3-2-2004

Board of Trustees Meeting Minutes 2004-03-02

Bowling Green State University

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MINUTES
Board of Trustees
Bowling Green State University
March 2, 2004

Notice having been given in accordance with the Board of Trustees Bylaws, the following members met in Room 308 of the Bowen-Thompson Student Union on the Bowling Green State University campus on March 2, 2004: Valerie L. Newell, Chair; Matthew W. Clever; Sharon S. Cook; Edward Ferky; John F. Harbal; Michael Marsh; John E. Moore; Robert J. Sebo; Michael R. Wilcox; Angie Williams-Chehmani.

Also present were President Sidney Ribeau; Neocles Leontis, 2003-04 Faculty Representative to the Board; Robin Veitch, 2003-04 Administrative Staff Representative to the Board; Deirdre Rogers, 2003-04 Graduate Student Representative to the Board; Becky Paskvan, 2003-04 Classified Staff Representative to the Board; Joshua Kontak, 2003-04 Undergraduate Student Representative to the Board; Francine Todd, 2003-04 Firelands Advisory Board Representative to the Board; J. Christopher Dalton, Senior Vice President for Finance; John W. Folkins, Provost and Vice President for Academic Affairs; Linda Dobb, Executive Vice President and Secretary to the Board; Edward Whipple, Vice President for Student Affairs; J. Douglas Smith, Vice President, University Advancement; Gaylyn Finn, Treasurer; media representatives; and a number of observers.

Chair Newell called the meeting to order at 1:52 p.m., the Board Secretary called the roll and announced that a quorum was present (8 trustees).

PRESIDENT'S REPORT

Dr. Ribeau reported that this year, under the leadership of Trustee Newell, things were being done a little bit differently. The Board is having lunch at a different facility on campus each meeting and visiting different college/school/academic or creative programs. He reported that Trustee Newell could rest assured that we are going to maintain these visits to our academic programs and our facilities.

Dr. Ribeau reported that the Family Campaign continues to do well. Over 50% of our own employees have participated in our most recent Campaign and well over $800,000 was raised.

He noted that our Athletics Program is going to be in the black this year for the first time is a number of years. He gave credit to our Athletic Director, Paul Krebs, his staff and all of his coaches. Not only are we fiscally moving toward soundness, academically our student-athletes are doing well.

The University has received some significant gifts and Dr. Ribeau commended the Development area. Pat and Debbie Ryan provided scholarship funds to the Biology Department, as well as funding an endowed professorship; Bob and Ellen Thompson contributed a gift in support of the President's Leadership Academy; and Ronald Whitehouse donated funds in support of the entrepreneurship program.

Dr. Ribeau stated that our faculty are doing great things. He mentioned that the following faculty had published books recently: Beth Honandle from the Center for Policy Analysis; Judith Selander, History; Jeffrey Howe, German; and Dale Smith in Astronomy. Master Teacher Bonnie Fink has received the Jay R. Gould Award for Excellence from the Society of Technical Writers. Ron Woodruff, Biological Sciences, has recently received a $535,000 grant from NASA for the work that he is doing. Dr. Ribeau noted that our faculty throughout the campus are active and involved in research and teaching.

Applications are up over 10% from where they were last year, making this a record year. Dr. Ribeau thanked all of the Board members who participated in the Governor's Commission on Higher Education and the Economy meeting that was held here on campus.
MINUTES

Motion was made by Mr. Marsh and seconded by Mr. Wilcox that the minutes of the December 16, 2003 meeting be approved as written. The motion was carried.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Ms. Cook reported that the Academic and Student Affairs Committee met to review two action items and three discussion/report items.

Personnel Changes Since December 16, 2003 Meeting

No. 17-2004 Ms. Cook moved and Mr. Harbal seconded that the Board of Trustees has reviewed and ratified the Personnel Changes since December 16, 2003. The motion was approved with no negative votes.

PERSONNEL CHANGES

ADMINISTRATIVE STAFF

12/16/03 through 03/01/04

New Appointments: Full Time

<table>
<thead>
<tr>
<th>Name (last, first) Position</th>
<th>College/Department</th>
<th>Salary</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Vice-President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clark, Kim D.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provost and Academic Affairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jaynes, Kate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turner-Williams, Shawnda M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weisshaar, Susan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Affairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Killen, Carol J</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Advancement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blonde, Mitchell</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tinker, Michelle</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Affirmative Action Officer/Senior Investigator Equity, Diversity and Immigration Services $65,000 FY 02/09/04 to 06/30/04

Research Assistant (was previously classified staff)

Research Assistant

Coordinator of Fine Arts Admissions and Promotions

Medical Transcriptionist

Major Gift Officer

Major Gift Officer

$38,000 FY 11/17/03 to 06/30/04

$42,000 FY 12/01/03 to 06/30/04

$39,592 FY 01/20/04 to 01/19/05

$33,000 FY 12/29/03 to 06/30/04

$54,000 FY 01/26/04 to 06/30/04

$54,000 FY 02/26/04 to 06/30/04
# Changes in Assignment, Title, and/or Salary

<table>
<thead>
<tr>
<th>Name (last, first)</th>
<th>Position</th>
<th>College/Department</th>
<th>Salary</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Provost and Academic Affairs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Casper, Beth</td>
<td>From: Assistant Director</td>
<td>Student Financial Aid</td>
<td>From: $43,709 FY</td>
<td>01/01/04</td>
</tr>
<tr>
<td></td>
<td>To: Associate Director, Program Management</td>
<td></td>
<td>To: $45,894 FY</td>
<td></td>
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<tr>
<td></td>
<td>(salary increase and title change due to re-evaluation)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kendrick, W Dean</td>
<td>From: Scholarship Manager</td>
<td>Student Financial Aid</td>
<td>From: $38,390 FY</td>
<td>01/01/04</td>
</tr>
<tr>
<td></td>
<td>To: Assistant Director, Scholarship Coordinator</td>
<td></td>
<td>To: $40,310 FY</td>
<td></td>
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<tr>
<td></td>
<td>(salary increase and title change due to re-evaluation)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Finance and Administration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schumacher, Lori</td>
<td>From: Manager of Payroll Accounting</td>
<td>Business Office</td>
<td>$58,163 FY</td>
<td>02/01/04 to 06/30/04</td>
</tr>
<tr>
<td></td>
<td>To: Acting Manager of Payroll Accounting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(title change due to postponement of retirement and ERP implementation)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Wiegand, James</td>
<td>Director</td>
<td>Public safety</td>
<td>From: $77,214 FY</td>
<td>01/01/04 to</td>
</tr>
<tr>
<td></td>
<td>(salary increase due to market adjustment)</td>
<td></td>
<td>To: $81,600 FY</td>
<td>06/30/04</td>
</tr>
<tr>
<td>Zhang, Robert</td>
<td>Associate Director</td>
<td>Institutional Research</td>
<td>From: $53,816 FY</td>
<td>01/01/04 to</td>
</tr>
<tr>
<td></td>
<td>(salary increase due to market adjustment)</td>
<td></td>
<td>To: $60,000 FY</td>
<td>06/30/04</td>
</tr>
<tr>
<td><strong>Student Affairs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mahler, Melville</td>
<td>From: Head Men's Soccer Coach</td>
<td>Intercollegiate Athletics</td>
<td>$43,697 FY</td>
<td>02/09/04 to 06/30/04</td>
</tr>
<tr>
<td></td>
<td>To: Assistant to the Director of University Dining Services</td>
<td>Life/University Dining Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(title change due to reassignment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Belmonte, Jeffrey</td>
<td>From: Assistant Women's Volleyball Coach</td>
<td>Intercollegiate Athletics</td>
<td>$32,000 FY</td>
<td>11/21/03 to 06/30/04</td>
</tr>
<tr>
<td></td>
<td>To: Facility Operations Assistant</td>
<td>To: Recreational Sports/Ice Arena</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(title change due to reassignment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consolvo, Camille</td>
<td>Assistant to the Vice President</td>
<td>Student Affairs</td>
<td>From: $58,344 FY</td>
<td>02/01/04 to</td>
</tr>
<tr>
<td></td>
<td>(salary increase due to increased responsibilities)</td>
<td></td>
<td>To: $63,537 FY</td>
<td>06/30/04</td>
</tr>
<tr>
<td>Zwierlein, Ronald</td>
<td>Senior Associate Vice President for Student Affairs</td>
<td>Student Affairs</td>
<td>From: $102,452 FY</td>
<td>02/01/04 to</td>
</tr>
<tr>
<td></td>
<td>(salary reduction due to contract reduction to two days per month)</td>
<td></td>
<td>To: $3,910 FY</td>
<td>06/30/04</td>
</tr>
<tr>
<td>LeRoy, Kathleen</td>
<td>Assistant to the Vice President</td>
<td>Student Affairs</td>
<td>From: $59,659 FY</td>
<td>02/01/04 to</td>
</tr>
<tr>
<td></td>
<td>(salary increase due to increased responsibilities)</td>
<td></td>
<td>To: $65,625 FY</td>
<td>06/30/04</td>
</tr>
<tr>
<td>Utz, Rebecca</td>
<td>From: Assistant Director/Radiology Coordinator</td>
<td>Student Health Service</td>
<td>From: $60,737 FY</td>
<td>01/26/04 to</td>
</tr>
<tr>
<td></td>
<td>To: Interim Director</td>
<td></td>
<td>To: $65,596 FY</td>
<td>06/30/04</td>
</tr>
</tbody>
</table>
Hoepf, Timothy  
To: General Manager  
(salary increase and title change due to promotion)

Contracts Concluded

Resignations

<table>
<thead>
<tr>
<th>Name (last, first)</th>
<th>Position</th>
<th>College/Department</th>
<th>Reason</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shetzer, Lucille</td>
<td>Writing Specialist</td>
<td>Academic Enhancement</td>
<td>accepted another position</td>
<td>12/31/03</td>
</tr>
<tr>
<td>Slavik, Janis</td>
<td>Assistant Director</td>
<td>Career Center</td>
<td>pursuing another opportunity</td>
<td>02/29/04</td>
</tr>
<tr>
<td>Brogden, Amelie</td>
<td>Assistant Director/Director of Conference Programs</td>
<td>Office of Residence Life</td>
<td>accepted another position</td>
<td>01/21/04</td>
</tr>
</tbody>
</table>

Retirements

<table>
<thead>
<tr>
<th>Name (last, first)</th>
<th>Position</th>
<th>College/Department</th>
<th>Retirement Plan</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mueller, Nancy</td>
<td>Director of End User Computer Systems and Training</td>
<td>Graduate College</td>
<td>PERS</td>
<td>01/31/04</td>
</tr>
</tbody>
</table>

Deceased

<table>
<thead>
<tr>
<th>Name (last, first)</th>
<th>Position</th>
<th>College/Department</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joshua Kaplan</td>
<td>Medical Director/Physician</td>
<td>Student Health Service</td>
<td>01/02/04</td>
</tr>
<tr>
<td>Gordon Sokoll</td>
<td>Director</td>
<td>Ice Arena</td>
<td>12/31/03</td>
</tr>
</tbody>
</table>
# PERSONNEL CHANGES

## FULL-TIME FACULTY

March 2, 2004

### New Appointments

<table>
<thead>
<tr>
<th>Name (last, first)</th>
<th>Rank/Status</th>
<th>Department</th>
<th>College Change/Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ross, Virginia Jane</td>
<td>Lecturer</td>
<td>Partnerships for Community Action</td>
<td>VPAA: Appointed: Assistant Director of PCA and Lecturer, Temporary, for a 2-year term. Salary: 45,000 FY. Effective: 1/12/04.</td>
</tr>
</tbody>
</table>

### Changes in Assignment, Rank and/or Salary

<table>
<thead>
<tr>
<th>Name (last, first)</th>
<th>Rank/Status</th>
<th>Department</th>
<th>College Change/Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lin, Can-Chu</td>
<td>Visiting Assistant Professor</td>
<td>Interpersonal Communication</td>
<td>A&amp;S: Change in rank, status, and salary: from Instructor, Terminal, to Visiting Assistant Professor, Temporary. Salary: $42,000. Completion of PhD on 11/26/03. Effective: 1/12/04.</td>
</tr>
<tr>
<td>de Araujo, Sarah E.</td>
<td>Instructor</td>
<td>School of Art</td>
<td>A&amp;S: Change in status: from Temporary 1/1 to Terminal. Effective: 8/13/03.</td>
</tr>
<tr>
<td>Krueger, Susan</td>
<td>Instructor</td>
<td>School of Art</td>
<td>A&amp;S: Change in status: from Temporary 1/1 to Terminal. Effective: 8/13/03.</td>
</tr>
<tr>
<td>McCombs, Roger B.</td>
<td>Instructor</td>
<td>School of Art</td>
<td>A&amp;S: Change in status: from Temporary 1/1 to Terminal. Effective: 8/13/03.</td>
</tr>
<tr>
<td>Schrader, Jeffrey</td>
<td>Visiting Assistant Professor</td>
<td>School of Art</td>
<td>A&amp;S: Change in status: from Temporary 1/1 to Temporary 1/2. Effective: 8/13/03.</td>
</tr>
<tr>
<td>Weinberger, Margaret</td>
<td>Instructor</td>
<td>Sociology</td>
<td>A&amp;S: Change in salary: from $33,500 to $35,500 due to completion of PhD. Effective: 12/23/03.</td>
</tr>
<tr>
<td>Yun, Gi Woong</td>
<td>Visiting Assistant Professor</td>
<td>Telecommunications</td>
<td>A&amp;S: Change in rank, status, and salary: from Instructor, Terminal, to Visiting Assistant Professor, Temporary. Salary: $42,000. Completion of PhD on 12/12/03. Effective: 1/12/04.</td>
</tr>
<tr>
<td>Gaustad, Martha</td>
<td>Professor</td>
<td>Education and Intervention Services</td>
<td>EDHD: Change in title and salary: to Interim Associate Dean for Research &amp; Field Experiences. Stipend: increased from $2,000 to $3,000. Effective: 8/13/03.</td>
</tr>
</tbody>
</table>
Jones, Eric Professor Education and Intervention Services EDHD Change in title and salary: appointed as co-Director of the Center for Evaluation. Stipend: $7,750 for 2003/04. Effective: 7/1/03.

Wilson, Rich Professor Education and Intervention Services EDHD Change in title and salary: appointed as co-Director of the Center for Evaluation. Stipend: $7,750 for 2003/04. Effective: 7/1/03.

