

SAGINAW VALLEY STATE COLLEGE

BOARD OF CONTROL

**AUGUST 10, 1987
Regular Monthly Meeting**

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MINUTES

BOARD OF CONTROL

SAGINAW VALLEY STATE COLLEGE

Regular Monthly Meeting

9:30 a.m.

Pioneer Hall Board Room - Pioneer Hall

August 10, 1987

Present: Braun
Gilmore
Klykylo
Lofton
Munoz
Saltzman
Woods
Ryder

Absent: Curtiss

Others

Present: Beutler
Block
Cogan
Dickey
Fallon
Frahm
Hamilton
Lange
Muldore
Nelson
Saft
Stanley
Starrine
Tanaka
Thompson
Tucker
Willertz
Woodcock
Yien
12 Japanese Exchange Students
Press

I. CALL TO ORDER

Chairperson Saltzman called the meeting to order at 9:40 a.m.

II. PROCEDURAL ITEMS

1) Approval of minutes of June 8, 1987 Regular Monthly Meeting

It was moved and supported that the minutes of the June 8 regular monthly meeting be approved. They were unanimously **APPROVED** as submitted, and were ordered filed in the President's Office and in the Library.

2) Approval of minutes of June 29, 1987 Special Meeting

It was moved and supported that the minutes of the special meeting be approved.

Chairperson Saltzman requested that page 17 be changed to read "Mrs. Saltzman stated that it is important that the Board is open and responsive to the people who appear before it."

The minutes were unanimously **APPROVED** as corrected. They were ordered filed in the President's Office and in the Library.

Mrs. Woods entered the Board room at this time.

3) Recognition of the official representative of the Faculty Association

Dr. John R. Willertz, President of the Saginaw Valley State College Faculty Association, was recognized.

Dr. Willertz welcomed Ms. Carmen Munoz, newly appointed member of the Board, as well as Dr. John A. Fallon, the new Assistant to the President and Secretary to the Board of Control.

Dr. Willertz asked to appear for a minute or two before the Executive Session on Collective Bargaining. Chairperson Saltzman stated that, if the Board did not object, Dr. Willertz would be welcome to appear very briefly at that session. There were no objections.

Chairperson Saltzman also welcomed Ms. Munoz and Dr. Fallon to the SVSC family. Dr. Ryder stated that Dr. Fallon had come to SVSC from Ball State University, where he had worked in the office of both the Provost and the President. He has a strong background in Higher Education, and a great deal of legislative experience.

Chairperson Saltzman asked Ms. Munoz for her first impressions of SVSC. Ms. Munoz replied that she was very impressed by the College and its aim for small classes.

4) Communications and requests to appear before the Board

There were none.

5) Additions and deletions to the agenda

Chairperson Saltzman requested that committee appointments be added to the end of the agenda.

The revised agenda was distributed. A resolution to

recognize the contributions of Richard H. Gilmore was added as Action Item 1A.

III. REMARKS BY THE PRESIDENT

President Ryder reported that it was expected that the proposed name change from "college" to "university" would be acted on by the Senate in the fall. It is hoped that they will pass the bill and that the Governor will support it.

Dr. Ryder stated that he had represented the American Association of State Colleges and Universities at the Governor's Conference in July. He noted that the participants there had clearly identified two basic issues--competitiveness and education, which were seen as being linked together. He added that Governor Blanchard had not cut any of the basic budgets in higher education when he trimmed the budget approved by the legislature. Instead, he eliminated a proposed increase in student aid, as well as some funding for repair and maintenance at the state institutions.

Dr. Ryder noted that this represents what governors are doing throughout this country; they are very concerned about education--from head-start programs through higher education. They were especially concerned about illiteracy and education for minorities. He indicated that the impact of the Governors' efforts will be felt at the state and federal level; that additional support is at issue. If the colleges make some modifications and are ready to respond, they will get the

resources when they become available.

If the United States is going to be competitive on an international basis, our people have to be educated far more extensively and effectively than in the past.

Dr. Ryder concluded that SVSC is at a point in its history when one of the biggest things we lack is adequate resources to compensate our faculty and staff appropriately, and to have the supplies and equipment necessary to maintain and enhance the quality of our programming.

IV. ACTION ITEMS

1A. Resolution to recognize the contributions of Richard H. Gilmore, DDS as a Board officer and committee member

RES-753 It was moved and supported that the following resolution be adopted.

WHEREAS, Dr. Richard H. Gilmore has thus far served as a member of the Saginaw Valley State College Board of Control for over 16 years, and

WHEREAS, he has faithfully attended and contributed to the deliberations of the Board during much of the rapid growth and development of the College, and

WHEREAS, during his tenure he was appointed to and served as a member of the various committees of the Board of Control and more recently served on the Academic and Personnel Committee from 1980 to 1982 and again from 1986 to 1987 and on the Business and Facilities Committee from 1983 to 1986, and

WHEREAS, Dr. Gilmore succeeded to the chairmanship of the Board upon the non-reappointment of the Chairman in 1985, and

WHEREAS, he was elected to the chairmanship of the Board in 1986, and

WHEREAS, during his chairmanship, the Administrative Services Building, the Maurice E. Brown Hall, the Melvin J. Zahnw Library, and the Science Building were dedicated to the people of Michigan and ground was broken for the Dorothy (Honey) and Ned Arbury Fine Arts Center and the new Health and Physical Education Center,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Control hereby recognizes Dr. Gilmore's long, able, and dedicated contributions to the College through his service as a member, as Vice Chairman, and as Chairman.

President Ryder presented Dr. Gilmore with the framed resolution and thanked him on behalf of the College, the administration, the faculty and staff, and Board of Control for his outstanding contributions to SVSC.

The resolution was APPROVED unanimously.

1B. Motion to approve revised Board of Control Operations Manual

BM-720 It was moved and supported to approve the revised Board of Control Operations Manual. (See Appendix 1: Manual)

Mrs. Woods noted that portions of this document could be changed at any time the Board deemed it necessary; that perhaps this could be done as an on-going process.

