1-28-2000

WMU Board of Trustees Annual Meeting January 28, 2000

WMU Board of Trustees

Follow this and additional works at: http://scholarworks.wmich.edu/trustee_meetings

Part of the Higher Education Administration Commons

WMU ScholarWorks Citation
http://scholarworks.wmich.edu/trustee_meetings/106

This Minutes is brought to you for free and open access by the Western Michigan University at ScholarWorks at WMU. It has been accepted for inclusion in WMU Board of Trustees Meetings by an authorized administrator of ScholarWorks at WMU. For more information, please contact maira.bundza@wmich.edu.
WESTERN MICHIGAN UNIVERSITY BOARD OF TRUSTEES
ANNUAL MEETING
FRIDAY, JANUARY 28, 2000
CONNABLE BOARD ROOM, BERNHARD CENTER
11:00 a.m.

AGENDA

I. PROCEDURAL ITEMS
   1. Remarks by the Chair
   2. Remarks by the President
   3. Acceptance of the Agenda
   4. Approval of the Minutes of the December 10, 1999 Meeting

II. ACTION ITEMS
   5. Election of Officers
   6. Academic and Student Affairs Committee Recommendations
      a. Grant Report
      b. Personnel Report
   7. Budget and Finance Committee Recommendations
      a. Gift Report
      b. Personnel Report
      c. Appointment of External Auditor
      d. Lease Agreement with Kalamazoo Chamber of Commerce for the Haworth College of Business/Office of Business Development Services (ROLL CALL)
      e. Novation Agreement by and among Western Michigan University, the Kalamazoo County Chamber of Commerce and the United States of America

III. INFORMATIONAL ITEMS
   8. Report by the Provost - National Trends in Higher Education
   9. Public Comments

IV. EXECUTIVE SESSION (ROLL CALL)
REMARKS BY THE CHAIR
Western Michigan University
Board of Trustees Meeting

ACCEPtANCE OF THE AGENDA
APPROVAL OF THE MINUTES OF THE DECEMBER 10, 1999 MEETING
ELECTION OF OFFICERS

At the annual meeting as provided for in its bylaws, the Western Michigan University Board of Trustees elects the following officers for the 2000 calendar year: chair, vice chair, secretary, assistant secretary, treasurer and assistant treasurer.

The chair and vice chair are trustee nominations and require two separate votes:

Chair
George Franklin

Vice Chair
Richard St. John

The remaining officers, nominated by President Floyd, are listed below; and the slate requires only one vote:

Secretary
Betty Kocher

Assistant Secretary
Robert Beam

Treasurer
Robert Beam

Assistant Treasurer
Lowell Rinker
GRANT REPORT

It is recommended that the grant report for November and December 1999 be approved.

(Tab ASA-2)
PERSONNEL REPORT

It is recommended that the personnel report be approved.

(Tab ASA-3)
GIFT REPORT

It is recommended that the gift report for November and December 1999 be approved.

(Tab BF-2)
PERSONNEL REPORT

It is recommended that the personnel report be approved.

(Tab BF-3)
APPOINTMENT OF EXTERNAL AUDITOR

It is recommended that the firm of Deloitte & Touche be appointed to audit the University's financial statements for the 1999/00 fiscal year.

(Tab BF-4)
LEASE AGREEMENT WITH KALAMAZOO COUNTY CHAMBER OF COMMERCE FOR THE HAWORTH COLLEGE OF BUSINESS/OFFICE OF BUSINESS DEVELOPMENT SERVICES (formerly WESTOPS) -- ROLL CALL

It is recommended that the administration be authorized to enter into a lease with the Chamber of Commerce which will include provisions substantially as indicated by the Vice President for Business and Finance along with other terms and conditions which the administration feels are appropriate and in the best interests of the University.

(Tab BF-5)
Western Michigan University
Board of Trustees Meeting

Agenda Item No. 7e.
January 28, 2000

NOVATION AGREEMENT BY AND AMONG WESTERN MICHIGAN UNIVERSITY, THE KALAMAZOO COUNTY
CHAMBER OF COMMERCE AND THE UNITED STATES OF AMERICA

It is recommended that the novation resolution be adopted and that the administration
be authorized to sign all other documents and take all other actions necessary to
effectuate the transfer of rights and obligations as indicated.

(Tab BF-6)
REPORT BY THE PROVOST - NATIONAL TRENDS IN HIGHER EDUCATION
PUBLIC COMMENTS
EXECUTIVE SESSION (ROLL CALL)
I. ACTION ITEMS

1. Approval of the Minutes of the December 10, 1999 Committee Meeting
   St. John

2. Grant Report
   Thompson

3. Personnel Report
   Light/Powell

II. INFORMATIONAL ITEM

4. Personnel and Planning Report
   Light
APPROVAL OF THE MINUTES OF THE DECEMBER 10, 1999 COMMITTEE MEETING
Western Michigan University
Board of Trustees
Academic and Student Affairs

Agenda Item No. 2

Academic and Student Affairs

Grant Report

Background

The grant report for the months of November and December 1999 indicates a total of $7,393,065.69 in externally funded awards. Of the total, November awards amounted to $1,364,064.51 or 18 percent and December awards amounted to $6,029,001.18 or 82 percent. The year-to-date total is $26,537,294.80.

November and December 1999

Awards by Category

Instruction 4,130,254.00
Research 1,504,812.69
Public Service 1,746,537.00
Academic Support 0.00
Student Services 11,462.00
Institutional Support 0.00
Operations and Maintenance of Plant 0.00
Scholarships and Fellowships 0.00
Total for November and December 1999 $7,393,065.69

Notable awards for this period were from the National Science Foundation, U.S. Department of Health and Human Services, Michigan Department of Corrections, Michigan Department of Environmental Quality, Corporation for Public Broadcasting, Moldflow Corporation, British Airways Plc, Ithaca College, Delta-Schoolcraft Intermediate School District, and Dassault Systemes, Genesis Modeling Technologies, IBM, and Prince CATIA.