Peet, Susan Visiting Assistant Professor Family and Consumer Sciences EDHD Change in appointment: from part-time Assistant Professor, Terminal, to full-time Visiting Assistant Professor, Terminal. Salary: $45,000 AY. Effective: 1/12/04.

Andrews, L. Thomas Professor Technology Systems TECH Change in title: appointed Director of New Media and Emerging Technology. Convert from academic year to fiscal year. Salary: $105,175 FY includes $3,000 chair stipend. Effective: 1/12/04.

Resignations

Name (last, first) Rank Department College Effective Date
Sullivan, Jean Lecturer Computer Science A&S January 26, 2004
Roberts, Katherine Assistant Professor Romance Languages A&S January 15, 2004
Chou, Ying Yi Instructor School of Art A&S December 19, 2003
Ndede-Amadi, Atieno Assistant Professor Accounting & MIS CBA January 7, 2004

Charter Change Regarding Academic Honesty

No. 18-2004 Ms. Cook moved and Mr. Marsh seconded that approval be given to the proposed amendment to the Academic Charter, B-II.H which clarifies the Academic Honesty Policy, as outlined in the attached.

SECTION H: ACADEMIC HONESTY POLICY

This document incorporates by reference the Academic Honesty Policy as stated in the Student Code. All references found in this document refer to other portions of the Academic Honesty Policy.

1. Introduction

THE ACADEMIC HONESTY POLICY IS DESIGNED TO ENHANCE AND SUSTAIN AN ENVIRONMENT OF ETHICAL AND PRINCIPLED INTELLECTUAL PURSUIT, CONSISTENT WITH THE CORE VALUES OF THE UNIVERSITY. THIS POLICY IS BASED ON RESPECT FOR INTELLECTUAL PROPERTY AS WELL AS FOR ONE ANOTHER. ACADEMIC HONESTY IS ESSENTIAL TO THE ACADEMY. HONEST PURSUIT OF ACADEMIC CHALLENGES AND HIGHER LEARNING ARE THE ESSENCE OF THE UNIVERSITY EXPERIENCE. RESPECT FOR ONE ANOTHER IS FOSTERED WHEN OUR ACADEMIC ENVIRONMENT IS FREE FROM CHEATING, LYING, AND STEALING NOT ONLY OF PROPERTY BUT IDEAS AS WELL. INDIVIDUAL, PERSONAL QUESTS FOR KNOWLEDGE WILL EXPAND AND CHALLENGE STUDENTS' CREATIVITY AND INTELLIGENCE. ACADEMIC DISHONESTY IS CONTRARY TO INTELLECTUAL GROWTH AND PRIDE IN A JOB WELL DONE.
BOWLING GREEN STATE UNIVERSITY GRADUATES HAVE MET THE CHALLENGES OF ACHIEVING SCHOLARLY EXCELLENCE AND HIGHER LEARNING. COMPROMISING ACADEMIC HONESTY NEGATIVELY IMPACTS THE FOUNDATIONS OF OUR ACADEMY. WE STRIVE TO NURTURE THE RESPECT INHERENT IN THE HONEST ATTAINMENT OF SCHOLARLY EXCELLENCE. DISCUSSION OF THE ACADEMIC HONESTY POLICY PROVIDES AN OPPORTUNITY TO INSTALL IN STUDENTS RESPECT FOR HONEST AND APPROPRIATE BEHAVIOR.

a) Objectives

(1) To communicate to all members of the University Community the conviction of the University and its faculty that cheating and plagiarism are destructive of the MISSION of the University and are universally disapproved.

(2) To state procedures for accomplishing the above objective by students, faculty, academic deans, and the Academic Honesty Committee.

b) Suggestions for Limiting Academic Dishonesty

(1) Both students and faculty should initiate discussions, which will lead to the elevation of University norms on cheating and plagiarism that emphasize ethical and principled intellectual pursuit, consistent with the core values of the University, and denounce dishonest academic pursuits.

(2) Academic units may develop for their faculty and students a statement of the application of the Academic Honesty Policy in their courses PROVIDED THAT IT IS CONSISTENT WITH THIS POLICY.

(3) Each faculty member is encouraged to include in the introduction to a course:

(a) A statement of the application of the Academic Honesty Policy within the particular course PROVIDED THAT IT IS CONSISTENT WITH THIS POLICY.

(b) The statement that every instance of dishonesty will be reported.

1. A DEFINITION OF PLAGIARISM AND PROPER CITATION CONSISTENT WITH THE ACCEPTED STYLE (E.G., APA, MLA).

(4) Faculty are encouraged to remove temptation to potential violations insofar as possible. Specific suggestions include:

(a) Only new tests should be used.

(b) When test items are similar to those used in the past, strict security should be observed so that copies of such items are not taken from the test area.

(c) Testing of large groups should be held in places other than rooms with high-density seating.

(d) There should be provision of sufficient proctors for the group being tested. Assistance should be provided by instructors and, where necessary, by student assistants.

(5) Faculty members should exemplify the highest levels of academic honesty at all times.

b) Definitions of Academic Honesty Violations

THIS LIST IS NOT EXHAUSTIVE OF POSSIBLE VIOLATIONS OF THIS POLICY. These DEFINITIONS are based on definitions given in Gehring, Nuss, Pavela, Issues and Perspectives on Academic Integrity, published in 1986 by the National Association of Student Personnel Administrators, Inc. AND ON THE CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT; 1998, THE TRUSTEES OF THE UNIVERSITY OF INDIANA. LACK OF INTENT SHALL NOT BE A DEFENSE AGAINST A CHARGE OF VIOLATING THIS POLICY. THAT IS, IT
SHALL NOT BE NECESSARY TO PROVE INTENT FOR A PERSON TO BE IN VIOLATION OF THIS POLICY. **UNAWARENESS OF THE POLICY IS NOT A DEFENSE.**

(1) Cheating
Using or attempting to use unauthorized ASSISTANCE, materials, information, or study aids in any academic exercise. SUBMITTING SUBSTANTIAL PORTIONS OF THE SAME ACADEMIC WORK MORE THAN ONCE WITHOUT PERMISSION; OR USING ANOTHER PERSON AS A SUBSTITUTE TO TAKE AN EXAMINATION OR QUIZ.

(2) FORGERY
ALTERING A SCORE, GRADE, SCHEDULE CHANGE FORM OR ACADEMIC RECORD; FORGING AN INSTRUCTOR’S OR ANOTHER STUDENT’S SIGNATURE.

(3) BRIBERY/THREATS
OFFERING A BRIBE OR MAKING A THREAT OR COERCION RELATED TO A GRADE OR AN ACADEMIC EXERCISE.

(2) (4) Fabrication
Falsification or invention of any information, DATA, RESEARCH or citation in an ANY academic exercise or

(4) (5) Plagiarism
REPRESENTING AS ONE’S OWN IN ANY ACADEMIC EXERCISE THE WORDS OR IDEAS OF ANOTHER INCLUDING BUT NOT LIMITED TO QUOTING OR PARAPHRASING WITHOUT PROPER CITATION.

(3) (6) Facilitating Academic Dishonesty
Helping or attempting to help another to commit an act of academic dishonesty.

e) d) Definition of Terms

(1) Academic dean is the academic dean of the college in which the UNDERGRADUATE student is enrolled; For graduate students, DEGREE AND NON DEGREE, this would be the ACADEMIC DEAN IS THE dean of the Graduate College. FOR GUEST STUDENTS, THE REGISTRAR IS THE ACADEMIC DEAN WHO MAY TRANSFER THE CASE TO THE APPROPRIATE ACADEMIC DEAN.

(2) A day is one CLASS day **WHEN THE UNIVERSITY IS HOLDING CLASSES.**

(3) A semester is one of the University’s three academic terms: Fall, Spring, or Summer.

(4) A year is three consecutive semesters.

(5) A mark or grade assigned as a result of a violation of the Academic Honesty Policy is considered a **penalty SANCTION.**

h) e) Time Limits

Time limits given in this policy are for the purposes of expediting hearings and appeals. Time limits for hearings may be extended at the dean’s discretion. Time limits for appeals may be extended at the discretion of the Chair of the Academic Honesty Committee, the VICE President FOR ACADEMIC AFFAIRS of the University, or the Board of Trustees of the University for cases within their respective jurisdictions.

Time limits set forth are goals and are not jurisdictional. No action taken shall be voided unless it appears that there has been an unreasonable amount of delay and that the appellant’s right to a fair hearing has been violated.

d) f) Statute of Limitations

(1) There is no statute of limitations on graduate theses or dissertations.
(2) The statute of limitations for all other academic honesty violations shall be one calendar year after the date of graduation of the person(s) involved.

(3) When violations of academic honesty escape notice at the time of their commission, but are discovered at a later time and the statute of limitations has not expired, penalties may be imposed at the time the violation is discovered.

g) ADVISERS

THE STUDENT AND INSTRUCTOR ARE RESPONSIBLE FOR PRESENTING THEIR OWN CASES. BOTH THE STUDENT AND THE INSTRUCTOR HAVE THE RIGHT TO BE ACCOMPANIED AND ASSISTED BY ADVISERS BUT THE ADVISERS ARE NOT PERMITTED TO PARTICIPATE DIRECTLY IN ANY HEARING NOR MAY THEY APPEAR IN LIEU OF THE STUDENT OR INSTRUCTOR. THE ACADEMIC UNIT MAY SEND A SUBSTITUTE FOR THE INSTRUCTOR ONLY IN CASES OF UNDUE HARDSHIP.

h) APPLICABILITY OF THE POLICY

THIS POLICY GOVERNS ALL MATTERS OF ACADEMIC HONESTY, AND ALTERNATIVE POLICIES OR PROCEDURES NOT PROVIDED FOR HEREIN SHALL NOT BE USED.

ii) Interpretations of the Policy

Questions regarding interpretations of this Academic Honesty Policy should be directed to the Chair of the Academic Honesty Committee.

jj) Possibility of Legal Action

In addition to action taken by University officials for violations of the Academic Honesty Policy, violators may be subject to legal action in a court of competent jurisdiction.

2. Violations Discovered Before Graduation

This section shall apply to violations of the Academic Honesty Policy that are discovered before the student has graduated and that are within the statute of limitations. B-II.H.1.d)

a) Jurisdiction

(1) Instructor

(a) In any case in which the penalty SANCTION to be imposed for the alleged offense is less than suspension, the instructor in the course shall have original jurisdiction. The instructor shall determine and impose the penalty SANCTION. B-II.H.2.b)(4)

(b) If necessary, the instructor may delegate responsibility for conducting a conference and determining and imposing the penalty SANCTION, in writing, to the chair of the department in which the course is taught.

(2) Academic Dean

(a) In any case in which the penalty SANCTION to be imposed for the alleged academic honesty violation is suspension, dismissal or expulsion, or in which the alleged academic honesty violation is a second offense, the academic dean shall have original jurisdiction. The academic dean shall determine and impose the penalty SANCTION. B-II.H.2.b)(5)

(b) The academic dean may delegate to a designated staff member AN INDIVIDUAL or committee THE RESPONSIBILITY responsible for providing notices, arranging and conducting conferences/hearings, determining whether or not a violation has occurred, and recommending a course of action to the academic dean. B-II.H.2.b)(5)
Conferences/hearings shall be conducted under procedures established by the academic dean.

(3) Academic Honesty Committee

(a) The Academic Honesty Committee shall have appellate jurisdiction in all cases of academic dishonesty. An instructor may appeal decisions of the academic dean to the Academic Honesty Committee. When acting as an appellate body, the Academic Honesty Committee will review the records involved to determine whether to grant a hearing. Appeal hearings shall be conducted under procedures established by the Academic Honesty Committee. B-II.H.2.d)

(b) The Academic Honesty Committee shall have the jurisdiction to initiate a full review of any case, including a consideration of the substance of the alleged offense. Review of cases shall be conducted under procedures established by the Academic Honesty Committee.

(c) The Academic Honesty Committee shall have jurisdiction to conduct an investigation and hearing of a case de novo. Investigation and hearing of a case de novo shall be conducted under procedures established by the Academic Honesty Committee. In any appeal, the appellant shall have the burden of proof, and the standard of proof that the committee shall use to overturn the instructor’s decision shall be the preponderance of the evidence.

(d) The Academic Honesty Committee shall have the following powers:

i) Deny an appeal;

ii) Uphold the decision of the instructor or academic dean;

iii) Suspend a penalty sanction in whole or in part and impose other terms and conditions as a corollary; or

iv) Overturn a decision of the instructor or academic dean. In cases where the instructor has jurisdiction, direct the instructor to void the penalty sanction. In cases where the academic dean has jurisdiction, direct the academic dean to void the penalty sanction.

(e) THE COMMITTEE WILL BE COMPRISED OF:

i) EIGHTEEN FACULTY MEMBERS, TWELVE OF WHOM SHALL HAVE GRADUATE FACULTY APPOINTMENTS,

ii) SIX UNDERGRADUATE STUDENTS, AND

iii) SIX GRADUATE STUDENTS.

(f) COMMITTEE APPOINTMENTS SHALL BE MADE:

i) EACH ACADEMIC DEAN WILL NOMINATE A MINIMUM OF TWO FACULTY MEMBERS TO SERVE ON THE COMMITTEE.

ii) THREE FACULTY MEMBERS SHALL BE ELECTED PURSUANT TO ARTICLE V, SECTION B1.

iii) THE COMMITTEE ON COMMITTEES WILL APPOINT THE REMAINING MEMBERS OF THE COMMITTEE FROM THE LIST OF
FACULTY RECEIVED FROM THE ACADEMIC DEANS. (SEE ARTICLE V, SECTION B1)

iv) THE VPAA WILL APPOINT SIX UNDERGRADUATE STUDENTS AND SIX GRADUATE STUDENTS.

(g) COMMITTEE COORDINATOR

i) THE VPAA SHALL APPOINT AN INDIVIDUAL WHO SHALL SERVE AS THE COORDINATOR OF ALL ADMINISTRATIVE FUNCTIONS OF THE COMMITTEE (e.g., MAINTAINING CASE FILES, FILING ALL PAPERWORK, SCHEDULING HEARINGS).

ii) THE COORDINATOR WILL BE RESPONSIBLE FOR THE COORDINATION OF THE TRAINING OF ALL NEW MEMBERS TO THE COMMITTEE.

iii) THE COORDINATOR SHALL CONDUCT THE HEARING, BUT IS NOT A VOTING MEMBER.