Dr. Willertz referred to 2.0-5 Article VII, Section 1 of the Bylaws and stated that the Faculty Association would also like the privilege of having their elected president sit at the table, in the same manner as the Student Government representative.

Mrs. Saltzman thanked Dr. Willertz and asked for other

comments. There were none.

The motion was **APPROVED** unanimously.

2. Resolution to approve Administrative Appointments to a Reappointment and Tenure Commission

RES- 754 It was moved and supported that the following resolution be adopted.

WHEREAS, the Faculty Association asks that a Reappointment and Tenure Commission (R.T.C.) be established in accordance with the Faculty Contract, and

WHEREAS, The Reappointment and Tenure Commission shall be a five-member commission which shall consist of two members selected by the Association and two members selected by the Board of Control,

NOW, THEREFORE, BE IT RESOLVED that Dr. David E. Nelson, Dean of the School of Education, and Dr. Jose L. Valderas, Director of the Bilingual/Bicultural Center, be appointed to the 1987-88 Reappointment and Tenure Commission (R.T.C.)

Dr. Ryder noted that one of the policies in the contract with the Faculty Association states that if under procedure there is no resolution to particular problems which are spelled out in the contract, there could be an appeal to the Reappointment and Tenure Commission. This commission is composed of two members selected by the Faculty Association and two selected by the Board of Control. These four members then vote on the selection of the fifth member, who could possibly be an arbitrator.

The resolution was **APPROVED** unanimously.

3. Resolution to name the road east of the Melvin J. Zahnow Library as Library Circle

RES-755 It was moved and supported that the following resolution be adopted.

WHEREAS, During the development of the IF-2 Complex, D

Parking Lot was renovated, and

WHEREAS, For identification and campus safety purposes it has become necessary to identify the drive along the perimeter;

NOW, THEREFORE, BE IT RESOLVED, That the drive along the perimeter of D Lot be known as Library Circle.

Chairperson Saltzman asked for discussion. There was none.

The resolution was **APPROVED** unanimously.

4. Resolution to adopt 1987-88 General Fund Operating Budget

RES- 756 It was moved and supported that the following resolution be adopted.

WHEREAS, for the 1987-88 fiscal year the State Appropriation is known and tuition revenues have been estimated, and

WHEREAS, The administration of the College has analyzed the level of General Fund expenditure allocations required for compensation, services, supplies and equipment to maintain the quality of instructional and support services provided to students;

NOW, THEREFORE, BE IT RESOLVED, That the attached General Fund Budget Summary be adopted as the General Fund Operating Budget for Saginaw Valley State College's 1987-88 fiscal year.
(See Appendix 2: Budget)

President Ryder reported that the State fiscal year appropriation is \$13,846,599, which includes some funding which is tracked by the Senate and House Fiscal Agencies and must be used for specific purposes. In that category are \$1,640,000 in start-up funds for IF-2; \$688,000 for the first phase of start-up funding for Wickes Hall and the Arbury Fine Arts Center; \$225,000 for the Research Excellence Fund; \$73,828 in Martin Luther King Jr./Cesar Chavez/Rosa Parks funding for minority

programs; and this year, for the first time, a one-time-only allocation of \$223,626 to recognize enrollment increases for the past two years.

President Ryder stated that the tuition revenue estimate for 1987-88 is \$6,926,305, based upon 123,000 credit hours, which is an increase of 8.2 percent over 1986-87.

Michigan State University has raised its tuition and fees rate by 11.7 percent for 1987-88, Western Michigan rates went up 9.5 percent, and a number of the remaining institutions' rates increased between 5 and 11.7 percent. The Board will be sent a copy of the specifics as soon as the information is accumulated.

Mr. Jerry Woodcock, Vice President for Business Affairs, noted that the state appropriation figure of \$13,846,599 which Dr. Ryder had quoted differs from the \$13,794,055 shown on the budget document because our fiscal year begins July 1st, while the State's fiscal year begins October 1st. Due to Forward Funding the amounts are about the same, but not exactly.

President Ryder indicated that several major initiatives would be pursued in this budget. Eight new faculty positions have been added to keep pace with growing enrollments. We had asked for 24 new faculty members in a Program Revision Request, which would bring us up to the level at which we should have been, even before this year's enrollment increase. Realizing that the legislature couldn't do that all at once, we asked them to provide eight new faculty positions this year and eight in

each of the following two years. Faculty must be recruited beginning in the Fall, even though you don't know whether or not the State will allocate the money until July.

Dr. Ryder stated that compensation increases, needed to attract and retain well-qualified faculty and staff, will range between four and six percent. Some already are established under existing contracts, while others are being negotiated. Part-time faculty also will have higher salaries under the new budget, with \$232,000 set aside to hire additional instructors and to set higher pay scales for current adjunct faculty.

SVSC contributions toward financial aid for students will increase by \$100,000, and the half-time affirmative action position established this year will be carried forward. A newly revised edition of the Affirmative Action Plan will be given to the Board for review so that the revisions can be adopted in December.

A larger share of library acquisitions will come from the College's General Fund, as part of a five-year plan to replace funding from a \$1 million gift from the Wickes Foundation.

Although a Program Revision Request of \$500,000 for instructional computing was not funded by the state, SVSC will commit \$450,000 for that purpose over a five-year period, with the expectation that the state will come in and support that PRR.

Additional funding of \$14,000 will be provided for faculty release time to assist offices of the deans in their

administrative responsibilities.

Mr. Klykylo joined the meeting at this time.

Dr. Ryder noted that the State Audit included a request that we provide for an internal auditor. We have agreed that it is needed at this point in time, but the costs would be too great for this particular budget. However, \$10,000 has been allocated to upgrade one of our existing people to move into this role in the future, or to provide it on a part-time basis from external sources.

Other items in the budget include an average 5 percent increase in the normal supplies and equipment budgets for Administrative units. Although the need is greater, constraints on resources require the limitations.

In addition, the budget includes \$20,000 for the Administrative and Business Affairs area, \$5,000 for Student Affairs, and \$5,000 for units in the Office of the President. These special amounts will be used either for equipment or supplies but are far less than what is needed.