Recommended Motion

It is recommended that the grant report for November and December 1999 be approved.
### Instruction

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SPONSOR</th>
<th>DIRECTOR</th>
<th>AMOUNT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>To conduct AB INITIO pilot training for British Airways cadets</td>
<td>British Airways Plc</td>
<td>Mr. James Crehan</td>
<td>Dean's Office, College of Aviation Sciences</td>
<td>$3,019,750.00</td>
</tr>
<tr>
<td>To provide maintenance support for Moldflow software and hardware donated to the industrial and manufacturing engineering department for the mutual development and use of a Moldflow Center for Design Excellence</td>
<td>Moldflow Corporation</td>
<td>Dr. Michael Atkins</td>
<td>Industrial and Manufacturing Engineering</td>
<td>$901,750.00</td>
</tr>
<tr>
<td>To provide CATIA Software, an integrated design/modeling system used by the world's leading manufacturers, in the computer labs of the University's College of Engineering &amp; Applied Sciences; this will be the only engineering school in Michigan with a complete CATIA training facility and only one of a handful in the nation. This supports the yearly maintenance for thirty seats.</td>
<td>Dassault Systemes, Genesis Modeling Technologies, IBM, and Prince CATIA</td>
<td>Dr. Michael Atkins</td>
<td>Industrial and Manufacturing Engineering</td>
<td>$208,754.00</td>
</tr>
</tbody>
</table>