(h) HEARING BOARD COMPOSITION

i) A QUORUM TO CONDUCT A HEARING IS FIVE MEMBERS: THREE FACULTY AND TWO STUDENTS.

ii) IN CASES INVOLVING GRADUATE STUDENTS, THE HEARING BOARD MUST INCLUDE ONLY FACULTY WITH GRADUATE APPOINTMENTS AND ONLY GRADUATE STUDENTS.

iii) IF A QUORUM IS NOT ACHIEVED THE VPAA SHALL HAVE THE POWER TO APPOINT AD HOC MEMBERS TO AND CONVENE AN ACADEMIC HONESTY HEARING BOARD.

(4) VICE President FOR ACADEMIC AFFAIRS

(a) THE VICE PRESIDENT FOR ACADEMIC AFFAIRS SHALL BE RESPONSIBLE FOR IMPLEMENTING AND MONITORING THIS POLICY, SHALL PROVIDE CLERICAL SUPPORT AS NECESSARY AND SHALL SERVE AS THE CENTRAL REPOSITORY FOR RECORDS OF VIOLATIONS OF THE POLICY.

(b) Final appeal jurisdiction in any case discovered before graduation rests with the VPAA President of the University.

(c) When acting on an appeal OF THE DECISION OF THE ACADEMIC HONESTY COMMITTEE, the VPAA President will review the records of the case to determine if a hearing should be granted. The appeal shall be conducted under procedures established by the VPAA President. B-II.H.2.e) THE VPAA MAY DELEGATE TO AN INDIVIDUAL OR COMMITTEE THE RESPONSIBILITY FOR CONDUCTING CONFERENCES/HEARINGS, DETERMINING WHETHER OR NOT A VIOLATION HAS OCCURRED, AND RECOMMENDING A COURSE OF ACTION TO BE TAKEN.

(d) The VPAA President shall have the jurisdiction to initiate a full review of any case, including a consideration of the substance of the alleged offense. Review of the case shall be conducted under procedures established by the VPAA President.
2. (e) The President shall have jurisdiction to conduct an investigation and hearing of a case de novo. Investigation and hearing of a case de novo shall be conducted under procedures established by the President. IN ANY APPEAL, THE APPELLANT SHALL HAVE THE BURDEN OF PROOF.

(e) (f) The VPAA President shall have the following powers:

i) deny an appeal;

ii) uphold the decision of the instructor or academic dean or Academic Honesty Committee;

iii) suspend a penalty SANCTION in whole or in part and impose other terms and conditions as a corollary; or

iv) overturn a decision of the instructor or academic dean or Academic Honesty Committee and direct the instructor or academic dean to APPLY OR void the penalty sanction.

b) Procedures

(1) Reporting a Case of Academic Dishonesty

Cases of academic dishonesty shall be reported to the academic dean by the instructor. IF A STUDENT SUSPECTED OF VIOLATING THIS POLICY, FOR EXAMPLE, FACILITATING ACADEMIC DISHONESTY, IS NOT IN THE COURSE, THE INSTRUCTOR SHALL REPORT THE MATTER TO THAT STUDENT'S ACADEMIC DEAN, WHO SHALL ASSUME ORIGINAL JURISDICTION OVER THAT STUDENT.

(2) Evidence

Whenever possible, the instructor shall retain as evidence the original assignment (not a photocopy).

(3) Continuance of Coursework

A student accused of a violation of the Academic Honesty Policy shall be permitted to continue in the class pending final disposition of the case. If the final decision in the case results in a penalty SANCTION of expulsion, dismissal, suspension, OR withdrawal from the course and assignment of a grade of "WF", work in the class, ANY COURSE WORK completed during the disposition of the case shall be void AS DESCRIBED IN THE PENALTIES SECTION OF THIS POLICY. If the final decision in the case results in a penalty SANCTION of expulsion, dismissal, suspension or withdrawal from the course and assignment of a grade of "WF", work in the class completed during the disposition of the case shall be void.

1. NOTIFICATION


(4)(5) Cases with Instructor Jurisdiction

(a) The instructor shall make a good faith effort to meet and confer with the student prior to making a decision in the case and assessing a penalty. SANCTION WITHIN FIVE DAYS OF DETECTION OF THE INCIDENT.
(b) At the conference, the instructor shall discuss with the student the nature of the charge(s) against the student and the evidence in the case. This conference should provide the student the opportunity to examine and to challenge the evidence presented against him or her and to present evidence in his or her own behalf.

© AFTER THE INITIAL DISCUSSION, THE STUDENT SHALL HAVE TWO DAYS TO PROVIDE ADDITIONAL INFORMATION, IF DESIRED.

(o d) Within five days after the conference, the instructor shall make a determination in the case. If the instructor decides to impose a penalty, the instructor should keep a written record outlining the substance of the conference with the student and NOTIFY THE ACADEMIC DEAN IN WRITING.

(d e) If the instructor determines that a violation of the Academic Honesty Policy has not occurred, no action will be taken against the student, and the instructor shall so notify the student.

(e f) If the instructor determines that a violation of the Academic Honesty Policy has occurred, the instructor is required in all cases to inform the academic dean, in writing, of the facts (including whether or not a conference between the instructor and student took place) and the decision in the case.

i) If the penalty is partial or no credit, and the appeal deadline has passed with no appeal, or if the instructor’s decision in the case has been upheld on final appeal, the instructor shall calculate the penalty into the course grade and report the grade on the class grade sheet. Otherwise, the instructor shall report an “NGR” (no grade).

ii) If the penalty is withdrawal from the course and assignment of a grade of “WF”, and the appeal deadline has passed with no appeal, or if the instructor’s decision in the case has been upheld on final appeal, the instructor shall report the penalty on the class grade sheet. Otherwise the instructor shall report an “NGR” (no grade).

iii) THE REGISTRAR SHALL NOT CONVERT AN “NGR” TO A “WF” WHILE AN APPEAL IS PENDING.

iv) UPON NOTIFICATION FROM THE INSTRUCTOR, THE ACADEMIC DEAN SHALL CHECK WITH THE VICE PRESIDENT FOR ACADEMIC AFFAIRS TO DETERMINE IF THE STUDENT HAS A PRIOR VIOLATION OF THIS POLICY.

iii V) Within five days following receipt of the notice from the instructor, if a conference between the instructor and student has taken place, the academic dean shall notify the student, in writing, of the following:

• the decision in the case;
• the penalty imposed;
• the student’s right to appeal to the Academic Honesty Committee; B-II.H.2.d)
• that the student may confer with the academic dean concerning the case.

i V) Within five days following receipt of the notice from the instructor, if the instructor was unable to confer with the student, the academic dean shall notify the student, in writing, of the following:

• the receipt of the complaint;
• THE DECISION IN THE CASE;
• the penalty to be imposed;
• that the student should confer with the instructor;
• the student’s right to appeal to the Academic Honesty Committee; B-II.H.2.d)
• that the student may confer with the academic dean concerning the case.
(§6) Cases with Academic Dean or Graduate College Dean Jurisdiction

(a) Introduction

i) Hearings conducted by the academic dean are informal inquiries that do not follow formalized courtroom procedures.

ii) Due process rights under B-II.H.2.c) apply to these hearings.

iii) Only evidence introduced at the hearing can be considered.

iv) A taped record shall be made of all hearings conducted by an academic dean.

v) THE ACADEMIC DEAN SHALL INVITE THE INSTRUCTOR TO THE HEARING WHO SHALL HAVE THE RIGHT TO MAKE RECOMMENDATIONS ON THE DECISION OF INNOCENCE AND ON THE PENALTY SANCTION.

(b) Hearing

3. Upon receipt of written notice of an alleged violation of the Academic Honesty Policy, WITHIN FIFTEEN DAYS the academic dean SHALL CHECK WITH THE VPAA TO DETERMINE IF THE STUDENT HAS A PRIOR CHARGE PERTAINING TO THIS POLICY AND shall notify the student, in writing, of the charges made, the student’s right to examine the evidence in the case, and the student’s right to due process. B-II.H.2.c). FOR NOTIFICATION, SEE 2. B) (4) AND

ii) Within fifteen days following the date of the academic dean’s notice to the student, the academic dean shall convene a hearing and shall notify the student of its time and place AND MAKE A DECISION.

iii) If a student has been properly notified of a hearing under this section and fails to appear, the student may be temporarily suspended by the academic dean until the student requests and appears at a new hearing. If the student has not requested a new hearing within FIVE ADDITIONAL days, the suspension penalty SANCTION takes effect AND THE ACADEMIC DEAN SHALL DIRECT THE REGISTRAR TO BAR THE STUDENT FROM REGISTRATION FOR FUTURE SEMESTERS AND TO DROP THE STUDENT FROM REGISTRATION FOR ANY COURSES.

iv) Within ten days after the hearing, the academic dean shall make a decision in the case.

v) If the academic dean determines that a violation of the Academic Honesty Policy has not occurred, no action will be taken against the student, and the academic dean shall so notify the student. IF A GRADE OF “NGR” HAS ALREADY BEEN REPORTED, THE ACADEMIC DEAN SHALL DIRECT THE INSTRUCTOR TO REPORT THE GRADE WITHOUT THE CALCULATION OF THE SANCTION FOR NOTIFICATION, SEE 2. b) (4).

vi) If the academic dean determines that a violation of the Academic Honesty Policy has occurred, the academic dean shall:

• before imposing the penalty SANCTION, notify the chief student affairs officer VPAA that the student has been charged with the offense, that the academic dean has determined that a violation of the Academic Honesty Policy has occurred, and request any relevant information regarding the penalty SANCTION to be imposed in the case;

• within five days after the decision in the case notify the student, in writing, of:
  • the decision in the case;
  • the penalty SANCTION imposed;
• the student's right to appeal to the Academic Honesty Committee under B-II.H.2.d);
• FOR NOTIFICATION, SEE 2. b) (4).

v) In cases under the academic dean's jurisdiction, after an appeal deadline has passed with no appeal or after the decision in the case was upheld on appeal, the academic dean shall notify the registrar that the student has been withdrawn from the course, expelled, dismissed, or suspended from the University as a penalty SANCTION for a violation of the Academic Honesty Policy. The academic dean shall instruct the registrar to enter on the student's transcript the grade and/or other penalty SANCTION resulting from the decision.

(c) HEARING BY TELECONFERENCE

UPON PETITION FROM THE EITHER THE STUDENT OR THE INSTRUCTOR NOT TO HOLD A HEARING IN PERSON DUE TO PERSONAL HARDSHIP THE DEAN, AFTER PROVIDING THE OTHER PARTY THE OPPORTUNITY TO COMMENT, MAY GRANT THAT THE HEARING BE HELD BY TELECONFERENCE.

c) Due Process Procedural Safeguards

The following due process procedural safeguards will be followed in all hearings conducted under B-II.H.2.b)(5):

(1) The student shall be given written notice of the charges against him/her, the time and place of the hearing, and the student's right to examine the evidence in the case prior to the hearing.

(2) The student has the right to question evidence presented against him/her and to present evidence in his or her own behalf.

(3) The student has the right to be assisted by an adviser of his OR her choice from among students, faculty, or staff of the University. In cases where expulsion or dismissal or suspension may be the penalty SANCTION, the student may be accompanied by an EXTERNAL ADVISOR. The EXTERNAL ADVISOR may advise the student during the hearing, but may not participate in the hearing.

(4) The student has the right to receive notice of the decision in the case and notice of the right to appeal decisions to the Academic Honesty Committee under B-II.H.2.d).

d) Appeals to the Academic Honesty Committee

(1) The student shall have SEVEN days from the date on which he/she receives notice of the penalty SANCTION to file an appeal.

(2) The student shall send a written appeal to the COORDINATOR OF THE Chair of the Academic Honesty Committee IN THE OFFICE OF THE VPAA and shall send a copy of the appeal to the academic dean. THE STUDENT MAY REQUEST AN ORAL PRESENTATION OF THE REQUEST BEFORE TWO FACULTY MEMBERS OF THE COMMITTEE.

(3) An appeal shall be based on new evidence, procedural error, or error in interpretation of evidence. The appellants must describe the basis of the appeal. (Severity of the penalty SANCTION is not considered a ground for appeal unless it exceeds the maximum, which would be a procedural error.)

(4) THE COORDINATOR OF THE ACADEMIC HONESTY COMMITTEE SHALL INFORM THE STUDENT IN WRITING WITH A COPY TO THE ACADEMIC DEAN WHETHER A HEARING IS BEING GRANTED.

(4) (5) If the Academic Honesty Committee grants a hearing, the hearing process shall begin within fifteen days of receipt of the student's written notice of appeal. A taped record shall be made of all appeal hearings conducted by the Academic Honesty Committee.
(5) (6) In the event of a hearing, the Academic Honesty Committee shall furnish the instructor who imposed the original penalty SANCTION AND THE ACADEMIC DEAN with a copy of the student’s written appeal along with any or all pieces of evidence introduced in the student’s behalf. A DECISION AND NOTIFICATION SHALL BE MADE WITHIN TWO DAYS.

(6) (7) If the decision of the hearing body INSTRUCTOR OR ACADEMIC DEAN is overturned by the Academic Honesty Committee and the DEADLINE TO appeal TO THE VPAA deadline has passed with no appeal, or if the decision of the Academic Honesty Committee is upheld on final appeal, the Chair COORDINATOR of the Academic Honesty Committee shall direct the instructor OR ACADEMIC DEAN IN WRITING to void the penalty SANCTION. FOR NOTIFICATION, SEE 2. b) (4). When a penalty SANCTION is a grade or affects the grade, the instructor shall be obligated to compute the student’s grade according to the decision of the Academic Honesty Committee regarding the penalty SANCTION.

e) Appeals to the VICE President FOR ACADEMIC AFFAIRS

(1) The student, course instructor, or academic dean shall have SEVEN days from the date on which the person receives notice of the decision of the Academic Honesty Committee to file an appeal with the VPAA President.

(2) The student, course instructor, or academic dean shall send a written appeal to the VPAA President of the University and shall send a copy of the appeal to the Chair of the Academic Honesty Committee and to the academic dean.

(3) An appeal shall be based on procedural error alone (severity of the penalty SANCTION is not considered a ground for appeal unless it exceeds the maximum, which would be a procedural error.)

(4) If the VPAA President grants a hearing, the hearing process shall begin within fifteen days of receipt of the written notice of appeal. THE VPAA SHALL INVITE THE PARTY BRINGING THE APPEAL AND A MEMBER OF THE HEARING BOARD.

(5) Decisions of the initial hearing body AND SANCTIONS shall be stayed until the VPAA President has issued a decision. FOR NOTIFICATION, SEE 2. b) (4).