Adjustments to academic department budgets included the 5 percent increase plus the lab fee income budgeted at \$93,000 plus \$53,000. The net increase is \$104,000 which should allow substantial progress toward meeting supply and expense and equipment needs in the academic area. The rationale for the adjustment was based upon a comprehensive study of the academic department budgets in peer institutions. Based upon the average

expenditures in these institutions we found some of our department budgets were above and some below. Dr. Yien and the deans will work to make the appropriate adjustments.

Directors' and officers' liability insurance coverage has been increased to a higher level at a cost of \$25,000.

Some items were omitted from the budget because of insufficient resources. Several administrative offices will wait for equipment needed to improve their operations, and staff will not be added to the budget office or the campus activities area.

Mr. Woodcock distributed copies of the General Fund Budget Summary which compared Fiscal Year 1987-88 to 1986-87. (See Appendix 3: Summary)

President Ryder then reviewed the General Fund Budget Summary for Fiscal Year 1987-88. (See Appendix 2: Budget) He noted that given a different legislature, a different administration, and particularly hard times, it's not inconceivable that Forward Funding may not be provided, which would leave SVSC with \$1,981,475 to make up.

Mr. Woodcock indicated that he thought that the sunset date would either definitely be extended one more year or that the date itself might be eliminated. Mr. James Muladore, Controller, stated that he anticipated that the date would be extended to September 30, 1992. Mr. Braun requested that the Board be given further information regarding the status of the sunset date as it becomes available.

Dr. Ryder reviewed the Analysis of the 1987-88 State Appropriation Increase, which showed a 5.66 percent increase for General Operations; a 1.84 percent increase for the one-time allocation for enrollment growth; and a 5.62 percent increase for the New Facilities Start-Up. This represents a total increase of 13.12 percent. He noted that it was important that the Board recognize that the 1.84 percent one-time allocation for enrollment growth is being used as if it were going to continue: if it does not, it could hurt us in the ensuing year.

Mr. Braun stated that he was very strong on the need for an internal audit function, which he felt is already being carried out, although perhaps not under a formal program. He added that doing it on a part-time basis is perfectly acceptable. He was concerned though, that it be done in a way that fulfills the function for the Board that an internal audit for an organization like SVSC should conduct, because, aside from directors' and officers' insurance, nothing is more important to limit the potential liability of Board of Control members than a functioning operational internal audit program. It is very important that it have a regular reporting function through the Business and Facilities Committee and that the reporting through to the President and the Board be handled in traditional audit committee manner.

Mr. Woodcock responded that, in his discussions with the President, it was decided that this is step one; it is intended

that in two or three years this be a full-time operating function.

The resolution was APPROVED unanimously.

5. Motion to Elect Board of Fellows Members

BM-724 It was moved and supported that the attached slate of active and emeritus members be appointed to the Board of Fellows. (See Appendix 4: Board of Fellows)

Dr. Ryder stated that the Board of Fellows is an advisory board to the President and the Board of Control. Its fundamental responsibilities are to provide a communications link with the community and to provide advice to the President and the Board.

Members who have served for a number of years may withdraw from service and become Emeritus members. (If approved by the Board of Control.)

Dr. Ryder then reviewed the list of candidates. He noted that there are two or three spots still to be filled on the Board. Their names will probably be brought to the Board of Control in October.

The motion was APPROVED unanimously.

6. Resolution to move to Executive Session for the purpose of discussing collective bargaining at 11:30 a.m.

RES- 757 It was moved and supported that the following resolution be adopted.

WHEREAS, Saginaw Valley State College is currently negotiating a contract agreement with the Saginaw Valley State

College Faculty Association, and

WHEREAS, the open meetings legislation allows for a closed session of the Board of Control to discuss negotiation of a collective bargaining agreement,

NOW, THEREFORE, BE IT RESOLVED, that in accordance with Section 15.268 of the Open Meetings Act (P.A. 1976, No. 267), we adjourn into closed session for the purpose of discussion of negotiations with the Saginaw Valley State College Faculty Association.

There was no discussion.

The resolution was **APPROVED** unanimously.

V. INFORMATION AND DISCUSSION ITEMS

7. Japanese students

Dr. Eugene Hamilton, Dean of Continuing Education and International Programs, introduced Professor Takao Tanaka, from Shikoku Women's University, who has been here as an exchange professor since January of this year. Twelve exchange students from Japan were introduced, as were the coordinators of the program. Dr. Hamilton also reported on their activities and the recently completed visit by Korean students.

8. Personnel Report

The Board received a personnel report listing recent additions to faculty and staff. (See Appendix 5: Personnel) Chairperson Saltzman inquired how many of the new employees are minorities. She asked that when the Affirmative Action report is reviewed that this information be prepared for the Board. Dr.

Ryder replied that the Board will be getting information for their review, with the idea of the last discussion being held in November and the final action in December. He added that an assessment of the percentage of women and minorities employed at SVSC could be readied for the next Board meeting.

9. Introduction of Dr. David Nelson, Dean of the School of Education

Dr. Yien, Vice President for Academic Affairs, introduced Dr. Nelson, who has 20 years of experience in both public school and higher education, and has two Masters and one Ph.D.

Dr. Nelson expressed his appreciation to the search committee, and commended the faculty for their thoroughness. He stated that there is a tremendous level of opportunity in the School of Education at SVSC at this point in time. A number of situations which need attention are being reviewed and many solutions have been found. The bread and butter of the School of Education continues to be its undergraduate programs in Elementary and Secondary Education. A tremendous amount of support has been received from the deans and other academic areas. Teacher education is in a real positive position at SVSC.

Dr. Nelson indicated that he likes to work with and seek the cooperation and support of outside individuals. He has met with all of the area superintendents and is working with other administrators and teachers in this area, because what

individuals external to this institution have to say about how we develop our teacher education candidates is very important.

There is a tremendous level of interest at the graduate level. Preliminary enrollment figures indicate that we are substantially ahead of where we were a year ago.

Dr. Nelson added that he was very pleased to be at SVSC and that the School of Education is going to be in a tremendously positive mode. The faculty and staff are going to work vigorously to establish a team effort, so that everyone can feel good about what they do.