**TOTAL INSTRUCTION**

$4,130,254.00

### Research

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SPONSOR</th>
<th>DIRECTOR</th>
<th>AMOUNT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>To implement the Core Plus Mathematics Project curriculum for eleven high schools in southwestern Michigan</td>
<td>National Science Foundation</td>
<td>Dr. Laura Van Zoest</td>
<td>Mathematics and Statistics</td>
<td>$521,281.00</td>
</tr>
<tr>
<td>To conduct a series of acoustic analyses and speech recognition experiments designed to improve understanding of the perceptual mechanisms underlying phonetic recognition</td>
<td>U.S. Department of Health and Human Services</td>
<td>Dr. James Hillenbrand</td>
<td>Speech Pathology and Audiology</td>
<td>$258,390.00</td>
</tr>
<tr>
<td>To contribute to the Implementation Project -- a project to create a secondary school mathematics curriculum implementation structure for five national comprehensive curriculum projects</td>
<td>Ithaca College</td>
<td>Dr. Christian Hirsch</td>
<td>Mathematics and Statistics</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>SPONSOR</td>
<td>DIRECTOR</td>
<td>AMOUNT</td>
<td>DATE</td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
<td>----------</td>
<td>--------</td>
<td>------</td>
</tr>
<tr>
<td>Research</td>
<td></td>
<td></td>
<td>$120,059.00</td>
<td>12/23/1999</td>
</tr>
<tr>
<td>To provide evaluation services on the agency's Technology Innovation Challenge Grant, funded by the U.S. Department of Education (New)</td>
<td>Delta-Schoolcraft Intermediate School District</td>
<td>Dr. Mark Jenness, Dr. Michael Reed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To research the way neural development mechanisms operate in living animals (Supplemental)</td>
<td>National Science Foundation</td>
<td>Dr. John Jellies, Dr. Mark Jenness</td>
<td>$96,616.00</td>
<td>11/30/1999</td>
</tr>
<tr>
<td>To conduct research and testing in specialized areas of paper science engineering in association with industry (Supplemental)</td>
<td>Various Industries</td>
<td>Dr. Thomas Joyce, Dr. Michael Reed</td>
<td>$27,104.75</td>
<td>11/29/1999</td>
</tr>
<tr>
<td>To conduct a mail survey of Kalamazoo county residents for purposes of discerning opinions regarding land use planning issues (New)</td>
<td>Kalamazoo College</td>
<td>Dr. David Hartmann, Dr. Thomas Joyce, Dr. Michael Reed</td>
<td>$26,611.00</td>
<td>12/23/1999</td>
</tr>
<tr>
<td>To analyze existing data from the pilot project and from additional participant questionnaires to see if health promotion activities conducted in a community beauty shop can lead to measurable changes in the health status of African American women (New)</td>
<td>Blue Cross Blue Shield of Michigan Foundation</td>
<td>Dr. Bernardine Lacey, Dr. Carriette Weddle, Dr. Thomas Joyce</td>
<td>$25,000.00</td>
<td>11/24/1999</td>
</tr>
<tr>
<td>To conduct a survey assessment of the prevalence of student drug and alcohol use to enable school districts to obtain an accurate estimate of the nature and seriousness of use (Supplemental)</td>
<td>Various School Districts</td>
<td>Dr. Thomas VanValey, Dr. Thomas Joyce, Dr. Michael Reed</td>
<td>$21,939.42</td>
<td>12/10/1999</td>
</tr>
<tr>
<td>To conduct electron microscopy examination of tissue samples (Supplemental)</td>
<td>Pharmacia and Upjohn Company</td>
<td>Dr. Leonard Beuving, Dr. Thomas Joyce, Dr. Michael Reed</td>
<td>$21,206.00</td>
<td>12/17/1999</td>
</tr>
<tr>
<td>To conduct research and testing in specialized areas of paper science engineering in association with industry (Supplemental)</td>
<td>Various Industries</td>
<td>Dr. Thomas Joyce, Dr. Michael Reed</td>
<td>$20,958.76</td>
<td>12/20/1999</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>SPONSOR</td>
<td>DIRECTOR</td>
<td>AMOUNT</td>
<td>DATE</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------</td>
<td>------------</td>
</tr>
<tr>
<td>To conduct research and testing in specialized areas of printing science</td>
<td>Various Industries</td>
<td>Dr. Thomas Joyce</td>
<td>$19,939.50</td>
<td>11/29/1999</td>
</tr>
<tr>
<td>engineering in association with industry</td>
<td></td>
<td>Paper and Printing Science and Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To predict the effect of reaction time, temperature, boric acid and borate</td>
<td>U.S. Borax Inc.</td>
<td>Dr. John Cameron</td>
<td>$18,000.00</td>
<td>11/15/1999</td>
</tr>
<tr>
<td>levels on photoyellowing reduction</td>
<td></td>
<td>Dr. Raja Aravamuthan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To evaluate the effectiveness of the Academy for 21st Century Teaching</td>
<td>Wayne County Regional Educational Services</td>
<td>Dr. Pamela Zeller</td>
<td>$16,000.00</td>
<td>11/30/1999</td>
</tr>
<tr>
<td>ACT (New)</td>
<td>Agency</td>
<td>The Evaluation Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To investigate how pedestrians' ability to detect safe gaps at roundabouts</td>
<td>Architectural and Transportation Barriers</td>
<td>Dr. Richard Long</td>
<td>$15,000.00</td>
<td>12/23/1999</td>
</tr>
<tr>
<td>is affected by the characteristics of roundabouts and the vision</td>
<td>Compliance Board</td>
<td>Dr. David Guth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>characteristics of the pedestrians who negotiate them (New)</td>
<td></td>
<td>Blind Rehabilitation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To assist the Defense Logistics Information Services in providing</td>
<td>U.S. Defense Logistics Services Center</td>
<td>Dr. Lowell Crow</td>
<td>$15,000.00</td>
<td>11/30/1999</td>
</tr>
<tr>
<td>qualitative and quantitative satisfaction survey work</td>
<td></td>
<td>Dr. Andrew Brogowicz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Supplemental)</td>
<td></td>
<td>Marketing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To study airflow inside a surgeon's helmet by theoretical and analytical</td>
<td>Stryker Instruments</td>
<td>Dr. Iskender Sahin</td>
<td>$12,277.00</td>
<td>12/21/1999</td>
</tr>
<tr>
<td>means (New)</td>
<td></td>
<td>Mechanical and Aeronautical Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To construct an apparatus and data on implications of borate on black</td>
<td>U.S. Borax Inc.</td>
<td>Dr. John Cameron</td>
<td>$11,000.00</td>
<td>11/15/1999</td>
</tr>
<tr>
<td>liquor boiling (New)</td>
<td></td>
<td>Dr. Raja Aravamuthan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To apply Universal Modeling Language to the EETRK software system, a system</td>
<td>Interagency Information Systems, L.L.C.</td>
<td>Dr. Robert Trenary</td>
<td>$10,847.26</td>
<td>11/19/1999</td>
</tr>
<tr>
<td>used by the Michigan Department of Education's Special Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>program, Early On, to track services for children (New)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>SPONSOR</td>
<td>DIRECTOR</td>
<td>AMOUNT</td>
<td>DATE</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>-----------------------------------------------</td>
<td>----------</td>
<td>-----------</td>
</tr>
<tr>
<td>To create stimuli, conduct studies, and analyze data related to attitudinal barriers toward technology use that are present in elderly people with severe communication disorders and their partners and service providers (New)</td>
<td>University of Nebraska-Lincoln</td>
<td>Dr. Joanne Lasker Speech Pathology and Audiology</td>
<td>$10,000.00</td>
<td>11/24/1999</td>
</tr>
<tr>
<td>To analyze the effects of land use change on water quality in the Davis Creek watershed by installing a water quality sensor (Supplemental)</td>
<td>Kalamazoo Foundation</td>
<td>Dr. Chansheng He Dr. David Lemberg Geography</td>
<td>$5,600.00</td>
<td>11/24/1999</td>
</tr>
<tr>
<td>To evaluate the effects of texturing seal faces as a means of lowering operating energy and seal wear (New)</td>
<td>Flowserve Corporation</td>
<td>Dr. Molly Williams Dr. Philip Guichelaar Mechanical and Aeronautical Engineering</td>
<td>$5,000.00</td>
<td>11/23/1999</td>
</tr>
<tr>
<td>To analyze the effects of chlorine dioxide and reaction products in various packaging materials (Supplemental)</td>
<td>Kellog Company</td>
<td>Dr. Jay Means Dr. James Howell Chemistry</td>
<td>$4,916.00</td>
<td>12/31/1999</td>
</tr>
<tr>
<td>A new grade of reaction bonded silicon carbide will be compared with a currently approved grade (New)</td>
<td>Flowserve Corporation</td>
<td>Dr. Molly Williams Dr. Philip Guichelaar Mechanical and Aeronautical Engineering</td>
<td>$4,793.00</td>
<td>12/17/1999</td>
</tr>
<tr>
<td>To evaluate wear testing and microstructure of chrome-coated steel material for use as face seals (New)</td>
<td>Flowserve Corporation</td>
<td>Dr. Molly Williams Dr. Philip Guichelaar Mechanical and Aeronautical Engineering</td>
<td>$4,523.00</td>
<td>11/23/1999</td>
</tr>
<tr>
<td>To measure and analyze sound radiated from Stryker components (Renewal)</td>
<td>Stryker Instruments</td>
<td>Dr. Koorosh Naghshineh Mechanical and Aeronautical Engineering</td>
<td>$4,000.00</td>
<td>12/7/1999</td>
</tr>
<tr>
<td>To predict the bursting frequency in turbulent boundary layers by using a linear direct-resonance model (Supplemental)</td>
<td>Sandia National Laboratories</td>
<td>Dr. William Liou Mechanical and Aeronautical Engineering</td>
<td>$4,000.00</td>
<td>11/8/1999</td>
</tr>
<tr>
<td>To develop modules on culturally sensitive practice, interdisciplinary practice, and rehabilitation gerontology (New)</td>
<td>Michigan State University</td>
<td>Dr. James Leja Blind Rehabilitation Dr. Donna Weinreich School of Community Health Services</td>
<td>$2,851.00</td>
<td>12/23/1999</td>
</tr>
<tr>
<td>To implement DYNTOCARS on a Pentium-based PC using Digital Visual FORTRAN (Supplemental)</td>
<td>Raytheon Company</td>
<td>Dr. James Kamman Mechanical and Aeronautical Engineering</td>
<td>$1,000.00</td>
<td>11/16/1999</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>SPONSOR</td>
<td>DIRECTOR</td>
<td>AMOUNT</td>
<td>DATE</td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
<td>----------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To conduct research and testing in specialized areas of printing science engineering in association with industry (Supplemental)</td>
<td>Various Industries</td>
<td>Dr. Thomas Joyce</td>
<td>$500.00</td>
<td>12/20/1999</td>
</tr>
<tr>
<td>To perform research and testing in paper coating technology (Supplemental)</td>
<td>Various Industries</td>
<td>Dr. Margaret Joyce</td>
<td>$400.00</td>
<td>11/29/1999</td>
</tr>
<tr>
<td>Public Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To provide substance abuse treatment services for prisoners, parolees, and probationers at selected correctional facilities (Renewal)</td>
<td>Michigan Department of Corrections</td>
<td>Dr. C. Dennis Simpson</td>
<td>$1,328,000.00</td>
<td>12/17/1999</td>
</tr>
<tr>
<td>To develop a data information center for the Kalamazoo River Watershed (New)</td>
<td>Michigan Department of Environmental Quality</td>
<td>Dr. David Dickason</td>
<td>$250,000.00</td>
<td>12/23/1999</td>
</tr>
<tr>
<td>To augment the capability of CPB-supported public broadcast stations to expand the quality and scope of their services to the community (New)</td>
<td>Corporation for Public Broadcasting</td>
<td>Mr. Garrard Macleod</td>
<td>$140,037.00</td>
<td>11/30/1999</td>
</tr>
<tr>
<td>To introduce students, teachers, and the public to African art through sponsorship of a visiting artist (New)</td>
<td>W.K. Kellogg Foundation</td>
<td>Dr. Bruce Haight</td>
<td>$10,000.00</td>
<td>11/24/1999</td>
</tr>
<tr>
<td>To support a conference designed to help professionals with safety-related jobs to better understand the principles of behavioral safety and to evaluate the extent to which they use these principles (New)</td>
<td>U.S. Department of Health and Human Services</td>
<td>Dr. John Austin</td>
<td>$10,000.00</td>
<td>12/10/1999</td>
</tr>
<tr>
<td>To support the 2000/2001 lecture/seminar series entitled &quot;The Economics of Work and Family&quot; (Renewal)</td>
<td>W.E. Upjohn Institute for Employment Research</td>
<td>Dr. Werner Sichel</td>
<td>$6,000.00</td>
<td>12/17/1999</td>
</tr>
<tr>
<td><strong>TOTAL RESEARCH</strong></td>
<td></td>
<td></td>
<td>$1,504,812.69</td>
<td></td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>SPONSOR</td>
<td>DIRECTOR</td>
<td>AMOUNT</td>
<td>DATE</td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
<td>----------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Public Service</td>
<td>National Association of Secondary School Principals</td>
<td>Dr. Arlen Gullickson</td>
<td>$1,108.00</td>
<td>11/30/1999</td>
</tr>
<tr>
<td>To provide scoring services for authorized users of the National Association of Secondary School Principals school climate survey and satisfaction survey (Supplemental)</td>
<td>The Evaluation Center</td>
<td>Mr. Murari Shah</td>
<td>$1,000.00</td>
<td>11/22/1999</td>
</tr>
<tr>
<td>To provide a workshop on mechanical design using Pro/E software (New)</td>
<td>American Society of Mechanical Engineers</td>
<td>Dr. Jorge Rodriguez</td>
<td>$392.00</td>
<td>11/22/1999</td>
</tr>
<tr>
<td>To assist in preparation of marketing and product literature (New)</td>
<td>Armstrong International, Inc.</td>
<td>Dr. Jorge Rodriguez</td>
<td>$392.00</td>
<td>11/22/1999</td>
</tr>
<tr>
<td><strong>TOTAL PUBLIC SERVICE</strong></td>
<td></td>
<td></td>
<td><strong>$1,746,537.00</strong></td>
<td></td>
</tr>
<tr>
<td>Student Services</td>
<td>Michigan Department of Education</td>
<td>Dr. Carol Stamm</td>
<td>$11,462.00</td>
<td>11/30/1999</td>
</tr>
<tr>
<td>To increase the number of minority instructors in the classroom and provide role models for underrepresented minority students (New)</td>
<td>Office of the Vice President for Academic Affairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL STUDENT SERVICES</strong></td>
<td></td>
<td></td>
<td><strong>$11,462.00</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL GRANTS AWARDED</strong></td>
<td></td>
<td></td>
<td><strong>$7,393,065.69</strong></td>
<td></td>
</tr>
</tbody>
</table>
Western Michigan University  
Board of Trustees  
Academic and Student Affairs Committee  