(6) If an appeal deadline has passed with no appeal or if the decision of the initial hearing body has AND SANCTIONS HAVE been upheld on appeal, the decision of the initial hearing body shall be in effect as provided for under B-II.H.2.f)(3). SANCTIONS SHALL BE IMPOSED AND THE OFFICE OF REGISTRATION AND RECORDS NOTIFIED WITHIN THREE DAYS OF THE DECISION BY THE VICE PRESIDENT.

f) Penalties: SANCTIONS

(1) DEFINITIONS OF Penalties SANCTIONS for offenses are defined as follows:

(a) Expulsion
ADMINISTRATIVE Expelled withdrawal from the University with no provision for readmission. The student shall be withdrawn from all courses. A grade of “WF” shall be assigned as a penalty SANCTION for the course in which the offense occurred. Grades of “WP” or “WF” shall be assigned to all other courses in accordance with University policy governing such grades.

(b) Dismissal
ADMINISTRATIVE Expelled withdrawal from the University for a stated period of time not less than one year. The student shall be withdrawn from all courses. A grade of “WF” shall be assigned as a penalty SANCTION for the course in which the offense occurred. Grades of “WP” or “WF” shall be assigned to all other courses in accordance with the University policy governing such grades. After the time has elapsed, the student may apply for readmission on the same basis as any student entering from another school. The student is subject to all regulations dealing with his or her status at the time of dismissal, e.g. academic warning.

(c) Suspension
ADMINISTRATIVE Forfeiture withdrawal from the University for a stated period of time not more than one year. The student shall be withdrawn from all courses. A grade of “WF” shall be assigned as a penalty SANCTION for the course in which the offense occurred. Grades of “WP” or “WF” shall be assigned to all other courses in accordance with the University policy governing such grades. After the time has elapsed, the student may apply for readmission on the same basis as any student entering from another school BE READMITTED. The student is subject to all regulations dealing with the student’s ACADEMIC status at the time of suspension, e.g. academic warning. SUSPENSION UNDER THIS POLICY IS DIFFERENT FROM ACADEMIC SUSPENSION.

(d) Suspended penalty SANCTION
Any of the three penalties stated above may be totally or partially suspended. In this case, a student who subsequently violates the Academic Honesty Policy is subject not only to the penalty SANCTION prescribed for that subsequent offense, but also to the suspended portion of the previously imposed penalty SANCTION.

(e) Withdrawal from the course.
The student shall be assigned a grade of “WF” as a penalty SANCTION for the course in which the offense occurred.

(f) Partial or no credit on an EXAMINATION OR assignment.
Credit shall be determined in accordance with practices of the instructor.

(g) Warning
A written statement by the academic dean to a student that the student’s conduct is in violation of the Academic Honesty Policy. A copy of such a warning shall be maintained in the office of the academic dean.

(2) Other Terms and Conditions of Penalties SANCTIONS
Terms and conditions may be attached to and made part of any penalties SANCTIONS imposed under the Academic Honesty Policy.

(a) Mandatory terms and conditions of expulsion, suspension, or dismissal.
   i) If the student is expelled, suspended, or dismissed under the terms of the Academic Honesty Policy, the student shall be denied all privileges accorded a student and shall be required to leave the University premises.
   ii) The student may appeal to the chief student affairs officer VICE PRESIDENT FOR ACADEMIC AFFAIRS for entrance to the University for specified purposes.

(b) Other terms and conditions may be attached to sanctions of suspended penalty SANCTION or warning by the Academic Honesty Committee and the academic dean.

(c) Failure to observe the terms and conditions attached to and made part of a penalty SANCTION may constitute cause for the extension of the time period during which the sanction is in effect.

(d) THE VPAA SHALL HAVE THE POWER TO DIRECT THE REGISTRAR TO PRINT ON THE TRANSCRIPT THE REASON FOR A STUDENT’S EXPULSION, DISMISSAL OR SUSPENSION AS DUE TO A VIOLATION OF THE ACADEMIC HONESTY POLICY IN CASES OF REPEATED OR EGREGIOUS VIOLATIONS.

(e) NO REFUNDS OF TUITION OR FEES SHALL BE GRANTED AS A RESULT OF COURSE WORK DROPPED IN CONNECTION WITH THIS POLICY.

(3) Effective Date of Penalty SANCTION
If no appeal is submitted, the penalty SANCTION shall take effect when the appeal deadline has passed. Otherwise, the penalty SANCTION shall take effect when the decision of the initial hearing body is
upheld on final appeal. If the decision of the initial hearing body is upheld on final appeal, the instructor/academic dean shall report the grade/sanction to the registrar.

(4) Academic credit earned at another institution during a period of expulsion, suspension, or dismissal for violation of the Academic Honesty Policy shall not be accepted at BGSU.

(5) **GRADES ASSIGNED IN CONNECTION WITH THIS POLICY SHALL NOT BE CHANGED.** THE EFFECT ON THE GRADE POINT AVERAGE OF A "D", "F" OR "WF" ASSIGNED IN CONNECTION WITH A VIOLATION OF THE ACADEMIC HONESTY POLICY SHALL NOT BE ELIMINATED BY THE COURSE RETAKE **POLICY OR THE ACADEMIC FORGIVENESS POLICY.**

(5) (6) **Penalties SANCTIONS** for first academic honesty violations when discovered before graduation shall be in accordance with the following table:

**VIOLATIONS DISCOVERED BEFORE GRADUATION**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Minimum Penalty sanction</th>
<th>Maximum Penalty SANCTION</th>
<th>Original Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating, fabrication or plagiarism on examinations or other assignments in a course by an undergraduate student</td>
<td>Partial or no credit on examination or assignment</td>
<td>Withdrawal from course and assignment of penalty sanction grade “WF” in course</td>
<td>Instructor in course</td>
</tr>
<tr>
<td>Cheating, fabrication or plagiarism on examinations or other assignments in a course by a graduate student*</td>
<td>Partial or no credit on examination or assignment</td>
<td>Expulsion</td>
<td>*</td>
</tr>
<tr>
<td>FORGERY, BRIBERY, THREATS (RELATED TO ACADEMIC ACTIVITIES)</td>
<td><strong>WARNING</strong></td>
<td>EXPULSION</td>
<td>ACADEMIC DEAN</td>
</tr>
<tr>
<td>Using a person or agency to prepare papers or other assignments in a course</td>
<td>Suspension</td>
<td>Dismissal (Undergraduate student)</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Substitution in an examination</td>
<td>Suspension (for both enrollee &amp; substitute)</td>
<td>Dismissal (for both enrollee &amp; substitute) (Undergraduate student)</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Plagiarism, fabrication, or other forms of dishonesty by a graduate student associated with nonformal course material (e.g. thesis, dissertation, preliminary or comprehensive examination, field experiences)</td>
<td>Suspension</td>
<td>Expulsion</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Stealing, duplicating, or selling examinations or examination books to be given</td>
<td>Suspension</td>
<td>Expulsion</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Possession and/or use of stolen examinations, papers, or other course assignments</td>
<td>Suspension</td>
<td>Expulsion</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Misrepresentation of academic credentials</td>
<td>Dismissal</td>
<td>Expulsion</td>
<td>Academic Dean</td>
</tr>
</tbody>
</table>
Other cheating

ACADEMIC DISHONESTY

<table>
<thead>
<tr>
<th></th>
<th>Warning (Under graduate student)</th>
<th>Suspension (Under graduate student)</th>
<th>Academic Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitating academic dishonesty**</td>
<td>Warning (Under graduate student)</td>
<td>Suspension (Graduate student)</td>
<td>INSTRUCTOR/ ACADEMIC DEAN</td>
</tr>
<tr>
<td></td>
<td>Suspension (Graduate student)</td>
<td>PARTIAL OR NO EXPULSION</td>
<td></td>
</tr>
</tbody>
</table>

**PARTIAL OR NO CREDIT ON ASSIGNMENT**

<table>
<thead>
<tr>
<th></th>
<th>Warning (Under graduate student)</th>
<th>Suspension (Under graduate student)</th>
<th>Academic Dean*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitating academic dishonesty**</td>
<td>Warning (Under graduate student)</td>
<td>Suspension (Graduate student)</td>
<td>GRADUATE DEAN</td>
</tr>
<tr>
<td></td>
<td>Suspension (Graduate student)</td>
<td>EXPULSION**</td>
<td></td>
</tr>
</tbody>
</table>

*If the SANCTION INVOLVES A COURSE GRADE IT IS THE INSTRUCTOR’S JURISDICTION; IF THE SANCTION INVOLVES instructor’s recommendation in suspension or higher, then the jurisdiction is with the Graduate College ACADEMIC dean.

**A student charged with facilitating academic dishonesty shall be subject to the minimum/maximum penalty SANCTION for the academic honesty violation that was facilitated. If the offense is cheating, fabrication, or plagiarism on examinations or other assignments and the facilitator is not in the course, THE RANGE OF PENALTIES SANCTIONS SHALL BE FROM SUSPENSION TO EXPULSION. the facilitator is given a Warning which constitutes a first offence

For second AND SUBSEQUENT academic honesty violations, other than misrepresentation of academic credentials, the minimum penalty SANCTION is suspension. The academic dean has original jurisdiction in cases involving second AND SUBSEQUENT violations. The maximum penalty sanction for second THESE violations is expulsion.

IN ADDITION TO THE MINIMUM/MAXIMUM SANCTION, OTHER APPROPRIATE EDUCATIONAL INTERVENTION IS ENCOURAGED.

3. Violations Discovered After Graduation

This section shall apply to violations of the Academic Honesty Policy that are discovered after the student has graduated and that are within the statute of limitations defined in B-II.H.1.a).

a) Jurisdiction

(1) Academic Dean

(a) In any case in which the alleged violation is discovered after the student has graduated, the academic dean of the college from which the student graduated shall have original jurisdiction. The academic dean shall confer with INFORM the chief academic officer VPAA about the reported case of suspected violation of the Academic Honesty Policy AND SHALL CHECK WITH THE VPAA TO DETERMINE IF THE STUDENT HAS COMMITTED A PRIOR VIOLATION OF THIS POLICY.

(b) Hearings shall be conducted under procedures established by the academic dean.

(2) Academic Honesty Committee

The Academic Honesty Committee shall have appellate jurisdiction in all cases of violation of the Academic Honesty Policy discovered after graduation. Appeal hearings shall be conducted under procedures established by the Academic Honesty Committee. The Academic Honesty Committee shall have the following powers:

(a) Uphold the decision of the academic dean; or

(b) Suspend a penalty SANCTION in whole or in part and impose other terms and conditions as a corollary; or
(c) Overturn a decision of the academic dean. In cases where academic dean has jurisdiction, direct the academic dean to void the penalty. **SANCTION**

(3) **VICE President FOR ACADEMIC AFFAIRS and Board of Trustees**

(a) Final appeal jurisdiction in any case discovered after graduation not involving withdrawal of a degree or revocation of a degree rests with the **VPAA President** of the University. Withdrawal of a degree or revocation of a degree shall be approved by the Board of Trustees.

(b) When acting on an appeal, the **VPAA President** will review the records of the case to determine if a hearing should be granted. The appeal shall be conducted under procedures established by the **VPAA President**.

(c) The **VPAA President** shall have the jurisdiction to initiate a full review of any case, including a consideration of the substance of the alleged offense. Review of the case shall be conducted under procedures established by the **VPAA President**.

(d) The **VICE President** shall have jurisdiction to conduct an investigation and hearing of a case de novo. Investigation and hearing of a case de novo shall be conducted under procedures established by the **VICE President**.

(e) The **VPAA President** shall have the following powers:

i) deny an appeal;

ii) uphold the decision of the academic dean or Academic Honesty Committee;

iii) suspend a penalty **SANCTION** in whole or in part and impose other terms and conditions as a corollary; or

iv) overturn a decision of the academic dean or Academic Honesty Committee and direct the academic dean to void the penalty. **SANCTION**

b) **Reporting a Case of Academic Dishonesty**

Cases of suspected violations of the Academic Honesty Policy discovered after the student has graduated shall be reported to the academic dean.

c) **Hearing Procedures**

(1) **Pre-Hearing Procedures**

(a) A college committee composed of three faculty members shall be appointed by the academic dean. The academic dean shall delegate to the committee the responsibility for providing notices and arranging conferences and hearings, determining whether or not a violation has occurred, and recommending a course of action to the academic dean.

(b) The academic dean shall notify the graduate, in writing, of the charges made, the evidence in the case, the intent to conduct a hearing in the matter, and the graduate's right of due process under **B-II.H.3.e)(3)**.

(2) **Hearing Procedures**

(a) **Introduction**

i) Hearings conducted by the college committee under the following procedures are informal inquiries that do not follow formalized courtroom procedures.

ii) Due process rights apply to these hearings.

iii) Only evidence introduced at the hearing can be considered.
(b) Hearing

i) Within thirty days following the date of the notice to the graduate under B-II.H.3.c)(1), the academic dean shall notify the graduate and the college committee, in writing, of the time and place of the hearing.

ii) Within fifteen days following the date of the notice to the graduate and the college committee, the academic dean shall convene the hearing.

iii) Within ten days after the hearing, the college committee shall make a determination in the case and recommend a course of action, in writing, to the academic dean.

iv) Within thirty days following the written notice from the college committee, the academic dean shall make a decision in the case.

v) If the academic dean determines that a violation of the Academic Honesty Policy has not occurred, no action shall be taken against the graduate.

vi) If the academic dean determines that a violation of the Academic Honesty Policy has occurred, the academic dean shall, before imposing the penalty, SANCTION notify the chief academic officer that the graduate has been charged with the offense. The academic dean shall provide the VPAA chief academic officer with all relevant information and shall confer with the VPAA chief academic officer about the case.

vii) Within ten days following the decision in the case, the academic dean shall notify the graduate, in writing, of:

- the decision in the case
- the penalty SANCTION imposed
- the graduate’s right to appeal to the Academic Honesty Committee under B-II.H.3.d).

viii) The academic dean shall send written notice stating the nature of the case and the decision concerning it to the Chair of the Academic Honesty Committee and the VPAA chief academic affairs officer.

ix) If the graduate has not appealed within thirty days as provided for in B-II.H.3.e), the academic dean shall notify the registrar of the penalty SANCTION imposed.

(3) Due Process Procedural Safeguards

The following due process procedural safeguards shall be followed in all hearings conducted under B-II.H.3.c)(2):

(a) The graduate shall be given written notice of the charges against him/her and the time and place of the hearing, and the graduate’s right to examine the evidence prior to the hearing.

(b) The graduate has the right to question evidence presented against him/her and to present evidence in his/her own behalf.