10. Final Report on Summer, 1987 Registration

Paul Saft, Registrar, reviewed the RP596 Enrollment Comparisons (See Appendix 6: Summer Enrollment), which showed summer enrollments were up by 9.2 percent, with an 11.2 percent rise in total credit hours. Mr. Saft noted that the returning student population has been the strength of our enrollments.

11. Preliminary Report on Fall, 1987 Registration

Mr. Saft reported that present enrollments for fall semester are up 12.4 percent over the same period last year, and students have signed up for 12.9 percent more credits than the August 15, 1986 total. (See Appendix 7: Fall Registration)

Mr. Saft noted that once again the returning student population is leading the way in the percentage of increase.

Mrs. Woods commented that she felt that the high percentage of returning students was an excellent indication of the quality of our programs. Mr. Saft replied that he felt this was a result of the long range planning which was done in 1981-82 when there was a campus-wide review of retention.

Dr. Ryder pointed out that we have been attempting to keep the new student number the same as it was last year. He also commended Mr. Saft for his important contributions to SVSC over the past seven years.

12. Preliminary Report on Residence Halls and Apartments

Merry Jo Starrine, Director of Housing and Residential Life, reported that requests for housing are up 6 percent over last year, with five students waiting for dormitory space and only one family apartment remaining in the Pine Grove complex. (See Appendix 8: Housing)

13. Fine Arts Center

Dr. Ryder reported that the Arbury Fine Arts Center will be open for fall classes, but the dedication of the center will be postponed from the tentative October date to allow for completion of work in the Marshall Fredericks Gallery and placement of sculpture and displays. The dedication will either be held in December or next spring.

15. Report on Administrative Council Planning Retreat

Dr. Ann Dickey, Director of Institutional Research and Planning, reported that the Administrative Council meets each summer for approximately three days to complete the assimilation and use of the plans that various departments, deans and administrators have made during the past year. This year, two of the three days of the planning retreat were devoted to getting a head start on the planning for next year.

One of those days was spent meeting individually with the superintendents of the Bay City, Saginaw and Midland school districts. The school administrators told council members that Michigan will not suffer a teacher shortage in most disciplines in the foreseeable future. Relatively high pay scales attract teachers from out of state, and all local schools report numerous applications for every posted opening. We should be aware of certain critical shortage areas and we should be encouraging our graduates to make applications all around the nation rather than just here in Michigan. The rewards and image of the teaching profession must be changed so that the brightest and best students are attracted. International Education should be re-emphasized. Pedagogy and classroom management skills should be stressed.

The Council also met with representatives of three major area corporations who spoke about employee training. Representatives were present from the Dow Chemical Corporation,

General Motors Central Foundry, and Dow Corning. Lifelong education will be even more important in the future than it is now. Dr. Dickey explained the Interactive Video Learning Program at Dow Corning.

The General Motors Central Foundry representative reported that GM has not been hiring and does not expect to be doing so this year. They are emphasizing training more than ever, stressing quality improvement and control.

Dow Chemical employs 101 SVSC alumni; Dow Corning employs 67. Both corporations gave our graduates excellent job appraisals and felt that the College does not yet have the reputation that it deserves with their companies. Dr. Dickey stressed that, with our help and theirs, information will be disseminated about our graduates and how well they're doing.

IV. OTHER ITEMS FOR CONSIDERATION

16. Committee Assignments

Chairperson Saltzman stated that, after looking over the members' tenure on the committees, it seemed a good idea to retain the same memberships as last year with Ms. Munoz appointed to the Business and Facilities Committee and the Finance and Audit Committee. She asked the Board members to contact her if they preferred to be on the other committee; that the only fix is that the treasurer must be on the Business Committee. She suggested that perhaps next year two people could be rotated from each committee.

Dr. Ryder pointed out that we should begin using the new committee titles as adopted today by the Board. (See Appendix 9: Committees)

17. Michigan Association of Governing Boards

Chairperson Saltzman asked the Board members to tell her if they were interested in serving on the Michigan Association for Governing Boards. She would like to announce these appointments at the next meeting. SVSC is entitled to two delegates and one alternate.

She also asked if one of the Board members (male or female) would like to serve as liaison to an MAGB committee exploring opportunities of women in higher education institutions.

18. Joint meeting with Delta College

Mrs. Saltzman stated that she and Dr. Ryder had met with the President and the Chairman of the Board of Trustees of Delta College regarding the joint meeting with them in November. After our committee meetings in November, there will be a lunch meeting and then a joint meeting of the Boards in the afternoon as well as a tour of the Delta campus.

VII. ADJOURNMENT

Chairperson Saltzman adjourned the public meeting at 11:40 a.m.

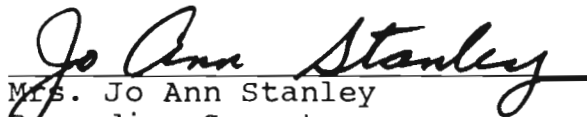
VIII. EXECUTIVE SESSION

The Board reconvened in Executive Session at 11:50 a.m. for the purpose of discussing collective bargaining and adjourned at 12:45 p.m.

Respectfully submitted:

Mrs. Florence F. Saltzman
Chairperson

Mr. Hugo E. Braun
Secretary


Mrs. Jo Ann Stanley
Recording Secretary

GENERAL FUND BUDGET SUMMARY
SAGINAW VALLEY STATE COLLEGE
FISCAL YEAR 1987-88

APPENDIX 2:
Budget

RESOURCES

REVENUES

State Appropriation	\$13,794,055
Tuition & Fees	6,926,305
Miscellaneous Revenues	255,000
TOTAL Revenues	20,975,360
Portion of 6/30/87 General Fund Fund Balance Budgeted for 1987-88	89,835
BUDGETED RESOURCES	21,065,195

EXPENDITURE ALLOCATIONS

Compensation	14,926,627
Supplies, Materials & Services	5,741,568
Capital Expenditures	397,000
TOTAL Expenditure Allocations	21,065,195
Resources Over <Under> Expenditure Allocations	\$ -0-