January 28, 2000  
Agenda Item No. 3

PERSONNEL REPORT

Administrative Appointment
Phillip Vander Weg, Chair, Department of Art, effective December 13, 1999.

Administrative Resignation
James Crehan, resignation as Dean, College of Aviation, effective January 21, 2000.

Return to Faculty
Charles Stroh, Professor, Department of Art, effective December 13, 1999.

Appointments - Tenure Track
Johnson Haas, Assistant Professor, Department of Chemistry, effective August 7, 2000.
Susan Hoffman, Assistant Professor, Department of Political Science, effective August 7, 2000.
Mukesh Mohania, Assistant Professor, Department of Computer Science, effective August 7, 2000.
John Monaghan, Associate Professor, Department of History, effective August 7, 2000.

Reappointment - Term
Laurie Hays, Instructor, Department of Accountancy, effective August 9, 1999 through August 6, 2000.

Appointments - Term
Bradley Bazuin, Assistant Professor, Department of Electrical and Computer Engineering, effective, December 13, 1999 through August 31, 2001.
Keith Collins, Instructor, Department of Business Information Systems, effective August 9, 1999 through August 6, 2000.
Kevin McCaffrey, Instructor, Department of Management, effective August 9, 1999 through August 6, 2000.
David Poole, Instructor, Department of Marketing, effective, December 13, 1999 through August 5, 2001.
Joint Appointment
Jennipher Wiebold, Department of Blind Rehabilitation and Counselor Education and Counseling Psychology, effective December 13, 1999.

Change in Department Affiliation
Ruth Ervin, Assistant Professor, from the Department of Educational Studies to the Department of Psychology, effective December 13, 1999.

Reappointments - Adjunct
Robert DeVries, Adjunct Professor, College of Health and Human Services, effective February 1, 2000 through January 31, 2003.

Vince Faust, Adjunct Associate Professor, Department of Theatre, effective February 1, 2000 through January 31, 2003.

John Martell, Adjunct Assistant Professor, Lee Honors College, effective February 1, 2000 through January 31, 2003.

Hector Quemada, Adjunct Assistant Professor, Department of Biological Sciences, effective February 1, 2000 through January 31, 2003.

Janette Sherman, Adjunct Professor, Department of Sociology, effective, February 1, 2000 through January 31, 2003.

Appointments - Adjunct
Charlene Brown, Adjunct Assistant Professor, School of Community Health Services, effective February 1, 2000 through January 31, 2003.

Matthew Chodkowski, Adjunct Assistant Professor, Department of Management, effective, February 1, 2000 through January 31, 2003.

Lisa Havens, Adjunct Assistant Professor, School of Community Health Services, effective, February 1, 2000 through January 31, 2003.