(c) The graduate has the right to be assisted by an EXTERNAL ADVISOR WHO MAY NOT PARTICIPATE IN THE HEARING advisor of his/her choice. In cases where the advisor is an attorney, the attorney may advise the graduate during the hearing, but may not participate in the hearing.

(d) The graduate has the right to receive notice of the decision in the case and notice of the right to appeal decisions to the Academic Honesty Committee under B-II.H.3.d).

d) Appeals to the Academic Honesty Committee

(1) The graduate shall have thirty days from the date on which he/she receives notice of the penalty SANCTION to file an appeal.
The graduate shall send a written appeal to the Chair of the Academic Honesty Committee and shall send a copy of the appeal to the academic dean.

An appeal shall be based on new evidence, procedural error, or error in interpretation of evidence. (Severity of the penalty SANCTION is not considered a ground of appeal unless it exceeds the maximum.) The appellant shall describe the new evidence and/or the error that is the basis of the appeal.

All appeals shall be heard within thirty days of receipt of the graduate's written notice of appeal.

Decisions of the initial hearing body shall be stayed until the appellate body has given its decision.

The decision of the initial hearing body, if upheld on appeal, shall be in effect as provided for under B-II.H.3.f)(2).

The Chair of the Academic Honesty Committee shall notify the graduate, the VPAA chief academic officer, and the academic dean of all decisions arising from the appeal. If the decision of the initial hearing body is upheld on appeal and the appeal deadline has passed with no appeal, or if the decision of the Academic Honesty Committee is upheld on final appeal, the academic dean shall notify the registrar of the penalty SANCTION imposed. If the decision of the initial hearing body is overturned on appeal, no action will be taken against the graduate.

e) Appeals to the VICE President FOR ACADEMIC AFFAIRS

The graduate or academic dean shall have thirty days from the date on which the graduate receives notice of the decision of the Academic Honesty Committee to file an appeal with the VPAA President.

A written appeal shall be sent to the VPAA President, and a copy of the appeal shall be sent to the Chair of the Academic Honesty Committee.

An appeal shall be based on procedural error alone (severity of the penalty SANCTION is not considered a ground for appeal unless it exceeds the maximum, which would be a procedural error.)

All appeals shall be heard within thirty days of receiving the written notice of appeal.

Decisions of the initial hearing body shall be stayed until the VPAA President has given a decision.

If an appeal deadline has passed with no appeal, or if the decision has been upheld on appeal, the decision of the initial hearing body shall be in effect as provided for under B-II.H.3.f)(2).

The VPAA President, as appropriate, shall notify the graduate, the Chair of the Academic Honesty Committee, the chief academic officer and the academic dean of all decisions arising from the appeal. If the decision of the initial hearing body is upheld on appeal, the academic dean shall notify the registrar of the penalty SANCTION imposed. THE ACADEMIC DEAN WITH THE CONCURRENCE OF THE VPAA MAY INSTRUCT THE REGISTRAR TO PRINT ON THE TRANSCRIPT THAT THE REASON FOR THE SANCTION WAS A VIOLATION OF THE ACADEMIC HONESTY POLICY. IF THE SANCTION IS REVOCATION OF DEGREE, THE REASON SHALL ALWAYS BE PRINTED ON THE TRANSCRIPT. If the decision of the initial hearing body is overturned on appeal, no action will be taken against the graduate.

f) Penalties SANCTIONS

Definition of Penalties SANCTIONS

Revocation of Degree
The degree awarded to the graduate shall be rescinded with no possibility for reinstatement. This action is subject to the approval of the Board of Trustees.

Withdrawal of Degree
The degree awarded to the graduate shall be rescinded with the possibility for reinstatement. This action is subject to the approval of the Board of Trustees.
(c) Withdrawal from Course
The graduate shall be assigned a grade of “WF” as a penalty SANCTION for the course in which the offense occurred. When withdrawal from course and assignment of a grade of “WF” as a penalty SANCTION results in the graduate not meeting requirements for graduation (e.g., course is required for graduation or GPA falls below 2.0), the degree awarded to the graduate is withdrawn with provision for reinstatement of the degree. Reinstatement of the degree results when the graduate enrolls in the course in which the offense occurred and receives credit for the course in a way that the graduate then meets requirements for graduation.

(d) Partial or No Credit on an Examination or Assignment
Credit shall be determined in accordance with the practices of the instructor. When partial or no credit on an examination or assignment is given as a penalty SANCTION and results in the graduate not meeting requirements for graduation (e.g., the final grade assigned as a direct result of the penalty SANCTION does not meet credit requirements in a course required for graduation or the GPA falls below 2.0), the degree awarded to the graduate is withdrawn with provision for reinstatement of the degree. Reinstatement of the degree results when the graduate enrolls in the course in which the offense occurred and receives credit for the course in a way that the graduate then meets requirements for graduation.

(2) Effective Date of Penalty SANCTION
If no appeal is submitted, the penalty SANCTION shall take effect when the appeal deadline has passed. Otherwise, the penalty SANCTION shall take effect when the decision of the initial hearing body is upheld on final appeal.

(3) Penalties for academic honesty violations discovered after graduation shall be in accordance with the following table:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Minimum Penalty sanction</th>
<th>Maximum Penalty SANCTION</th>
<th>Original Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating, fabrication, or plagiarism on examinations or other assignments in a course</td>
<td>Partial or no credit on examination or assignment</td>
<td>Withdrawal from course and assignment of penalty SANCTION grade “WF” in course (Undergraduate student) Revocation of degree (Graduate student)</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Using a person or agency to prepare papers or other assignments in a course</td>
<td>Withdrawal from course and assignment of penalty-sanction grade “WF” for both enrollee and substitute</td>
<td>Withdrawal of degree (Undergraduate student) Revocation of degree (Graduate student)</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Substitution in an examination</td>
<td>Withdrawal from course and assignment of penalty-sanction grade “WF” for both enrollee and substitute</td>
<td>Withdrawal of degree for both enrollee and substitute (Undergraduate student) Revocation of degree for both enrollee and substitute (Graduate student)</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Possession and/or use of stolen examinations, papers or other course assignments</td>
<td>Loss of credit</td>
<td>Revocation of degree</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Stealing, duplicating, or selling examinations or examination books to be given</td>
<td>Loss of credit</td>
<td>Revocation of degree</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Plagiarism, fabrication, or other forms of dishonesty by a graduate student associated with non-formal course material (e.g. thesis, dissertation, preliminary or comprehensive examination, field experiences)</td>
<td>Revocation of degree</td>
<td>Academic Dean</td>
<td></td>
</tr>
<tr>
<td>Misrepresentation of academic credentials</td>
<td>Revocation of degree</td>
<td>Academic Dean</td>
<td></td>
</tr>
<tr>
<td>Other cheating</td>
<td>Withdrawal from course and assignment of penalty sanction grade “WF” in course</td>
<td>Academic Dean</td>
<td></td>
</tr>
</tbody>
</table>

Facilitating academic dishonesty*

*A student charged with facilitating academic dishonesty shall be subject to the minimum/maximum penalty SANCTION for the violation that was facilitated.

FOR SECOND ACADEMIC HONESTY VIOLATIONS, THE MAXIMUM PENALTY SANCTION IS REVOCATION OF DEGREE.

Ms. Cook reported that Dr. Dobb gave a legislative update. There was a Program Review update given by Mark Gromko. Provost John Folkins informed the Committee about the proposal from the College of Education and Human Development to create two schools from the existing School of Education and Intervention Services.

AUDIT COMMITTEE

Mr. Harbal, Chair of the Audit Committee, reported that the Audit Committee did not meet this month, but intends to meet between now and the next Board meeting. There are two projects underway. The University continues to work in coordination with the Foundation and Auditor of State to select an external auditor for the upcoming five-year audit.

Mr. Harbal noted that the Audit Committee is dealing with three issues relative to Sarbannes-Oxley that will be continued at the next meeting.

INVESTMENT COMMITTEE

Mr. Sebo, Chair of the Investment Committee, reported that they completed the second Investment Committee meeting as a combined group of the Trustees’ Investment Committee and the Foundation Board Investment Committee. Mr. Harbal stated that the funds could now be viewed as under one roof, which he feels is very successful. He also reported that Hartland and Company, our advisors, have done an outstanding job and our portfolios are doing well. Last year the University implemented an equities investment. Mr. Sebo reported that this investment is up by 16% which equates to approximately $7.5 million.

Mr. Sebo stated that another item reviewed was funding for an international equity manager in the very near future, and the University and Foundation will take very modest positions in international investments. The Committee is also looking at alternative investment possibilities for a small percentage of the total investment pool. Mr. Sebo noted that the group working together is off to a good start. It looks at not only where we are and what we have done, but also makes plans to improve our future investments.
Mr. Ferkany, Chair of the Financial Affairs & Facilities Committee, reported that there was one action item and four business discussion items. The first item was a replacement of the old Travel Reimbursement Policy. There are now two policies: a Business Entertainment Policy and a Revised University Travel Policy.

Business Entertainment Policy and Revised University Travel Policy

No. 19-2004 Mr. Ferkany moved and Mr. Marsh seconded that approval be given to the proposed Business Entertainment Policy and revised University Travel Policy, as described in the attached materials, effective with travel taken on April 1, 2004 and that the President or his designee be given approval to revise mileage and meal reimbursement rates from time to time, as required, to keep Bowling Green State University’s reimbursement rates comparable with other state institutions and to provide adequate reimbursement for university travelers.

BOWLING GREEN STATE UNIVERSITY
BUSINESS ENTERTAINMENT POLICY

Effective April 1, 2004

This policy establishes the conditions under which Bowling Green State University will pay, in whole or in part, for meals, refreshments, or room rentals for business-related meetings, interviews and events hosted by University faculty and/or staff. This policy does not apply to activities hosted or sponsored by Student Groups. In addition, the policy does not cover payment of or reimbursement for travel-related expenses incurred while traveling on University-related business. Such travel-related expenses are covered under the University Travel Policy.

The most important requirement that must be met for the University either to pay directly or reimburse an employee for the cost of an activity covered under this policy is that there must be a clear business purpose for the activity. In addition, the activity must involve two or more persons including, generally, at least one person not employed by the University. The basis for direct payment or reimbursement to an employee is actual reasonable costs, supported by original receipts or vendor invoices.

Requests for payment of or reimbursement for business-related entertainment expenses must provide the following information on the Business Entertainment form and be approved by the appropriate budget administrator:

- The date and time of the meeting/interview/event
- The business purpose of the meeting/interview/event
- The names and affiliations of the individuals present
- A detailed receipt showing each item purchased

Since it is not always practical to present a sales tax exemption certificate to a restaurant, sales tax may be reimbursed when payment is made by an individual directly to the restaurant. However, if the restaurant charges the University directly, no Ohio sales taxes should be paid since the University can provide an exemption certificate for the purchases based on the University's tax exempt status. Restaurant tips are normally 15% of the total cost, but should not exceed 20%.

No liquor or alcoholic beverages of any kind can be purchased with University funds. In cases where a detailed receipt is unobtainable, a food establishment receipt and a statement signed by the person receiving reimbursement or authorizing the payment certifying that the amount to be paid from University funds does not include alcoholic beverages of any kind is required.

This policy also applies to all internal charges for activities such as catering and meals in on-campus dining facilities. The required information, including the date, time and business purpose of the activity and the names and
affiliations of those present, should be provided on the appropriate Business Entertainment form to the catering
office prior to the event or to the dining facility cashier at the time of the event.

Staff training sessions and retreats need to include formal training, speakers, or an educational experience in order
for the University to cover the cost of the activity. Payment will not be made for flowers, gifts, greeting cards, and
parties where the beneficiaries are University employees, employee’s dependents, etc.

Exceptions to the above policy for activities that are very clearly supportive of and directly related to University
business require written approval by the President or a Vice President who is not involved in the activity for which
the exception is requested.

BOWLING GREEN STATE UNIVERSITY
TRAVEL POLICY
Effective April 1, 2004

1.0 Purpose and Authority

The Ohio Revised Code enables employees of the University to be reimbursed for actual and necessary travel and
other expenses incurred while on official business, if approved by the University. This Policy is in accordance with
action of the University Board of Trustees on March 2, 2004.

2.00 Policy

Persons who travel on University business are encouraged to incur the lowest practical and reasonable expense
while still traveling in an efficient and timely manner. Those traveling on University business are expected to avoid
impropriety, or the appearance of impropriety, in any travel expense. They must conduct University business with
integrity, in compliance with applicable laws, and in a manner that excludes consideration of personal advantage.

This Policy applies to anyone who travels on University business, regardless of the source of funds. Departments
may elect to impose stricter controls over travel expenditures than those required within this policy.

Travel expenses are not paid in advance except for airfare charged to the University air travel card, for on-line
(internet) air or train ticket purchases, and for conference registrations.

3.00 Responsibility of Authorized Signer

All travel must be authorized verbally or in writing, in advance, by the Budget Administrator. If the Budget
Administrator is also the traveler, the travel must be authorized by his/her next level of supervision, except where
the traveler is the principal investigator for externally sponsored/funded grants and/or contracts.

The approval of the Travel Expense Report by the traveler and his/her supervisor constitutes certification to the
accuracy and propriety of all expenses and allowances listed as actually necessary in the performance of official
University business and in conformity with University travel policy and procedures.

4.00 Air Travel (Including rail, bus, or other common carrier)

4.10 Common Carrier

Employees are expected to book the lowest available convenient rate. Atlas World Travel (formerly Holiday
Travel), Millstream Travel, and Travel Unlimited will make travel reservations using the University’s air travel card
and bill the University directly through the Business Office.
Employees are free to use any other agency they choose for official travel, but the tickets must be paid for personally, with reimbursement being made after the travel takes place.

The University will reimburse the employee for on-line travel ticket purchases before actual travel takes place. A screen print of the Confirmation screen that shows the price of the ticket and travel points, or a copy of the e-mail Confirmation that shows this same information is required. Arrangements for group or individual travel through specialty agents for overseas travel are reviewed and approved by the Business Office on an individual basis.

All prepaid travel costs must be shown on the final Travel Expense Report that is prepared by and signed by the traveler and his/her supervisor. There is a separate Prepaid column in which to enter these costs.

Expenses claimed under this section must be supported by a ticket stub, receipt, confirmation, or similar evidence of expense showing the details (destination and cost) of travel.