FUND BALANCE

Balance at Beginning of Year <Deficit>, 7/1/87, estimated	\$ 227,340
Obligated in 86-87 (Encumbrances), estimated	<125,980>
Allocated to 87-88 Budget	< 89,835>
Anticipated Fund Balance at 6/30/88	\$ 11,525

RESTATED FUND BALANCE INVOLVING NON-RECOGNITION OF FORWARD FUNDING

Balance at End of Year <Deficit>, 6/30/88	\$ 11,525
Revenue Adjustment: Non-Recognition Forward Funding	<1,993,000>
Restated Balance at End of Year <Deficit>, 6/30/88	\$<1,981,475>

Analysis of 1987-88 State Appropriation Increase:

General Operations	5.66%
Enrollment Growth - One Time	1.84%
New Facilities Start-Up	5.62%

	13.12%
	=====

PLANNING DOCUMENT

GENERAL FUND BUDGET SUMMARY
SAGINAW VALLEY STATE COLLEGE
FISCAL YEAR 1987-88
WITH COMPARATIVE 1986-87 SUMMARY

	1987-88	1986-87	Net Change
REVENUES:			
State Appropriation	\$13,794,055	\$12,153,140	\$1,634,915
Tuition & Fees			
Tuition	\$6,659,305	\$5,488,000	
Fees	267,000	234,000	
		5,722,000	\$1,204,305
Other Revenues:			
Indirect Cost Recoveries	80,000	80,000	
Investment Income	60,000	80,000	
Departmental/Other	90,000	90,000	
Non-Recurring	25,000	94,150	(\$69,150)
		344,150	
			(\$89,150)
TOTAL REVENUES	20,975,360	18,225,290	2,750,070
EXPENDITURE ALLOCATIONS:			
Compensation	14,926,627	13,348,088	\$1,578,539
Supplies, Materials & Service	5,741,568	4,562,302	\$1,179,266
Capital Expenditures	397,000	314,900	\$82,100
TOTAL EXPENDITURE ALLOCATIONS	21,065,195	18,225,290	2,839,905
REVENUES OVER (UNDER) EXPENDITURE ALLOCATIONS	(\$89,835)	\$0	(\$89,835)

APPENDIX 3:
Summary

**RECOMMENDATIONS FOR APPOINTMENTS TO THE
SVSC BOARD OF FELLOWS**

ACTIVE MEMBERS

Midland:

- * James G. Bandeen
- * Calvin Campbell
- Earl Warrick
- Freeman (Pete) Lehman

Saginaw:

- * Frederick Ford
- * Stuart Gross
- * Thomas O. Lohr
- * Harvey Walker
- Jane E. Hammerbacher

Bay City:

D. Brian Law
Gary E. Bosco

Cass City:

Kenneth E. Selzer

EMERITUS MEMBERS

Robert Bridge	-	Midland
Linneaus Dorman	-	Midland
Foster Gibbs	-	Saginaw
Robert Walpole	-	Cass City

- * Members whose terms have expired and have chosen to remain active

Current Positions Filled

August, 1987

ADMINISTRATIVE/PROFESSIONAL

Mr. Craig A. Blanchard - Hired as Equipment Manager/Athletic Coach (replacement). In 1982 Mr. Blanchard received a B.S. from Grand Valley State College, and before joining SVSC was Graduate Assistant Football Coach at Eastern Michigan University.

Ms. Anita C. Dey - Hired as General Reference and Interlibrary Loan Librarian, Zahnow Library (replacement). Ms. Dey received a B.A. from Central Michigan University in 1985, and an M.L.S. from the University of Michigan in 1986. Ms. Dey worked as Assistant Librarian with St. Joseph Mercy Hospital before accepting this position.

Ms. Mary A. Ebelt - Hired as Staff Assistant, Facilities Scheduling and Conferences and Professional Development Programs (replacement). In 1981 Ms. Ebelt received a B.B.A. from SVSC, and formerly worked for the Office of Economic Development with the City of Saginaw.

Dr. John A. Fallon III - Hired as Assistant to the President and Secretary to the Board of Control (replacement). Dr. Fallon received a B.S. from Western Michigan University in 1969, in 1970 an M.A. from Northern Michigan University, and in 1973 a Ph.D. from Michigan State University. Before coming to SVSC, Dr. Fallon worked in the Office of the President and the Provost's Office at Ball State University.

FACULTY

Ms. Karen M. Clougherty - Hired as a one-year, temporary Assistant Professor of Management (replacement). Ms. Clougherty received a B.A. in 1977, and an M.B.A. in 1984, both from the University of Wisconsin. Prior to accepting this position, Ms. Clougherty was Assistant Professor at the University of Wisconsin.

Dr. Jesse I. Deutsch - Hired as Assistant Professor of Mathematical Sciences (replacement). In 1978 Dr. Deutsch received a B.A. from Princeton University, an M.S. in 1980 from New York University, and in 1986 a Ph.D. from Brown University. Dr. Deutsch was Visiting Assistant Professor with the University of Arizona before joining SVSC.

Dr. Carol Ellis - Hired as a one-year, temporary Assistant Professor of English (replacement). Dr. Ellis received a B.A. from the University of Santa Clara in 1968, an M.A. from San Francisco State in 1972, and a Ph.D. in 1986 from the University of Iowa. Before accepting this appointment, Dr. Ellis was Instructor of English at Mount Mercy College in Cedar Rapids, Iowa.

Ms. Anita G. Harrand - Hired as Instructor of Nursing (replacement).
Ms. Harrand formerly was a one-year, temporary faculty member at SVSC.

Dr. Carolyn G. Hartnett - Hired as a one-year, temporary Professor of English (replacement). Dr. Hartnett received a B.A. from Eastern Michigan University in 1952, an M.A. in 1953 from the University of Michigan, and a Ph.D. from Indiana University of Pennsylvania in 1980. Before accepting this appointment, Dr. Hartnett was a faculty member with College of the Mainland in Texas City, Texas.