Dianne Litynski, Adjunct Assistant Professor, School of Community Health Services, effective, February 1, 2000 through January 31, 2003.

Norman Lovan, Adjunct Assistant Professor, Department of Geosciences, effective, February 1, 2000 through January 31, 2003.

Robert Perkins, Adjunct Associate Professor, Department of Marketing, effective, February 1, 2000 through January 31, 2003.
Appointments - Adjunct (Continued)
John Sparks, Adjunct Assistant Professor, Department of Finance and Commercial Law, effective February 1, 2000 through January 31, 2002.

Retirements with Emeriti Status

Lyda Stillwell, Department of Theatre, Professor Emerita of Theatre, effective April 22, 2000.

Professional Development Leave
David Curwen, Instructor, Department of Dance, effective August 7, 2000 through December 10, 2000.

NON-ACADEMIC

Retirements
Alberta Cumming, Secretary, Department of History, effective February 29, 2000.

Robert Sprick, Director of Operations, Residence Hall Life, effective March 5, 2000.
Western Michigan University
Board of Trustees
Academic and Student Affairs Committee

PERSONNEL AND PLANNING REPORT - Provost Light
WESTERN MICHIGAN UNIVERSITY BOARD OF TRUSTEES
Budget and Finance Committee
Friday, January 28, 2000
Room 204, Bernhard Center
9:30 a.m.

AGENDA

Trustee Chormann, Chair
Trustee Franklin
Trustee Haworth
Trustee Klohs
Trustee Krause (ex officio)
President Floyd (ex officio)

I. ACTION ITEMS

1. Approval of the Minutes of the December 30, 1999 Committee Meeting Chormann
2. Gift Report Bender
3. Personnel Report Beam
4. Appointment of External Auditor Beam
5. Lease Agreement with Kalamazoo Chamber of Commerce for the Haworth College of Business Office of Business Development Services Beam
6. Novation Agreement by and among Western Michigan University, the Kalamazoo County Chamber of Commerce and the United States of America Beam

II. INFORMATIONAL ITEM

7. Information Technology Security Policy Murali
Western Michigan University
Board of Trustees
Budget and Finance Committee

APPROVAL OF THE MINUTES OF THE DECEMBER 10, 1999
GIFT REPORT

Background

This report includes activity for the months of November and December 1999. Current and deferred cash gifts for November and December were $503,165 and $3,708,015 respectively. The year-to-date total for the current fiscal year is $8,040,115. This is an increase of $1,652,785 over last fiscal year. Information regarding major gifts is provided.

Recommended Motion

It is recommended that this gift report including activity for November and December be approved.
WESTERN MICHIGAN UNIVERSITY
GIFTS RECEIVED

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WMUF CASH GIFTS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumni</td>
<td>$158,984</td>
<td>$179,225</td>
<td>$(20,241)</td>
<td>$482,404</td>
<td>$435,213</td>
<td>$47,191</td>
</tr>
<tr>
<td>Individual Friends</td>
<td>99,485</td>
<td>112,723</td>
<td>(13,238)</td>
<td>442,438</td>
<td>929,893</td>
<td>(487,455)</td>
</tr>
<tr>
<td>Corporations/Foundations/Other Orgns</td>
<td>48,628</td>
<td>63,366</td>
<td>(14,738)</td>
<td>2,169,020</td>
<td>538,146</td>
<td>1,630,874</td>
</tr>
<tr>
<td>Estate Gifts</td>
<td>100,000</td>
<td>5,000</td>
<td>95,000</td>
<td>1,132,170</td>
<td>1,517,538</td>
<td>(385,368)</td>
</tr>
<tr>
<td><strong>CURRENT CASH GIFTS</strong></td>
<td>$407,097</td>
<td>$360,314</td>
<td>$46,783</td>
<td>$4,226,032</td>
<td>$3,420,790</td>
<td>$805,242</td>
</tr>
<tr>
<td><strong>DEFERRED GIFTS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charitable remainder trusts and annuities (shown at fair market value)</td>
<td>96,068</td>
<td>20,000</td>
<td>76,068</td>
<td>106,068</td>
<td>223,694</td>
<td>(117,626)</td>
</tr>
<tr>
<td>Net present value as of date of gift:</td>
<td>FY 1999 $45,179</td>
<td>FY 2000 $33,251</td>
<td></td>
<td>FY 1999-$432100</td>
<td>FY 2000-$3,644,484</td>
<td>$687,616</td>
</tr>
<tr>
<td><strong>SUBTOTAL-CURRENT CASH &amp; DEFERRED GIFTS</strong></td>
<td>$503,165</td>
<td>$380,314</td>
<td>$122,851</td>
<td>$4,332,100</td>
<td>$3,644,484</td>
<td>$687,616</td>
</tr>
<tr>
<td><strong>NON-CASH GIFTS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUBTOTAL-GIFTS RECEIVED BY WMU FOUNDATION</strong></td>
<td>$529,478</td>
<td>$404,460</td>
<td>$125,018</td>
<td>$4,890,803</td>
<td>$3,732,260</td>
<td>$1,158,543</td>
</tr>
<tr>
<td><strong>PAPER TECHNOLOGY FOUNDATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Gifts:</td>
<td>351,150</td>
<td>26,763</td>
<td>324,387</td>
<td>406,895</td>
<td>108,005</td>
<td>298,890</td>
</tr>
<tr>
<td>Non-Cash Gifts</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>SUBTOTAL-GIFTS RECEIVED BY PAPER TECH. FDN.</strong></td>
<td>$351,150</td>
<td>$26,763</td>
<td>$324,387</td>
<td>$406,895</td>
<td>$163,005</td>
<td>$243,890</td>
</tr>
<tr>
<td><strong>TOTAL GIFTS</strong></td>
<td>$880,628</td>
<td>$431,223</td>
<td>$449,405</td>
<td>$5,297,698</td>
<td>$3,895,265</td>
<td>$1,402,433</td>
</tr>
</tbody>
</table>
### WESTERN MICHIGAN UNIVERSITY