4.20 Private Aircraft

The use of private aircraft requires written authorization by the President or a Vice President. Reimbursement will be made on the basis of air miles at a rate consistent with the per land mile rate for automobiles. The employee must submit with his/her Travel Expense Report a copy of the written authorization to use a private or rented aircraft (receipts are required for rental). The Travel Expense Report must indicate that a private aircraft was used. Note that the University’s general travel risk insurance covering employees while in travel status does not provide coverage to employees while piloting an aircraft. Consistent with the way travel is managed for personal autos, it is understood that the primary insurance for aircraft hull and liability shall be the responsibility of the owner of the aircraft or the employee if the employee is the owner. The cost to maintain this insurance is not recoverable beyond the mileage allowance that is paid.

4.25 Frequent Flyer Miles

The Ohio Ethics Commission has ruled that frequent flyer miles earned from University paid or reimbursed travel, though accumulated in the traveler’s name, must be used for University business travel. The University will not reimburse travelers for tickets acquired with personal frequent flyer miles.

4.30 Lost or Excess Baggage

The airlines may be responsible for compensating the owner for lost baggage. The University will not reimburse employees for the cost of personal items lost or damaged while traveling on University business. In the event your personal insurance does not cover these items, coverage is sometimes available through the airlines or the Credit Card Company used to secure your travel.

Employees will be reimbursed for excess baggage charges only when traveling with heavy or bulky business-related materials or equipment.

4.40 Unused Tickets

University employees holding a ticket for a trip that has been cancelled should ask about using the ticket for future travel. For a change fee, many tickets can be used for future travel, even if the ticket is non-refundable.

4.50 Lost Tickets

The University is not responsible for lost tickets. When a ticket is lost and cannot be replaced, it is a personal expense for the traveler.

4.60 Other Travel Expenses

Expenses for taxicab, subway, bus, boat, ferry, bridge, tunnel, and highway tolls may be reimbursed without receipts.
Limousine service and parking charges require a receipt to be reimbursed.

Miscellaneous charges, including parking, may be reimbursed without receipts if they do not exceed $10.00 for the trip.

5.00 Personal Automobile

5.10 Personal Automobile Mileage Rate

Reimbursement is made at the rate of 36 cents per mile for the use of privately owned/leased automobiles or 9 cents per mile for the use of privately owned motorcycles. The Travel Expense Report must indicate if a motorcycle was used.

Mileage reimbursements for a traveler who chooses to drive rather than fly should not exceed the lowest round trip coach airfare available at the time travel was authorized. Traveler must supply documentation to support what the airfare would have been at that time.

It is the responsibility of the owner of the vehicle being used for business to carry adequate insurance coverage (no reimbursement can be made without proper insurance). The insurance on the vehicle is considered primary at all times. It is the responsibility of the vehicle owner to maintain insurance in an amount sufficient to pay for any loss. The University does not provide coverage for loss of or damage to personal vehicles of employees when used in conjunction with University travel. Likewise, the University is not responsible for the loss of or damage to any personal property stored in the vehicle.

Expenses for the maintenance and repair of privately owned vehicles used for University business are the responsibility of the traveler.

Mileage is reimbursable to only one of two or more employees traveling on the same trip and in the same vehicle. The names of all persons traveling together on the same trip and in the same vehicle must be listed on the Travel Expense Report.

5.20 Travel Points

The headquarters of an employee is that office address at which the employee performs his/her primary work assignment. Mileage will be paid from the employee’s headquarters or from home, whichever is less.

Approximate Round Trip mileage between Bowling Green and Area Cities

<table>
<thead>
<tr>
<th>City</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ada</td>
<td>82</td>
</tr>
<tr>
<td>Akron</td>
<td>240</td>
</tr>
<tr>
<td>Alliance</td>
<td>286</td>
</tr>
<tr>
<td>Archbold</td>
<td>82</td>
</tr>
<tr>
<td>Ashland</td>
<td>180</td>
</tr>
<tr>
<td>Athens</td>
<td>380</td>
</tr>
<tr>
<td>Bellevue</td>
<td>90</td>
</tr>
<tr>
<td>Bluffton</td>
<td>92</td>
</tr>
<tr>
<td>Canton</td>
<td>286</td>
</tr>
<tr>
<td>Centerville</td>
<td>280</td>
</tr>
<tr>
<td>Chicago</td>
<td>500</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>348</td>
</tr>
<tr>
<td>Cleveland</td>
<td>260</td>
</tr>
<tr>
<td>Clyde</td>
<td>70</td>
</tr>
<tr>
<td>Columbus</td>
<td>240</td>
</tr>
<tr>
<td>Dayton</td>
<td>254</td>
</tr>
<tr>
<td>Defiance</td>
<td>88</td>
</tr>
<tr>
<td>Delaware</td>
<td>182</td>
</tr>
<tr>
<td>Detroit Airport</td>
<td>150</td>
</tr>
<tr>
<td>Findlay</td>
<td>50</td>
</tr>
<tr>
<td>Firelands 1</td>
<td>24</td>
</tr>
<tr>
<td>Fostoria</td>
<td>54</td>
</tr>
<tr>
<td>Fremont</td>
<td>64</td>
</tr>
<tr>
<td>Kent</td>
<td>276</td>
</tr>
<tr>
<td>Lima</td>
<td>112</td>
</tr>
<tr>
<td>Mansfield</td>
<td>180</td>
</tr>
<tr>
<td>Marion</td>
<td>138</td>
</tr>
<tr>
<td>Maumee</td>
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</tr>
<tr>
<td>McComb</td>
<td>45</td>
</tr>
<tr>
<td>Norwalk</td>
<td>114</td>
</tr>
<tr>
<td>Oberlin</td>
<td>168</td>
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<tr>
<td>Oxford</td>
<td>380</td>
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<tr>
<td>Port Clinton</td>
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<tr>
<td>Sandusky</td>
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<tr>
<td>Springfield</td>
<td>204</td>
</tr>
<tr>
<td>Sylvania</td>
<td>62</td>
</tr>
<tr>
<td>Tiffin</td>
<td>78</td>
</tr>
<tr>
<td>Toledo</td>
<td>46</td>
</tr>
<tr>
<td>Toledo Airport</td>
<td>50</td>
</tr>
<tr>
<td>Van Wert</td>
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</tr>
<tr>
<td>Washington DC</td>
<td>880</td>
</tr>
<tr>
<td>Wauseon</td>
<td>74</td>
</tr>
<tr>
<td>Willard</td>
<td>130</td>
</tr>
<tr>
<td>Wooster</td>
<td>228</td>
</tr>
<tr>
<td>Youngstown</td>
<td>328</td>
</tr>
</tbody>
</table>
The Travel Expense Report must indicate all intermediate business destinations between the commencement and termination of travel, and the related mileage. If personal time is taken during a business trip, disclosure is needed on the Travel Expense Report.

5.50 Other Transportation Expenses

See Section 4.60 for reimbursement of Other Expenses

6.00 Rental Car

6.10 Rental Car Requirements

Employees may rent a vehicle for business travel when deemed necessary and cost efficient. When renting transportation locally for university-sponsored events and business related travel, every effort should be made to select from the list of approved vendors with whom special arrangements have been made by the Purchasing Department. After initiating a request with the vendor, departments must properly complete and submit a Vehicle Rental Request Form to Risk Management at least five working days prior to the scheduled departure. Information concerning the vehicle rental process is available on both the Purchasing Department and Risk Management websites.

The employee must also read and comply with the terms of the rental car contract insofar as:

Insurance – The employee should waive the rental company’s loss/damage supplemental liability and/or personal accident insurance. This insurance adds significantly to the cost of the rental and duplicates coverage already carried by the University. The cost of the rental company’s optional insurance is not reimbursable. The only exception is for travel outside the United States or Canada where liability and collision damage insurance should be accepted and will be reimbursed as a legitimate travel expense.

International Rentals – An international driver’s license or permit may be needed in addition to your U.S. driver’s license, in which case, the cost can be reimbursed with receipt.

7.00 Meals

7.10 Personal Meals

Personal meals are individual, everyday meals consumed during overnight business travel. Meal reimbursement is authorized for meals including tips while the employee is in authorized overnight travel status. Receipts are not required.

Per IRS regulations, meals are not reimbursable unless the traveler is in overnight travel status. An exception will be made if the traveler is in continuous travel status for 12 hours or more, in which case 1 meal can be reimbursed. It is expected that these exceptions will occur only on an occasional basis.

No liquor or alcoholic beverages of any kind can be reimbursed from University funds.

7.20 Per Diem Rates

For partial days of travel, preceding or following an overnight stay, the following travel time frames apply:

Breakfast: travel beginning prior to 6 am and continuing until after 9 am
Lunch: travel beginning prior to 11 am and continuing until after 1 pm
Dinner: travel beginning prior to 5 pm and continuing until after 8 pm

Meals will be reimbursed at the rate of $31.00 per day (includes tax and gratuities) unless the travel takes place in a defined high cost area (see listing that follows). The per meal breakdown is:
Breakfast: $6.00
Lunch: $8.00
Dinner: $17.00

When traveling in a high cost area, the rate of $43.00 per day (includes tax and gratuities) will apply. The per meal breakdown is:

Breakfast: $9.00
Lunch: $11.00
Dinner: $23.00

High cost areas are:

Atlanta, GA
Atlantic City, NJ
Baltimore, MD
Boston, MA
Chicago, IL
Cleveland, OH
Cincinnati, OH
Columbus, OH
Dallas, TX
Denver, CO
Detroit, MI
Houston, TX
Hilton Head, SC
Indianapolis, IN
Kansas City, MO
Las Vegas, NV
Los Angeles, CA
Miami, FL
Minneapolis, MN
New Orleans, LA
New York City, NY
Orlando, FL
Philadelphia, PA
Phoenix/Scottsdale, AZ
Pittsburgh, PA
San Diego, CA
San Francisco, CA
Seattle, WA
St. Louis, MO
Washington, DC
all destinations outside the Continental United States

7.30 Conference Meals

Reimbursement may be made for meals in excess of per diem allowances, when such meals are an integral part of the conference or seminar and are listed separately on the registration materials or are included in the cost of the conference or seminar. Supporting documentation such as the registration receipt or printed material showing which meal(s) are covered is required. Conference meals will be reimbursed regardless of the overnight stay requirement.

8.00 Lodging

8.10 Lodging Reimbursement

University employees may stay in a standard, single occupancy room (unless traveling with another University employee) at a non-luxury hotel (unless it is the location of a conference or seminar) that is 30 miles or more from the employee’s residence or work location. The reasonableness of the hotel will be determined by the immediate supervisor (budget administrator) of the employee. Hotel stays in Toledo are not reimbursable unless part of a conference. Always ask for the best academic or state employee rate. Generally, lodging costs should not exceed $120 per day, plus tax.

Personal expenses such as in-room movies, non-business telephone calls, in-room beverage or snack bars, child care, recreational activities, and other similar expenses will not be reimbursed.

When a Saturday night stay is made in order to get a lower airfare, the traveler must submit documentation showing that the costs for the additional night’s lodging and meals was less than the increase in the airfare would have been without the additional night’s stay.

8.20 Lodging in Private Dwelling

Reimbursement can be made for overnight stays in a private dwelling at the rate of $20 per night for reasonable actual expenses incurred to extend appreciation to friends or relatives for their hospitality. Names and addresses are required of those individuals providing hospitality.
8.30 Conference Lodging

Expenses incurred for registration fees and lodging costs for conferences are reimbursable without regard to the 30 mile requirement.

9.00 Miscellaneous Reimbursable Expenses

9.10 Business Expenses

Reimbursement will be made for other expenses incurred while on University business. These include business telephone calls, conference fees, gasoline (if mileage allowance is not claimed), ground transportation (taxi, bus, subway, limousine), parking and tolls, storage of baggage, rental of equipment, and temporary meeting or office facilities. Receipts are required when applicable.

9.15 Conference Fees

Expenses incurred for registration fees for conferences may be reimbursed. An official registration form must be provided to support the advance payment of registration fees. This information must be provided to the Business Office with adequate time to meet the registration due date. When the traveler prepares the final Travel Expense Report, all prepaid conference fees must be shown on the Travel Expense Report in the Prepaid column.

Conference fees that have been paid by the traveler must be itemized on the Travel Expense Report and supported by a receipt.

9.20 Personal Expenses

Expenses incurred for alcoholic beverages are not reimbursable.

Cost of travel for members of the employee’s family is not reimbursable. In the event a member of an employee’s family accompanies him/her and no evidence is furnished indicating the room rate for single occupancy, the employee will be reimbursed at no more than 75% of the double occupancy lodging charges.

10.00 Travel Risk Insurance

10.10 Employee Travel Risk Insurance

All active full or part-time hourly and administrative employees, full or part-time faculty members, teaching associates, graduate assistants and teaching fellows under contract with the University are insured for loss of life or dismemberment resulting from an accident while traveling on University business. The term “on University business” means on assignment by or with the authorization of the University for the purpose of furthering the business of the University.

When authorized travel is a usual and normal part of an insured person’s particular job requirements and reimbursement for such travel is part of his regular compensation, he or she is also considered covered under this policy. Territorial limits under this policy are worldwide.

Travel Risk Insurance does not cover an employee when he or she is piloting an aircraft even though on University business.

10.20 Undergraduate Student Travel Risk Insurance

The University makes available an Undergraduate Student Travel Policy which provides coverage for physician, surgeon, hospital, and nurse expenses due to accidental injury. All students may be insured while traveling to and from and while participating in activities sponsored and approved by the University, except for the play and practice of competitive athletics. Accompanying employees and/or faculty are not covered under this policy.
The University requires, in advance, the date or dates of the trip, the destination, and a list of names of the participating students.

The cost is 10 cents per student per day.

Payments, also in advance, can be made in either of two ways.

1. When the cost is to be charged to a University budget…

   Process a blue payment order form, signed by the budget administrator, to the Human Resources Office. The form should show the Agency/Organization number to be charged, date or dates of travel, (after midnight is another day), destination, and names of students participating.

2. When the cost is to be paid by student…

   The same information as noted above should be supplied but a payment order form is not necessary— a plain sheet of paper may be used. The money should be collected from each student by the individual in charge of the trip, and then taken with the listing to the Bursar’s Office. A receipt will be issued for the cash and the list will be validated. Keep the receipt for your records and bring the list to the Human Resources Office.

11.00 Procedures for Preparing Travel Expense Report

The Travel Expense Report should be used to claim reimbursement for authorized expenses for University employees. Receipts are required, when applicable (cancelled checks will not be accepted in lieu of receipts) and all reimbursements will be limited to those provided in the Travel Policy. A PDF Travel Expense Report form can be found at www.bgsu.edu/offices/business.