Mr. Hidaki Kihata - Hired as Assistant Professor of Art (new position). Mr. Kihata received a B.F.A. from Michigan State University in 1982, and an M.F.A. from the University of Cincinnati in 1986. Mr. Kihata was formerly a Visiting Assistant Professor at Kenyon College.

Ms. Beth McNett-Fettinger - Hired as Instructor of Nursing (replacement). Ms. McNett-Fettinger had previously been a one-year, temporary faculty member at SVSC.

Dr. Mathew G. Margres - Hired as Assistant Professor of Psychology (new position). In 1981 Dr. Margres received a B.A. from Bethany College, and an M.S. in 1985 and a Ph.D. in 1987, both from Washington State University. Prior to joining SVSC, Dr. Margres taught undergraduate courses at Washington State University.

Dr. Joseph Ofori-Dankwa - Hired as a one-year, temporary Assistant Professor of Management (replacement). Dr. Ofori-Dankwa received an L.L.B. from the University of Ghana in 1977, an M.S. in 1980 from the University of Wales, and recently received a Ph.D. from Michigan State University. Dr. Ofori-Dankwa was previously a Research Assistant at Michigan State University.

Ms. Carol L. Rembor - Hired as Instructor of Nursing (replacement.) Formerly Ms. Rembor was a one-year, temporary faculty member at SVSC.

Dr. David E. Schneider - Hired as Assistant Professor of Communication (new position). Dr. Schneider was previously a one-year, temporary faculty member at SVSC, and recently received a Ph.D. from Bowling Green State University.

Dr. Denise C. Storey - Hired as Associate Professor of Education (replacement). In 1972 Dr. Storey received a B.A., in 1974 an M.A., and in 1977 a Ph.D., all from Michigan State University. Before accepting this position, Dr. Storey was Assistant Professor with Marycrest College in Davenport, Iowa.

Dr. James P. Sullivan - Hired as Associate Professor of English (new position). Dr. Sullivan received a B.A. from Boston University in 1968, an M.A. in 1975 from New School for Social Research, and an M.S. in 1972 and a Ph.D. in 1976, both from Yeshiva University. Dr. Sullivan had formerly worked in the peer-tutoring program at the Writing Center at SUNY in Albany, New York.

Ms. Kathleen B. Wright - Hired as a one-year, temporary Instructor of Management (replacement). In 1975 Ms. Wright received a B.S. from the University of Florida, and in 1981 received an M.S. from the University of Northern Colorado. Before joining SVSC, Ms. Wright was Assistant Adjunct Professor at the St. Leo College Education Center at Homestead Air Force Base in Florida.

SAGINAW VALLEY STATE COLLEGE
OFFICE OF THE REGISTRAR

06-Aug-87
Official
All Sessions

RP596 ENROLLMENT COMPARISONS
HEADCOUNT AND CREDIT HOURS

		Summer 1986 Official	Summer 1987 Official	diff	% change
TOTAL	H:	2,687	2,934	247	9.2%
	C:	14,790	16,442	1,652	11.2%
F.T.I.C.	H:	34	34	0	0.0%
	C:	198	208	10	5.1%
New	H:	537	533	(4)	-0.7%
	C:	2,590	2,614	24	0.9%
Readmitted	H:	136	135	(1)	-0.7%
	C:	597	640	43	7.2%
Returning	H:	2,014	2,266	252	12.5%
	C:	11,603	13,188	1,585	13.7%
ON Campus	H:	2,470	2,701	231	9.4%
	C:	13,933	15,479	1,546	11.1%
OFF Campus	H:	256	269	13	5.1%
	C:	857	963	106	12.4%

NOTES:

1. ON plus OFF headcounts equal more than TOTAL due to dual enrollment.
2. First Time In College (F.T.I.C.) is included in New counts.
3. Early summer enrollments were + 14.2% in headcount and + 14.3% in credit hours.
4. Later summer enrollments were + 6.5% in headcount and + 6.3% in credit hours.

SAGINAW VALLEY STATE COLLEGE
OFFICE OF THE REGISTRAR

09-Aug-87

RP596 ENROLLMENT COMPARISONS
HEADCOUNT AND CREDIT HOURS

		Fall 1986 Aug 15	Fall 1987 Aug 7	diff	% change	Fall 1986 Official	% final
TOTAL	H:	3,967	4,458	491	12.4%	5,377	82.9%
	C:	41,145	46,463	5,318	12.9%	50,501	92.0%
F.T.I.C.	H:	508	568	60	11.8%	674	84.3%
	C:	6,846	7,675	829	12.1%	8,448	90.8%
New	H:	1,053	1,100	47	4.5%	1,684	65.3%
	C:	11,652	12,419	767	6.6%	15,856	78.3%
Readmitted	H:	99	121	22	22.2%	216	56.0%
	C:	579	773	194	33.5%	1,140	67.8%
Returning	H:	2,815	3,237	422	15.0%	3,477	93.1%
	C:	28,914	33,271	4,357	15.1%	33,505	99.3%
ON Campus	H:	3,776	4,216	440	11.7%	4,965	84.9%
	C:	40,091	45,170	5,079	12.7%	48,532	93.1%
OFF Campus	H:	253	317	64	25.3%	504	62.9%
	C:	1,054	1,293	239	22.7%	1,969	65.7%

NOTES:

1. ON plus OFF headcounts equal more than TOTAL due to dual enrollment.
2. First Time In College (F.T.I.C.) is included in New counts.
3. Registration days left: Fall '86 - 8, Fall '87 - 5 plus four days late registration each year.
4. Fall '87 has dis-enrollment for non-payment of fees during the week of August 10. This process was already completed during the equivalent time period in Fall '86 when 270 students and 2,746 credits were dropped.
5. Adjusting the Fall '87 enrollment for the Fall '86 dis-enrollment would leave + 5.6% in headcount and + 6.3% in credits.



Saginaw Valley State College

August 10, 1987

HOUSING SUMMARY UPDATE

<u>Residence Halls</u>	<u>Fall 1987</u>	<u>Fall 1986</u>
CAPACITY	485	482
Contracts received (Includes staff and international holds)	521	482
Contract releases	31	24
NET TOTAL	490	458
Waiting List	5	0 (24 openings)

Residence Hall Applications are up 6% over 1986.