#### GIFTS RECEIVED

**WMUF CASH GIFTS:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni</td>
<td>$364,262</td>
<td>$476,611</td>
<td>$112,349</td>
<td>$846,666</td>
<td>$911,824</td>
<td>$(65,158)</td>
</tr>
<tr>
<td>Individual Friends</td>
<td>499,837</td>
<td>459,693</td>
<td>40,144</td>
<td>942,275</td>
<td>1,389,586</td>
<td>$(447,311)</td>
</tr>
<tr>
<td>Corporations/Foundations/Other Orgns</td>
<td>1,450,816</td>
<td>520,901</td>
<td>929,915</td>
<td>3,619,836</td>
<td>1,059,047</td>
<td>2,560,789</td>
</tr>
<tr>
<td>Estate Gifts</td>
<td>1,383,100</td>
<td>82,750</td>
<td>1,300,350</td>
<td>2,515,270</td>
<td>1,600,288</td>
<td>914,982</td>
</tr>
<tr>
<td><strong>CURRENT CASH GIFTS</strong></td>
<td>$3,698,015</td>
<td>$1,539,955</td>
<td>$2,158,060</td>
<td>$7,924,047</td>
<td>$4,960,745</td>
<td>$2,963,302</td>
</tr>
</tbody>
</table>

**DEFERRED GIFTS:** Charitable remainder trusts

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>and annuities (shown at fair market value)</td>
<td>10,000</td>
<td>1,202,891</td>
<td>(1,192,891)</td>
<td>116,068</td>
<td>1,426,585</td>
<td>(1,310,517)</td>
</tr>
</tbody>
</table>

Net present value as of date of gift:
- FY 1999: $45,179
- FY 2000: $33,251

**SUBTOTAL-CURRENT CASH & DEFERRED GIFTS**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3,708,015</td>
<td>$2,742,846</td>
<td>$965,169</td>
<td>$8,040,115</td>
<td>$6,387,330</td>
<td>$1,652,785</td>
</tr>
</tbody>
</table>

**NON-CASH GIFTS:**

|                      | 1,584,409     | 236,633       | 1,347,776    | 2,143,112              | 324,409              | 1,818,703    |
| **SUBTOTAL-GIFTS RECEIVED BY WMU FOUNDATION** | $5,292,424 | $2,979,479    | $2,312,945   | $10,183,227            | $6,711,739           | $3,471,488   |

**PAPER TECHNOLOGY FOUNDATION**

| Cash Gifts:            | 368,734       | 69,203        | 299,531      | 775,629                | 177,208              | 598,421      |
| Non-Cash Gifts:        | -             | -             | -            | -                      | -                    | (55,000)     |
| **SUBTOTAL-GIFTS RECEIVED BY PAPER TECH. FDN.** | $368,734 | $69,203       | $299,531     | $775,629               | $232,208             | $543,421     |

**TOTAL GIFTS**

<p>|                      | $5,661,158    | $3,048,682    | $2,612,476   | $10,958,856            | $6,943,947           | $4,014,909   |</p>
<table>
<thead>
<tr>
<th>Cash Gifts November:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Betty J. Cinq-Mars</td>
<td>$10,000</td>
<td>Cinq-Mars Scholarship</td>
<td>Cinq-Mars Jarvis Scholarship</td>
</tr>
<tr>
<td>Estate of Eunice E. Kraft</td>
<td>50,000</td>
<td>Eunice E. Kraft Loan Fund</td>
<td>President’s General Endowment</td>
</tr>
<tr>
<td>Cash Gifts December:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estate Gift</td>
<td>$684,000</td>
<td>Endowed Scholarship for Mathematics</td>
<td>Endowed Fund for International Student Services (partial distribution)</td>
</tr>
<tr>
<td>Chapman Scholarship Trust</td>
<td>12,101</td>
<td>Chapman Trust Fund Scholarship</td>
<td></td>
</tr>
<tr>
<td>Mr. Richard Lenon</td>
<td>10,000</td>
<td>Annual Fund for Western</td>
<td></td>
</tr>
<tr>
<td>Anonymous Donor</td>
<td>10,000</td>
<td>Gift Annuity Program</td>
<td></td>
</tr>
<tr>
<td>Anonymous Donor</td>
<td>27,000</td>
<td>Russell Brown Honors Brass Quintet</td>
<td></td>
</tr>
<tr>
<td>Mrs. Margaret Helene Ward</td>
<td>10,000</td>
<td>Margaret Helene Ward Scholarship in Art</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10,000</td>
<td>Margaret Helene Ward Scholarship in Music</td>
<td></td>
</tr>
<tr>
<td>New Cash Pledges November:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Robert J. Bobb</td>
<td>$250,000</td>
<td>Indoor Athletic Training Center</td>
<td></td>
</tr>
<tr>
<td>Consumers Energy Foundation</td>
<td>20,000</td>
<td>Integrated Supply Management Program</td>
<td></td>
</tr>
<tr>
<td>New Cash Pledges December:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Seating Company</td>
<td>$100,000</td>
<td>Designation to be named at a future date</td>
<td></td>
</tr>
<tr>
<td>Anonymous Donor</td>
<td>2,000,000</td>
<td>Study Abroad Endowment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>500,000</td>
<td>Race and Ethnic Institute Endowment</td>
<td></td>
</tr>
<tr>
<td>Mrs. Karen Kerhin</td>
<td>30,000</td>
<td>Randall Kerhin Internship</td>
<td></td>
</tr>
<tr>
<td>Anonymous Donor</td>
<td>1,800,000</td>
<td>Indoor Practice Facility</td>
<td></td>
</tr>
</tbody>
</table>
**New Deferred Gifts November:**

<table>
<thead>
<tr>
<th>Anonymous Donor</th>
<th>$96,068</th>
<th>Charitable Remainder Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Michele C. McLaughlin</td>
<td>250,000</td>
<td>Bequest</td>
</tr>
</tbody>
</table>

**New Deferred Gifts December:**

| Mrs. Susan J. Anderson | $350,000 | Life Insurance Program |
PERSONNEL REPORT

Retirements

Michael Matthews, Senior Communications Associate, University Relations, effective January 14, 2000.

Philip Roekle, Manager, Transportation, effective April 16, 2000.
Western Michigan University
Board of Trustees
Budget and Finance Committee

RECOMMENDATION RE APPOINTMENT OF EXTERNAL AUDITOR

Background

According to past practice, the term of appointment for the external auditor to conduct the annual audit of the University's financial statement covers a one-year period. The firm of Deloitte & Touche was initially appointed in October of 1997 for the fiscal year ending June 30, 1998. At this time we recommend that the appointment of Deloitte & Touche continue for the 1999/00 fiscal year.