All expenses for the trip must be shown on the Travel Expense Report. This includes conference registration fees that were paid in advance, airline fares that were paid by the University or have previously been reimbursed to the traveler, and any other costs that have been previously incurred, regardless if paid by the University or reimbursed to the traveler. A separate column is included on the Travel Expense Report for the recording of these expenses. This column does not add into the total for reimbursement.

The signature approval of the traveler and his/her supervisor constitute certification of the propriety of all expenses listed as actually necessary in the performance of official University business and in accordance with this Travel Policy.

A separate Travel Expense Report should be submitted for every overnight travel event within 30 days of return. At a minimum, a monthly report is necessary for cumulative smaller activity that does not include an overnight stay. All travel occurring prior to June 30 needs to have a Travel Expense Report submitted by that date to assure the costs are included in the fiscal year when the travel occurred.

Currency conversions for foreign travel can be done by the employee (showing details) or the Business Office will make the conversion.

Actual signatures of the employee and the budget administrator are necessary on the Travel Expense Report. Facsimile signatures or initialed signatures are not acceptable.

If two or more University employees travel together, with each incurring some expenses, a separate Travel Expense Report should be submitted for each employee.

Checks will normally be placed in campus mail to the employee’s campus address within two weeks after the expense report is received by the Business Office (provided the report is accurate and complete). Errors such as lack of receipts, insufficient information, or lack of proper approval will delay reimbursement.
Chair Newell reported that during the Audit Committee they did a thorough review of these policies in connection with the internal controls of the University, determining that they were appropriate and would supply adequate internal controls in this area.

The Board Secretary conducted a roll call vote with the following results: Voting “yes” – Ms. Cook, Mr. Ferkany, Mr. Harbal, Mr. Marsh, Mr. Moore, Ms. Newell, Mr. Sebo, and Mr. Wilcox. The motion was approved with 8 affirmative votes.

Mr. Ferkany reported that CIO Bruce Petryshak gave an update on replacing the old mainframe technology for administrative systems, which dates back to 1990. The system is rapidly becoming obsolete, and the committee heard about new administrative systems, using PeopleSoft, that are currently being implemented. The presentation was well done and the project is underway and will come to conclusion in about five years.

Bob Waddle gave an update on Capital Improvement Projects. He reported that everything seems to be going well and things remain on schedule.

There was also an update from Chris Dalton on the state and fiscal year budgets. The bottom line is that state funding will continue to go south and we have to have ways and means to improve and economize internally as we go forward.

Lastly, the Committee discussed City Bucks, which is a card system that allows students and staff to use their campus ID for off-campus purchases.

Chair Newell added that with state funding decreasing, private fundraising becomes more important. She thanked Mr. Ferkany for his role as liaison to the Capital Campaign Committee. Chair Newell also noted that we have several Board members who have been very generous, and thanked Mr. Sebo and Mr. Marsh publicly for their financial support of the University.

**Sponsored Grants and Contracts Awarded**

No. 20-2004 Mr. Marsh moved and Mr. Ferkany seconded that grants and/or contracts in the amount of $2,325,110.74 for the month of November 2003, $3,619,722.31 for the month of December 2003, and $5,390,628.53 for the month of January 2004 be accepted and expenditures applicable thereto in that amount to be authorized.

<table>
<thead>
<tr>
<th></th>
<th>Total for Period</th>
<th>Fiscal Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2003</td>
<td>$2,325,110.74</td>
<td>$17,210,589.43</td>
</tr>
<tr>
<td>December 2003</td>
<td>$3,619,722.31</td>
<td>$20,830,311.74</td>
</tr>
<tr>
<td>January 2004</td>
<td>$5,390,628.53</td>
<td>$26,220,940.27</td>
</tr>
</tbody>
</table>
Bowling Green State University  
Comparative Summary of Grants and Contracts Awarded  
JULY 1 THROUGH NOVEMBER 30  
FISCAL YEARS TO DATE

<table>
<thead>
<tr>
<th></th>
<th>2002-03</th>
<th>2003-04</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>II. Instruction</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. State Sponsored</td>
<td>$ 213,446.00</td>
<td>$ 72,356.00</td>
<td>-66.1%</td>
</tr>
<tr>
<td>B. Privately Sponsored</td>
<td>$ 1,022,892.50</td>
<td>$ 739,538.69</td>
<td>-27.7%</td>
</tr>
<tr>
<td>C. Federally Sponsored</td>
<td>$ 2,528,827.00</td>
<td>$ 3,886,577.00</td>
<td>+53.6%</td>
</tr>
<tr>
<td><strong>TOTAL RESEARCH GRANTS</strong></td>
<td>$ 3,765,165.50</td>
<td>$ 4,698,471.69</td>
<td>+24.7%</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>A. State Sponsored</td>
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<td>$ 2,482,487.74</td>
<td>-29.6%</td>
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<td>B. Privately Sponsored</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Federally Sponsored</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL RESEARCH &amp; INSTRUCTION</strong></td>
<td>$ 7,295,599.20</td>
<td>$ 7,180,959.43</td>
<td>-1.5%</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>A. State Sponsored</td>
<td>$ 2,485,731.00</td>
<td>$ 1,380,955.00</td>
<td>-44.4%</td>
</tr>
<tr>
<td>B. Privately Sponsored</td>
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</tr>
<tr>
<td>C. Federally Sponsored</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL GRANTS AND CONTRACTS</strong></td>
<td>$ 9,781,330.20</td>
<td>$ 8,561,914.43</td>
<td>-12.4%</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>A. State Sponsored</td>
<td>$ 7,067,896.00</td>
<td>$ 8,648,675.00</td>
<td>+22.3%</td>
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<tr>
<td>B. Privately Sponsored</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>C. Federally Sponsored</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ALL GRANTS/CONTRACTS</strong></td>
<td>$16,849,226.20</td>
<td>$17,210,589.43</td>
<td>+2.1%</td>
</tr>
</tbody>
</table>
Bowling Green State University
Grants and Contracts Awarded
For the Month Ending:
November 30, 2003

I. Research

A. State Sponsored
   (No Activity)                      $ -

B. Privately Sponsored
   Geology                           $ 33,102.00
   R Vincent Ohio Aerospace Institute

C. Federally Sponsored
   (No Activity)                      $ -

---TOTAL RESEARCH---                          $ 33,102.00

II. Instruction

<table>
<thead>
<tr>
<th>Program</th>
<th>Investigator</th>
<th>Institution</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDTL</td>
<td>N Patterson</td>
<td>Cnci for Ctznhp Ed - Sage College</td>
<td>28,645.00</td>
</tr>
<tr>
<td>EDIS</td>
<td>E Williams - L Cochran</td>
<td>ODE</td>
<td>6,596.74</td>
</tr>
<tr>
<td>Technology Systems</td>
<td>S Quilty</td>
<td>American Assoc Airport Executives</td>
<td>27,000.00</td>
</tr>
</tbody>
</table>

TOTAL INSTRUCTION: $ 62,241.74

III. Public Service

Psychology             W O'Brien Behavioral Connections $ 30,000.00

TOTAL SPECIAL GRANTS AND CONTRACTS $ 125,343.74

IV. Financial Aid

<table>
<thead>
<tr>
<th>Program</th>
<th>Investigator</th>
<th>Institution</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAI</td>
<td>C Cornell</td>
<td>USDE</td>
<td>900,359.00</td>
</tr>
<tr>
<td>FAI</td>
<td>C Cornell</td>
<td>OBOR</td>
<td>1,279,436.00</td>
</tr>
<tr>
<td>FAI</td>
<td>C Cornell</td>
<td>OBOR</td>
<td>19,972.00</td>
</tr>
</tbody>
</table>

TOTAL FINANCIAL AID: $ 2,199,767.00

TOTAL ALL GRANTS AND CONTRACTS $ 2,325,110.74
### Bowling Green State University

Comparative Summary of Grants and Contracts Awarded

**JULY 1 THROUGH DECEMBER 31**

**FISCAL YEARS TO DATE**

<table>
<thead>
<tr>
<th>2002-03</th>
<th>2003-04</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Research</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. State Sponsored</td>
<td>$230,079.00</td>
<td>$72,356.00</td>
</tr>
<tr>
<td>B. Privately Sponsored</td>
<td>$1,022,892.50</td>
<td>$828,507.00</td>
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<tr>
<td>C. Federally Sponsored</td>
<td>$2,528,827.00</td>
<td>$3,886,577.00</td>
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<tr>
<td><strong>TOTAL RESEARCH GRANTS</strong></td>
<td>$3,781,798.50</td>
<td>$4,787,440.00</td>
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<tr>
<td><strong>II. Instruction</strong></td>
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<tr>
<td></td>
<td>$4,010,459.70</td>
<td>$4,901,412.74</td>
</tr>
<tr>
<td><strong>TOTAL RESEARCH &amp; INSTRUCTION</strong></td>
<td>$7,792,258.20</td>
<td>$9,688,852.74</td>
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<tr>
<td><strong>III. Public Service</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$3,269,495.00</td>
<td>$2,340,818.00</td>
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<tr>
<td><strong>TOTAL GRANTS AND CONTRACTS</strong></td>
<td>$11,061,753.20</td>
<td>$12,029,670.74</td>
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<tr>
<td><strong>IV. Student Aid Grants</strong></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>$8,465,633.00</td>
<td>$8,800,641.00</td>
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<tr>
<td><strong>TOTAL ALL GRANTS/CONTRACTS</strong></td>
<td>$19,527,386.20</td>
<td>$20,830,311.74</td>
</tr>
</tbody>
</table>
BOWLING GREEN STATE UNIVERSITY
GRANTS AND CONTRACTS AWARDED
For the Month Ending: December 31, 2003

I. RESEARCH

A. State Sponsored

(No Activity)

B. Privately Sponsored

<table>
<thead>
<tr>
<th>Project</th>
<th>Principal Investigator(s)</th>
<th>Sponsor</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Canadian Studies</td>
<td>M Kasoff</td>
<td>Canadian Embassy</td>
<td>$12,841.09</td>
</tr>
<tr>
<td>Physics</td>
<td>A Layden</td>
<td>Dartmouth College</td>
<td>$1,090.00</td>
</tr>
<tr>
<td>HMSLS</td>
<td>A Morgan</td>
<td>Univ Louisville Research Fdtn</td>
<td>$27,926.00</td>
</tr>
<tr>
<td>EDIS</td>
<td>R Wilson - S Rychener</td>
<td>Putnam County Educ Service</td>
<td>$3,546.00</td>
</tr>
<tr>
<td>EDTL</td>
<td>M Sears - M French</td>
<td>W.C. Educational Service</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>Family/Consumer Sciences</td>
<td>A Stacks - J Guzell</td>
<td>Capital Area Community</td>
<td>$10,000.00</td>
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<tr>
<td>EDIS</td>
<td>R Wilson - S Rychener</td>
<td>Putnam County Educ Service</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Biology</td>
<td>R Lowe</td>
<td>St John's River Water Mgmt Dist</td>
<td>$20,565.22</td>
</tr>
</tbody>
</table>

TOTAL PRIVATELY SPONSORED: $88,968.31

C. Federally Sponsored

(No Activity) $ -

---TOTAL RESEARCH: --- $88,968.31

II. INSTRUCTION

<table>
<thead>
<tr>
<th>Project</th>
<th>Principal Investigator(s)</th>
<th>Sponsor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partnerships/Comm Action</td>
<td>K Farber - J Rosser</td>
<td>OH Community Service Council</td>
<td>$13,500.00</td>
</tr>
<tr>
<td>Math - EDTL - Physics</td>
<td>B Moses - J Haney - J Laird</td>
<td>OBOR</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>CITE</td>
<td>W Armaline - K Farber</td>
<td>Western Michigan</td>
<td>$951,710.00</td>
</tr>
<tr>
<td>CITE</td>
<td>W Armaline - K Farber</td>
<td>Western Michigan</td>
<td>$1,251,920.00</td>
</tr>
<tr>
<td>EDFI</td>
<td>J Matuga - H Anderson - M Schaffner - A Sidorkin - C Mertler</td>
<td>OSURF</td>
<td>$1,795.00</td>
</tr>
</tbody>
</table>

TOTAL INSTRUCTION: $2,418,925.00
III. PUBLIC SERVICE

CITE
Policy Analysis
W Armaline  B Honadle - M Carroll
OH College Access Network  U.S. Dept Commerce - EDA
$ 30,000.00  $ 75,242.00
WBGU-TV
K Johnson-Webb
P Fitzgerald - T Simon
CPB
$ 784,122.00  $ 17,215.00
WBGU-TV
P Fitzgerald - T Simon
CPB
$ 53,284.00
Firelands
J Girard
OBOR
$ 959,863.00

TOTAL PUBLIC SERVICE:

TOTAL SPECIAL GRANTS AND CONTRACTS

$ 3,467,756.31

IV. FINANCIAL AID

FAI
C Cornell
USDE
$ 151,966.00

TOTAL ALL GRANTS AND CONTRACTS

$ 3,619,722.31

Bowling Green State University
Comparative Summary of Grants and Contracts Awarded

JULY 1 THROUGH JANUARY 31
FISCAL YEARS TO DATE

2002-03  2003-04  % Change

REstricted FUND ACCOUNTS:

I. Research
A. State Sponsored
$ 355,079.00  $ 72,356.00  -79.6%
B. Privately Sponsored
$ 1,102,452.50  $ 933,695.00  -15.3%
C. Federally Sponsored
$ 2,691,095.00  $ 3,924,927.00  +45.8%

TOTAL RESEARCH GRANTS
$ 4,148,626.50  $ 4,930,978.00  +18.8%

II. Instruction
$ 4,043,325.70  $ 4,949,052.74  +22.4%

TOTAL RESEARCH & INSTRUCTION
$ 8,191,952.20  $ 9,880,030.74  +20.6%
| III. Public Service | $3,364,158.73 | $2,411,198.53 | -28.3% |
| TOTAL GRANTS AND CONTRACTS | $11,556,110.93 | $12,291,229.27 | +6.3% |
| IV. Student Aid Grants | $11,636,210.00 | $13,929,711.00 | +19.7% |
| TOTAL ALL GRANTS/CONTRACTS | $23,192,320.93 | $26,220,940.27 | +13.0% |

**BOWLING GREEN STATE UNIVERSITY**
**GRANTS AND CONTRACTS AWARDED**
For the Month Ending: January 31, 2004

**I. RESEARCH**

A. **State Sponsored**
   (No Activity) $-

B. **Privately Sponsored**
   
   - Tech Co-op
     - B Piersol
   - EDTL
     - C Bertelsen
   
   Medical College of Ohio $25,188.00
   Cleveland State University $80,000.00
   
   TOTAL PRIVATELY SPONSORED: $105,188.00

C. **Federally Sponsored**
   
   - Psychology
     - K Pang
   
   DHHS $38,350.00
   
   ---TOTAL RESEARCH--- $143,538.00

**II. INSTRUCTION**

   - EDTL
     - M Sears
   - Psychology
     - W O'Brien
   
   Ottawa Hills Local School Dist $6,640.00
   ODMH $41,000.00
   
   TOTAL INSTRUCTION: $47,640.00
III. PUBLIC SERVICE

<table>
<thead>
<tr>
<th>Service</th>
<th>Name</th>
<th>Organization/Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBGU-TV</td>
<td>P Fitzgerald</td>
<td>OH Schoolnet/OH Educ Telev</td>
<td>$31,590.53</td>
</tr>
<tr>
<td>Division/Interv Services</td>
<td>G Umbarger</td>
<td>OH Campus Compact/Denison</td>
<td>$2,500.00</td>
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<tr>
<td>Health &amp; Human Svcs</td>
<td>B Bunner</td>
<td>ODH</td>
<td>$36,290.00</td>
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TOTAL PUBLIC SERVICE: $70,380.53

TOTAL SPECIAL GRANTS AND CONTRACTS: $261,558.53

IV. FINANCIAL AID

<table>
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<th>FAI</th>
<th>C Cornell</th>
<th>USDE</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>FAI</td>
<td>C Cornell</td>
<td>OBOR</td>
<td>$1,415,186.00</td>
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</tbody>
</table>

TOTAL FEDERAL AID: $5,129,070.00

TOTAL ALL GRANTS AND CONTRACTS: $5,390,628.53

The Board Secretary conducted a roll call vote with the following results: Voting “yes” – Ms. Cook, Mr. Ferkany, Mr. Harbal, Mr. Marsh, Mr. Moore, Ms. Newell, Mr. Sebo, and Mr. Wilcox. The motion was approved with 8 affirmative votes.