<u>Pine Grove Apartments</u>	<u>Fall 1987</u>	<u>Fall 1986</u>
Individual Student Units	24	23
Student Family Units	6	8
Handicap Units	2	1
Faculty/Staff Units	6	7
Manager	1	1
Open Units	1(family)	0
TOTAL UNITS	40	40

SVSC OFFICE OF RESIDENTIAL LIFE
RESIDENCE HALLS CONTRACT FILE
AND

APPENDIX 8:
Housing

CONTRACT RELEASE BREAKDOWN FALL 1987

DATE OF REPORT August 10, 1987

	<u>Male</u>	<u>Female</u>	<u>Total</u>	<u>Last Year</u>
I. Capacity	<u>253</u>	<u>224</u>	<u>477</u>	<u>475</u>
A. Staff (Includes one permanent single)	<u>4</u>	<u>4</u>	<u>8</u>	<u>8</u>
B. Holds (International & Athletic)	<u>9</u>	<u>1</u>	<u>10</u>	<u> </u>
II. Contract File Breakdown				
A. Number of Fall Semester Contracts Received	<u>258</u>	<u>245</u>	<u>503</u>	<u>474</u>
B. Breakdown				
1. a. Single Room	<u>24</u>	<u>32</u>	<u>56</u>	<u>76</u>
b. Double Room	<u>234</u>	<u>213</u>	<u>447</u>	<u>398</u>
2. a. 21 Meal Plan	<u>200</u>	<u>146</u>	<u>346</u>	<u>330</u>
b. 15 Meal Plan	<u>58</u>	<u>99</u>	<u>157</u>	<u>144</u>
3. a. Great Lakes	<u>155</u>	<u>142</u>	<u>297</u>	<u>297</u>
b. Tranquil	<u>76</u>	<u>93</u>	<u>169</u>	<u>148</u>
c. Other	<u>27</u>	<u>10</u>	<u>37</u>	<u>29</u>
4. a. Returning	<u>122</u>	<u>112</u>	<u>234</u>	<u>231</u>
b. New	<u>136</u>	<u>133</u>	<u>269</u>	<u>243</u>
III. Contract Release Request				
A. Received to Date	<u>12</u>	<u>19</u>	<u>31</u>	<u>24</u>
B. Granted to Date	<u>12</u>	<u>19</u>	<u>31</u>	<u>24</u>
C. Breakdown				
1. a. Returning	<u>8</u>	<u>11</u>	<u>19</u>	<u>9</u>
b. New	<u>4</u>	<u>8</u>	<u>12</u>	<u>15</u>
2. a. Prior to Aug. 1	<u>9</u>	<u>19</u>	<u>28</u>	<u>24</u>
b. Aug. 1 - Sept. 2	<u>3</u>	<u>0</u>	<u>3</u>	<u> </u>
c. Sept. 2 ----	<u> </u>	<u> </u>	<u> </u>	<u> </u>
IV. Net Total (# of contracts received less contract releases)	<u>246</u>	<u>226</u>	<u>472</u>	<u>450</u>
A. Returning	<u>114</u>	<u>101</u>	<u>215</u>	<u>222</u>
B. New	<u>132</u>	<u>125</u>	<u>257</u>	<u>228</u>

BOARD OF CONTROL
COMMITTEE ASSIGNMENTS

1987-88

PERSONNEL
COMMITTEE

H. Braun
R. Gilmore
E. Lofton
J. Woods

FINANCE AND AUDIT
COMMITTEE

C. Curtiss
H. Klykylo
C. Munoz
J. Saltzman

ACADEMIC AND STUDENT AFFAIRS
COMMITTEE

H. Braun
R. Gilmore
E. Lofton
J. Woods

BUSINESS AND FACILITIES
COMMITTEE

C. Curtiss
H. Klykylo
C. Munoz
J. Saltzman

bccomm.lst
August 25, 1987

<u>Section and Subsection Titles</u>	<u>Section Number</u>	<u>Guide Number</u>
Enabling Legislation		
The College	1.0	1
The Board of Control	1.0	2
Board of Control Bylaws		
Meetings of the Board	2.0	1
Officers of the Board	2.0	2
President of the College	2.0	3
Committees of the Board	2.0	4
Miscellaneous	2.0	5
Operating Guides (Policies, Regulations, Procedures)		
Adoption, Revision & Deletion of Board	3.0	1
Functions of the Board of Control	3.0	2
Authorities Reserved for the Board of Control	3.0	3
Responsibilities of Individual Board Members	3.0	4
Selection of Board Officers	3.0	5
Secretary to the Board of Control	3.0	6
Standing Committees	3.0	7

<u>Section and Subsection Titles</u>	<u>Section Number</u>	<u>Guide Number</u>
Regular Board Meeting Schedule	3.0	8
Public Notice of Regular Board Meetings	3.0	9
Public Notice of Special Board Meetings	3.0	10
Public Notice of Reconvened Board Meetings	3.0	11
Notice of Board Members for Reconvened Board Members	3.0	12
Requests to Receive Public Notices Board Meetings	3.0	13
Appearances Before the Board of Control	3.0	14
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Approval and Evaluation of Institutional Objectives	3.0	30
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College Mission, Goals & Objectives		
College Mission Statement	4.0	1

BOARD OF CONTROL

1.0-1 ARTICLE I

ENABLING LEGISLATION
THE COLLEGE

Adopted 08/10/87

Replaces Bylaw 10/31/79

JMR

Page 1 of 1

Section 1. The College. There is established a State institution of higher education known as Saginaw Valley State College to be located in a three-county area comprising the counties of Bay, Midland, and Saginaw.

Section 2. Equal Opportunity of Access. The institution shall be maintained by the State and its facilities shall be made equally available and upon the same basis to all qualified residents of the State.

Section 3. Body Corporate. The conduct of its affairs and control of its property shall be vested in a board of control, the members of which shall constitute a body corporate known as the "Board of Control of Saginaw Valley State College", hereinafter referred to as "the Board" with the right of suing and being sued, adopting a seal and altering the same.