Recommended Motion

It is recommended that the firm of Deloitte & Touche be appointed to audit the University's financial statements for the 1999/00 fiscal year.
Western Michigan University
Board of Trustees
Budget and Finance Committee

Lease Agreement with Kalamazoo Chamber of Commerce for the Haworth College of Business Office of Business Development Services (formerly called WESTOPS)

Background

The Haworth College of Business Office of Business Development Services (OBDS), formerly Western Michigan University's Office of Public Service (WESTOPS), has relocated to the Kalamazoo County Chamber of Commerce at 346 W Michigan Avenue. The move is the result of Haworth College of Business expanding its business development activities to include the Southwest Michigan Technical Assistance Center (SWMTAC), Women's Business Assistance Project, Professional Programs, general business assistance, and associated economic development initiatives. Additional space requirements resulted in the OBDS moving from 736 sq. ft. at the Columbia Plaza to a little over 1800 square feet at the Chamber facility.

WMU and the Chamber are in the process of working out the details of a written lease for these premises. It is anticipated that the lease will provide for the following terms:

- Premises include approximately 1820 square feet of space in the Chamber of Commerce building
- Rent is anticipated to be finalized at $8.50 per square foot, for an approximate total of $15,462 per year, or $1289 a month
- Six parking spaces are allocated to WMU
- The term is anticipated to be for three years with an option for a two-year renewal with no increase in rent
- The cost of leasehold improvements made by WMU, such as carpeting, painting, drapery and other office cleaning, adding doors, and other miscellaneous items would be deducted from WMU's initial lease payments.

Recommended Motion:

It is recommended that the Board of Trustees authorize the administration to enter into a lease with the Chamber of Commerce which will include provisions substantially as indicated by the Vice President for Business and Finance along with other terms and conditions which the administration feels are appropriate and in the best interests of the University.
Novation Agreement by and among Western Michigan University, the Kalamazoo County Chamber of Commerce, and the United States of America

Background

The Southwest Michigan Technical Assistance Center of the Kalamazoo County Chamber of Commerce became a part of Western Michigan University on October 18, 1999. The Chamber of Commerce had a cooperative agreement with the federal government to assist small businesses obtain government contracts, and agreed to transfer the rights and obligations of this government contract to the University. In order to demonstrate to the federal government that Western Michigan University has agreed to accept the obligations of the contract, both the Chamber and the University wish to formalize a novation agreement and have it approved by their respective governing boards. The University also wishes to enter into this novation agreement so that it will be able to document its right to bill the federal government for payment for services provided.

Recommended Motion

It is recommended that the Board of Trustees adopt the attached resolution and further authorize the administration to sign all other documents and take all other actions necessary to effectuate the transfer of rights and obligations as described in the attached documents.
RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN MICHIGAN UNIVERSITY

WHEREAS, it is desirable for THE BOARD OF TRUSTEES OF WESTERN MICHIGAN UNIVERSITY, a Michigan constitutional public body corporate (the "University"), to contract with the KALAMAZOO COUNTY CHAMBER OF COMMERCE, a Michigan non-profit corporation (the "Chamber"), to conduct the economic development activities heretofore conducted by the Chamber; and

WHEREAS, in connection with the foregoing, it is desirable for the University to acquire the rights and to assume the obligations of the Chamber under certain contracts between the Chamber and the United States of America;

NOW, THEREFORE, IT IS RESOLVED as follows:

1. That the University shall enter into, execute and deliver the Novation Agreement and Assignment and Assumption Agreement (in form and substance substantially similar to the drafts thereof attached hereto as Addendums I and II, respectively); and

2. That under bylaws and policy already adopted by the Western Michigan University Board of Trustees, Elson S. Floyd, President of the University, is authorized and empowered to negotiate, enter into, execute and deliver the Novation Agreement and the Assignment and Assumption Agreement on behalf of the University, with such changes and additions thereto as he shall approve, with such execution thereof by him to be conclusive evidence of such approval; and

3. That the performance by the University of its obligations under the Novation Agreement and the Assignment and Assumption Agreement be, and it hereby is, authorized and approved; and

4. That the President of the University is authorized and empowered to take or cause to be taken all such further actions and to execute all such further agreements, documents, certificates and undertakings in the name and on behalf of the University which the President may deem necessary or appropriate for the University to carry out the obligations of the University under, to effect the transactions contemplated by, to carry out the intent of and to accomplish the purpose of the foregoing resolutions; and

5. That all actions heretofore taken by any officer or employee authorized and acting on behalf of the University in connection with this resolution be, and they hereby are, ratified and approved in all respects.
ADDENDUM I

NOVATION AGREEMENT

This Novation Agreement ("this Agreement"), effective __________, is made and entered into by and among KALAMAZOO COUNTY CHAMBER OF COMMERCE, a non-profit corporation duly organized and existing under the laws of the State of Michigan ("Transferor"); THE BOARD OF TRUSTEES OF WESTERN MICHIGAN UNIVERSITY, a Michigan constitutional body corporate, with its principal office in Kalamazoo, Michigan ("Transferee"); and the UNITED STATES OF AMERICA ("Government").

WHEREAS, Government and Transferor have entered into those contracts (as heretofore amended or modified) specified on Exhibit A attached hereto (the "Government Contracts"); and

WHEREAS, Transferor has transferred all rights of Transferor under the Government Contracts to Transferee; and

WHEREAS, Transferee has assumed all obligations of Transferor under the Government Contracts arising from and after the date hereof and is in a position to fully perform all obligations that may exist thereunder; and

WHEREAS, it is consistent with Government's interest to recognize Transferee as the successor party to the Government Contracts.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Transferor confirms the transfer of the Government Contracts to Transferee and waives any claims and rights against Government that it now has or may have in the future in connection with the Government Contracts.

2. Transferee agrees to be bound by and to perform each of the Government Contracts in accordance with the conditions contained in the Government Contracts.

3. Government recognizes Transferee as Transferor's successor in interest in and to the Government Contracts. By virtue of this Agreement, Transferee becomes entitled to all right, title and interest of Transferor in and to the Government Contracts as if Transferee were the original party to the Government Contracts. Following the effective date of this Agreement, the term "contractor" as used in the Government Contracts shall refer solely to Transferee.