REPORTS - CONSTITUENT REPRESENTATIVES

Undergraduate Student Representative – Joshua Kontak

Mr. Kontak reported that two weeks ago he and ten undergraduate students went to Columbus to lobby on behalf of higher education. They met with State Senators and/or their legislative aides. The most effective part of the day was when they actually sat in on a Senate session wearing shirts that said “Freeze 05,” essentially asking that the amount of funding that higher education receives be frozen, not cut. Kontak noted that they were not asking for more money, only that no further cuts be made. It was an effective day. The group was able to meet with representatives from the Board of Regents to remind them that students do vote, and that they are concerned about rising tuition.

Since the December meeting the Undergraduate Student Government has been working on several internal matters. One of the more important bills created two new minority affairs senate seats. He applauded the creation of the off-campus debit system, which is something that virtually every student had indicated an interest in. Mr. Kontak applauded Dining Services. He reported that at the beginning of the year students came to him with many complaints and to a certain extent those complaints have been quieted. The situation has really been turned around and the new Director, Gail Finan, has really been striving to work with students to get their input and then make Dining Services accessible and complementary to their needs.

He further reported that just last night USG passed a recommendation that students be able to evaluate professors at mid-semester so that any feedback that students would like to give professors about their performance in the classroom can be received prior to the end of the semester.
Mr. Kontak announced to the Board that this is his last report, as he will be graduating and a new USG representative will be at the May meeting. He thanked the Board and wished them luck in all their future endeavors.

**Firelands College Board Representative – Francine Todd**

Ms. Todd reported that faculty and staff at BGSU Firelands enjoyed viewing President Ribeau’s State of the University message on February 26th in Room 1011 of the Cedar Point Center. Those in attendance greatly appreciated the kind remarks about their campus and its growth. The Fall 2004 Admission Status Report indicated a 24% increase in admissions over Fall 2003. In addition, the 15 Day count for spring semester shows that head count is up by 10.4% and credit hour production is up 12.6%.

She continued by reporting about the expansion of Firelands health care portfolio to include the Associate of Applied Science in Radiologic Technology degree program, and noted that an Interim Program Director is on the job. To date, they’ve had 129 people contact them about the program, and 30 applications are on file for fifteen openings. The program is on schedule to begin Fall Semester 2004. Five area hospitals, which have agreed to serve as clinical affiliates, have donated in excess of $113,000 in funds and in-kind services (classrooms, labs, and clinical experiences) toward this program.

In January Firelands celebrated Chinese New Year 2004. This event was a huge success, with 248 students, faculty and staff participating. Five hundred dollars was raised for the Student Advisory Board Scholarship Fund.

February was a time of Diversity Celebration at BGSU Firelands. Activities included: African music played and sung by Jabali Afrika, presentations about the American Indian Movement, the Civil Rights Movement, and various other programs. Ms. Sandy DeCarlo, in the Office of Student & Campus Activities did an outstanding job of organizing these events. The public was invited to attend at no cost.

In addition, Miss America, Ericka Dunlap, visited the area on Friday, February 27, 2004, and spoke on diversity. Sponsors for the event attended a reception at the Cedar Point Center. Sandusky's own Miss America, Jackie Mayer, served as hostess.

On February 24th, the 31st Annual University Business Symposium sponsored by BGSU Firelands was held at the Cedar Point Center. This year’s program was titled, “Job Flight: Action Alternatives.” Dr. Michael Horrigan, the assistant commissioner in the office of Occupational Statistics in Washington, D.C., was the keynote speaker. A panel discussion followed with presentations by representatives who spoke on behalf of education, manufacturing, health care and business services.

Lastly, Ms. Todd reported that the Firelands Board has prepared an orientation packet for new Advisory Board members that includes information about Firelands history, facts and highlights. She noted that the Board has found it is very helpful in promoting their scholarship programs and also in recruiting new Board members.

**Administrative Staff Council Representative – Robin Veitch**

Ms. Veitch welcomed everyone to the beginning of March Madness. She reported that the Administrative Staff Council has been meeting monthly and at the meetings are working very hard to accomplish their goals for this year. The ASC Scholarship Committee just ended a fund-raising raffle, with all proceeds going to the Scholarship Fund. They now have the difficult task of selecting the scholarship honorees from over 450 qualified applicants.

Ms. Veitch reported that since the last Board meeting, the ASC Awards Committee has presented two monthly Spirit of BG Awards. In December 2003, Rich Kasch of ITS was the recipient and in January 2004, Jeff Grilliot of International Programs was chosen.

The Internal Affairs Committee is busy preparing for Council elections, which will be coming up at the end of March. The Personal Welfare and Salary Committee continued discussion with the President’s Compensation Committee to develop a compensation plan for real compensation growth that is consistent, equitable and market conscious.
On March 22 the Administrative Staff Council will be hosting an Administrative Staff Day. There will be a luncheon with guest speaker, Dr. Bill Balzer, Dean of Continuing & Extended Education. There will also be some personal development sessions, and in the afternoon the annual Spring Reception will be held where the BG Best Awards will be handed out.

In closing, Ms. Veitch noted that ASC would continue to work collaboratively with the Faculty Senate and Classified Staff Council for the betterment of BGSU and our community. She expressed her appreciation for the opportunity to report to the Board ASC’s important role in BGSU’s mission.

Classified Staff Council Representative – Becky Paskvan

Ms. Paskvan greeted the Board, President Ribcau and those in attendance, and thanked the Board for allowing Classified Staff Council to update them on their activities.

On February 5, the CSC Salary Compensation Committee presented its 2004-2005 compensation recommendations to the University Administration for consideration. She noted that Classified Staff employees continue to be key players and have committed their professional lives to the University community, resulting in the University meeting its established enrollment and retention goals.

The Classified Staff Council is preparing for their annual Awards Ceremony, which will be held on Tuesday, April 6, 2004, in the Ballroom of the Bowen-Thompson Student Union. The Outstanding Staff Awards, the Team Awards and Classified Staff Scholarships will be presented at that time. The Outstanding Staff Award is given to one classified staff employee who exemplifies the mission of BGSU and who is nominated by his/her peers. The Committee makes the selection among the applicants and the recipient receives $1,000 in cash, along with a free parking space for an entire year. The Team Award is given to a group of classified staff employees who work together as a team on campus and again, who exemplify the goals and mission of the University. The bookstore employees were the recipients of this award last year. Ms. Paskvan thanked Dr. Linda Dobb for helping to increase the amount of this award from $1,000 to $1,500, which will be split among the winners. She reported that the names of the Classified Staff Scholarship winners would also be announced at the ceremony. CSC is proud to be awarding sixteen $250 scholarships, or $4,000, this year to classified staff and their dependents. This is an increase of two scholarships over last year.

On Friday, March 12, Classified Staff will be answering phones and taking pledges for the WBGU Telethon. On March 17, Mr. Harbal will be attending the Council meeting which will be conducted in an open forum format with questions and answers. Ms. Paskvan thanked Mr. Harbal for agreeing to come and address Council.

Plans are underway for CSC’s biggest fundraising event of the year which will be the golf outing to be held Friday, June 4, at the Forrest Creason Golf Course. All money raised at this event will go directly to the scholarship fund. Ms. Paskvan encouraged all Board members to join them for 18 holes of golf and lunch.

Ms. Paskvan concluded her report by thanking the Board for giving CSC the opportunity to brief them on their activities.

Faculty Representative – Neocles Leontis

Dr. Leontis greeted the members of the Board and President Ribcau. He reported on their special project this year which is the Journey Toward Democracy project. The first event, a discussion cafe, was held on February 18. Dr. Leontis showed slides from the event, which was attended by one of our Board members. Almost 100 students, faculty and community leaders met on February 18 in the Union to discuss democracy, education and civic engagement. Participants were asked to address the questions: (1) What does democracy mean?; (2) What is the role of the University is preparing citizens for democracy – what knowledge as well as skills do our students need to participate in democratically shaping our world?; (3) How can student and community organizations best function as “laboratories” for democratic education?; and (4) How can we better practice democracy in our public life, in our workplaces, and in our schools?

Dr. Leontis stated that students reported they enjoyed very much speaking with their professors and other older people as equals – as fellow citizens addressing questions of mutual interest. This is not a very common experience
for them, as the Professor is the leader in the classroom. He noted that he felt the event was educational for everyone and many students reported that they would come again and bring a friend. The next step is to compile the notes from the discussion and distribute them in preparation for a more in-depth discussion later this semester. Dr. Leontis reported that Firelands was participating using videoconferencing.

Graduate Student Representative – Deirdre Rogers

Ms. Rogers greeted the Board, and noted that she had attended the Journey toward Democracy events, and thanked Faculty Senate.

Early in the semester Dr. Whipple provided some money to GSS to create a travel fund for graduate students. With two weeks notice, there were 103 applicants, which shows that there obviously is a need for graduate students to have travel money. There are some small pools of money that are out there, but not enough to meet the need, or there would not have been 103 applicants. She noted that they are fortunate that Dr. Whipple agreed to give GSS a larger portion of money for next year, but given the academic climate and the need for graduate students to present their research at conferences, Ms. Rogers asked that we increase the pool of money for this purpose.

The student population is taking an active role in trying to get Ohio’s government to not cut funding for higher education. USG and GSS have formed a collaborative effort they call the Coalition Against Rising Tuition (CART). The mission is to get the State of Ohio not to raise tuition for next year. They are in the process of creating letters to give to students to send to their legislators and hopefully this will have some impact on how higher education is funded next year. USG and GSS are also taking this initiative to other universities around the state and getting them involved as well. Hopefully, the larger student population will get involved in this effort and the State of Ohio and the Governor will hear that funding is an important issue to higher education.

The Charles E. Shanklin paper competition deadline was February 26. There were about 40 applicants. Dr. Shanklin was a former Board member and he endowed a trust fund for graduate students. The runners-up for the Shanklin competition will present their research on April 19 with the awards ceremony being held on April 30.

There are several other awards that are still available, including the Outstanding Contributor to Graduate Education, Outstanding Research Assistant, Outstanding Administrative Assistant, Outstanding Graduate Assistant, and Outstanding International Graduate Student. The deadline for submissions for these awards is April 19.

Graduate Student Senate has started their election process, and Ms. Rogers announced that this would be her last address to the Board. The elections will be held on March 19. She thanked the Board for allowing her to have this opportunity this year.

ANNOUNCEMENTS

The next regular meeting Board meeting will be Friday, May 7, 2004.

EXECUTIVE SESSION

Chair Newell announced that in keeping with the provisions of the state’s “sunshine law” and Amended Section 121.22 of the Ohio Revised Code, she is proposing at this time that the Board Members meet in an executive session to consider the purchase or sale of property. She requested that members meet in the Room 311 for approximately 15-30 minutes -- the regular meeting to be reconvened at that time to take action if necessary.

No. 21-2004 Ms. Newell moved and Mr. Moore seconded that members of the Board of Trustees meet in an executive session to discuss the purchase or sale of property.
The Board Secretary conducted a roll call vote with the following results: Voting “yes” – Ms. Cook, Mr. Ferkany, Mr. Harbal, Mr. Marsh, Mr. Moore, Ms. Newell, Mr. Sebo, and Mr. Wilcox. The motion was approved with 8 affirmative votes.

The regular meeting was recessed at 2:35 p.m. and the members moved into the executive session in Room 311.

No. 22-2004 Ms. Newell moved and Mr. Moore seconded that members of the Board of Trustees reconvene the regular meeting of the Board of Trustees.

The Board Secretary conducted a roll call vote with the following results: Voting “yes” – Ms. Cook, Mr. Ferkany, Mr. Harbal, Mr. Marsh, Mr. Moore, Ms. Newell, Mr. Sebo, and Mr. Wilcox. The motion was approved with 8 affirmative votes.

Chair Newell reconvened the regular meeting at 3:35 p.m. with the announcement that members had met in executive session for 60 minutes for the purpose of considering the purchase or sale of property.

Interim Housing Allowance Resolution

No. 23-2004 Mr. Ferkany moved and Mr. Harbal seconded that the Board of Trustees amend the President’s contract to provide a monthly housing allowance to Sidney A. Ribeau and to delegate to the Chair of the Board the right to negotiate the amount of that allowance.

The Board Secretary conducted a roll call vote with the following results: Voting “yes” – Ms. Cook, Mr. Ferkany, Mr. Harbal, Mr. Marsh, Mr. Moore, Ms. Newell, Mr. Sebo, and Mr. Wilcox. The motion was approved with 8 affirmative votes.

ADJOURNMENT

The meeting was adjourned at 3:38 p.m.