIBILITY FOR IMPLEMENTATION:**

The Executive Director of Human Resources is responsible for the overall implementation, administration and interpretation of TDA policies.
The Benefits Office is charged with daily administration of the program and coordination with the carriers and Payroll Office.

**SCOPE OF POLICY COVERAGE:**

This policy has university-wide application for all employees.

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**Authority for Creation or Revision:**

- Minutes of the Board of Regents, November 18, 1970; para. .947M.
- Minutes of the Board of Regents, October 22, 1975; para. .1576M.
- Minutes of the Board of Regents, January 19, 1983; para. .2665M.
- Minutes of the Board of Regents, December 6, 1989; para. .4119M.
Emeritus Staff Status

Effective Date: 01.20.1998  Revision Date: 11.30.2004
Chapter Name: Employment / Affirmative Action  Policy Number: 3.4.2.4
Policy Name: Emeritus Staff Status

A PDF version of this policy is available via this link.

UNIVERSITY POLICY STATEMENT

Retiring Administrative Hourly (AH), Administrative Professional (AP), Athletic Coaches (AC), Campus Police (CP), Clerical Secretarial (CS), Confidential Clerical (CC), Food/Maintenance (FM), Police Sergeants (PS), Professional Technical (PT) staff members shall be eligible for emeritus staff status.

Retiring Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Professional Technical (PT) or Clerical Secretarial (CS) staff members shall be eligible for emeritus staff status.

UNIVERSITY PRACTICE

Upon the recommendation of the University's President and the approval of the Board of Regents, a retiring Administrative Hourly (AH), Administrative Professional (AP), Athletic Coaches (AC), Campus Police (CP), Clerical Secretarial (CS), Confidential Clerical (CC), Food/Maintenance (FM), Police Sergeants (PS), Professional Technical (PT), retiring staff member Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Professional Technical (PT) or Clerical Secretarial (CS) staff member who has served the University for at least fifteen (15) years, shall be granted emeritus staff status. The privileges granted to emeritus staff shall be set forth in the University's procedure manual.

RESPONSIBILITY FOR IMPLEMENTATION

The President of the University or his/her designee has the overall responsibility for implementation of this policy. The Executive Director of Chief Human Resources Officer is responsible for the administration of this policy.

SCOPE OF POLICY COVERAGE:

Administrative Hourly (AH), Administrative Professional (AP), Athletic Coaches (AC), Campus Police (CP), Clerical Secretarial (CS), Confidential Clerical (CC), Food/Maintenance (FM), Police Sergeants (PS), Professional Technical (PT) staff members. This policy covers all Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Professional Technical (PT) and Clerical Secretarial (CS) employees of the University.

Minutes of the Board of Regents: January 20, 1998, para. .5325M. November 30, 2004, para. .6345M.