4. Except as expressly provided in this Agreement, nothing herein is intended to waive any rights of Government against Transferor.
5. All payments and reimbursements made prior to the date hereof by Government to Transferor and all other actions taken prior to the date hereof by Government under the Government Contracts shall be considered to have discharged those parts of Government’s obligations under the Government Contracts. Any payments and reimbursements made by Government on or after the date hereof in the name of or to Transferor shall have the same force and effect as if made to Transferee and shall constitute a complete discharge of Government’s obligations under the Government Contracts (but only to the extent of the amounts so paid or reimbursed).

6. Government is not obligated to pay or reimburse either Transferor or Transferee for, or otherwise give effect to, any costs, taxes or other expenses, or any related increases, directly or indirectly arising out of or resulting from the transfer of the Government Contracts, other than those that Government would have been obligated to pay or reimburse under the terms of the Government Contracts.

7. The Government Contracts shall remain in full force and effect, except as modified by this Agreement.

Each of the undersigned has executed this Agreement.

KALAMAZOO COUNTY CHAMBER OF COMMERCE

By: ____________________________
Name: __________________________
Title: __________________________
Date: __________________________

BOARD OF TRUSTEES OF WESTERN MICHIGAN UNIVERSITY

By: ____________________________
Name: __________________________
Title: __________________________
Date: __________________________

THE UNITED STATES OF AMERICA

By: ____________________________
Name: __________________________
Title: __________________________
Date: __________________________
ADDENDUM II

ASSIGNMENT AND ASSUMPTION AGREEMENT

THIS ASSIGNMENT AND ASSUMPTION AGREEMENT (this "Agreement"), effective ____________, is made and entered into by and between KALAMAZOO COUNTY CHAMBER OF COMMERCE, a Michigan non-profit corporation (the "Assignor") and THE BOARD OF TRUSTEES OF WESTERN MICHIGAN UNIVERSITY, a Michigan constitutional public body corporate (the "Assignee").

WHEREAS, the Assignor has made and entered into a Novation Agreement with the Assignee effective _______________; and

WHEREAS, it is desirable for the Assignor to assign all of its rights and obligations under those contracts (as heretofore amended or modified) specified on Exhibit A attached hereto (the "Government Contracts") to the Assignee;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledge, the parties hereto, intending to be legally bound, agree as follows:

1. The Assignor hereby assigns to the Assignee all of its rights and obligations under the Government Contracts.

2. The Assignee hereby accepts the assignment and agrees to assume all of the obligations of the Assignor under the Government Contracts.

IN WITNESS WHEREOF, the Assignor and the Assignee have duly executed this Agreement as of the date first above written.

THE ASSIGNOR:

KALAMAZOO COUNTY CHAMBER
OF COMMERCE

By:______________________________

Its: President

THE ASSIGNEE:

BOARD OF TRUSTEES OF
WESTERN MICHIGAN UNIVERSITY

By:______________________________

Its: President
INFORMATION TECHNOLOGY SECURITY POLICY - Vice President Viji Murali
Introduction

In response to a request made by the Board of Trustees, the following implementation plan is presented for your review. This plan addresses the concerns raised by the audit report presented in December, 1999.

Draft Mission Statement

Western Michigan University relies on computer information systems and resources to meet much of its operational, financial, and information requirements. These computer information systems, related data files, and the information derived from them are important assets of the University. A system of internal policies and procedures needs to be developed to safeguard these assets from accidental destruction and/or malicious use. All University related information should be processed in a secure environment where University computing systems account holders share in the responsibility for the security, integrity, and confidentiality of University information. The policies and procedures document should be developed to cover both the accidental and malicious disclosure of, or damage to, University electronic information.

It is the mission of the security committee [see Project Plan] to develop a policy statement that addresses the security, integrity, and confidentiality of information obtained, created, or managed by faculty, staff, and students of Western Michigan University. Computer resources include computers, computer facilities and services, computer networks, electronic mail, electronic data information, and video/voice services available to faculty, staff, students, registered guest, and the general public in the support of the education, research and service missions of Western Michigan University.

Areas to be addressed:
- **Generic Considerations**
  - User Definition / Management
  - Data Access (User Profiles - Top Secret)
    - (Operator Class - PeopleSoft)
    - (Operating System [VMS/UNIX])
  - Resource Definition
  - Standardization of User Name/Password
  - Remote Access
  - Violation Reporting/Management
  - Change Management
Network (LAN - Novell/NT)
Access Control - Administration
Standardized Operating Systems
Work Station Management
Reporting Management

Faculty/Staff/Student Account Management (VMS and UNIX)

Desk Top Configuration

- **Data Warehousing**
  Data Custodians
  Student Financial Aid
  Student Information
  Human Resources/Payroll
  Accounting Services (General Ledger)
  Purchasing and Procurement
  Institutional Research/Budget
  Satellite Network Operations:
    Continuing Education Regional Centers
    Departmental LAN Operations
  Alumni Development Information Systems

- **Physical Security**
  (As pertaining to computer room access)

- **Contingency Planning / Disaster Recovery**
  (As pertaining to security elements)

### Project Plan

We suggest the establishment of a Security Policy Steering Committee that has decision-making authority with broad campus participation. Membership to be determined.

*Within the next week* – draft letter to Vice Presidents asking for high-level representation on the steering committee.

**Kick-off meeting – Agenda**
- Steering committee nominates a committee chairman (IT representatives will participate on a subcommittee level).
- Review the mission statement
- Review past practices so that everyone is brought up-to-date on current policies.
- Discuss consultant (Deloitte & Touche) involvement, i.e., facilitator, arbitrator, resource provider, etc.
- Review examples of security policy statements
- Identify subcommittees
Second meeting
- Address the generic computing environment considerations listed that will assist in the development of a generic policy statement. This statement will be a working model for the subcommittees.
- Establish timelines for subcommittee reporting.

Third meeting
- Review initial drafts of subcommittees and refine statements for consistency.

Subsequent meetings will be determined by progress of the subcommittees in the refinement process.

Once the generic considerations are finalized, the committee will look at the Data Warehousing, Physical Security, and Contingency Planning/Disaster Recovery areas and again develop broad statements that applicable subcommittees will refine.

Contact Information

Viji Murali, Vice President for Information Technology and CIO
Western Michigan University
Kalamazoo, Michigan 49008
Telephone: 616 387-5456
Fax: 616 387-0369
Email: viji.murali@wmich.edu