*Article I is a quotation of Public Act 278 of 1965 as amended by P.A. 14 of 1978 and P.A. 229 of 1977.

ENABLING LEGISLATION
THE BOARD OF CONTROL

Adopted 10/31/79 BC

Replaces Bylaws 2/13/76

EDG

Page 1 of 2

Section 1. Membership and Terms of Membership.

There is established a "Board of Control," to consist of eight members to be appointed by the Governor with the advice and consent of the Senate for terms of eight years, except of the members first appointed two shall serve for two years, two for four years, two for six years and two for eight years. The President of the institution shall be an ex officio member of the Board without the right to vote.

Section 2. Officers. The Board of Control may elect one of its members or may designate the President to preside at Board meetings. The Board shall elect from its membership a secretary, a treasurer and such other officers as it deems necessary.

Section 3. Term of Office. Officers shall serve terms of one year and until their successors shall have been elected and qualified.

Section 4. Treasurer's Bond. Before permitting the Treasurer to enter upon the duties of his office, the Board shall require him to file his bond to the people of this State with such sureties and in such sum not less than the amount of money likely to be in his possession as the Board may designate.

Section 5. Incurring Debts or Disposing of Board Property/Funds. No officer shall have the power to incur obligations or to dispose of the Board's property or funds, except in pursuance of a vote of the Board.

Section 6. Quorum. A majority of the members of the Board shall form a quorum for the transaction of business.

Section 7. Meetings of the Board. The business which the Board of Control may perform shall be conducted in compliance with Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

ENABLING LEGISLATION
THE BOARD OF CONTROL

Adopted 10/31/79 BC

Replaces Bylaws 2/13/78

EDG

Page 2 of 2

Section 8. Authority of the Board. The Board by majority vote of its membership may enact or amend rules and bylaws for the conduct of the Board's business and for the government of the institution; fix tuition and other fees and charges; appoint or remove personnel as the interests of the institution and the generally accepted principles of academic tenure permit or require; determine the compensation to be paid for services and materials; confer degrees and grant diplomas as are usually conferred or granted by similar institutions; receive, hold, and manage any gift, grant, bequest or devise of funds or property, real or personal, absolutely or in trust, promote the purposes of the College; enter into agreements, not inconsistent with this act, as may be desirable in the conduct of the Board's affairs; and in behalf of the State, lease or dispose of property which comes into the Board's possession, if the Board does not violate a condition or trust to which the property may be subject. The Board may exercise all powers customarily exercised by the governing board of a college or university and the enumeration of the powers in this section shall not be considered to exclude powers not expressly excluded by law.

Section 9. Borrowing Power. The Board shall not borrow on its general faith and credit, nor create any liens upon its property. With the approval of the legislature the Board may borrow money to be used to acquire land or to acquire or erect buildings, or to alter, equip or maintain them, to be used as dormitories, student centers, stadiums, athletic fields, gymnasiums, auditoriums and other related activities, and it shall obligate itself for the repayment thereof, together with interest solely out of the fund derived from rentals or other income from the use and operation of the property so acquired, or from special fees and charges required to be paid by all the students deemed by it to be benefited thereby; and may pledge all or any part of the fund as security therefore.

*Article II is a quotation of Public Act 228 of 1965, as amended by P.A. of 1978 and P.A. 229 of 1977.

BOARD OF CONTROL BYLAWS
MEETINGS OF THE BOARD

Adopted 10/31/79 BC

Replaces Bylaws 2/13/78

EDG

Page 1 of 1

Section 1. Regular Meetings of the Board shall be held at such time as are fixed by the Board.

Section 2. Special Meetings of the Board may be called by the chairperson, the president or three members of the Board, provided that notice of special meetings shall be given all Board members not less than two days in advance. Such advance notice may be waived if all members of the Board agree. The notice for a special meeting shall specify the time, place and agenda of the meeting; the meeting shall be limited to that agenda.

Section 3. Organizational Meeting. The Board of Control shall annually elect officers of the Board at the May meeting or the first scheduled regular meeting thereafter.

Section 4. Agenda. The Board of Control shall conduct its business according to a prepared and previously distributed agenda developed by the president and the chairperson. Any member of the Board may request of the president or of the chairperson that an item be included on the agenda.

Section 5. General Parliamentary Rules, as modified by the Board bylaws, shall govern the conduct of business at regular and special meetings of the Board.

BOARD OF CONTROL BYLAWS
OFFICERS OF THE BOARD

Adopted 08/10/87

Replaces Bylaws 2/13/78

JMR

Page 1 of 1

Section 1. Officers. The officers of the Board of Control, elected from its voting membership, shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer.

Section 2. Term of Office. Officers of the Board will take office the first day of July subsequent to election by the Board and will hold that office for a term of one year and until their successors are elected.

Section 3. Vacancies. In the event of a vacancy in an office, the Board will elect a member to that office for the unexpired term.

Section 4. Removal from Office. Any officer of the Board may be removed from that office by the affirmative vote of a majority of the members of the Board.

Section 5. Chairperson. The Chairperson shall preside over all meetings of the Board of Control and shall manage the business of the Board. The Chairperson may participate in discussions and vote, but may not introduce motions. He shall appoint the membership of the standing and special committees established by the Board and shall be an ex officio member of all such committees.

Section 6. Vice Chairperson. The Vice Chairperson shall have and perform the powers and duties of the Chairperson during his absence. He shall perform such other duties and functions as are delegated to him by the Chairperson or the Board.

Section 7. Secretary. The Secretary shall cause Board minutes to be taken and certify such minutes; he shall be custodian of the corporate seal and cause it to be used at the direction of the Board of Control.

Section 8. Treasurer. The Treasurer shall have general charge, under the direction of the Board, of the financial affairs of the College. He shall cause an annual reporting to the Board of all monies or property received and held, and all disbursements made for each of the College funds.

BOARD OF CONTROL BYLAWS
PRESIDENT OF THE COLLEGE

Adopted 10/13/79 BC

Replaces Bylaws 2/13/78

EDG

Page 1 of 1

Section 1. Election and Role of the President.

The President shall be elected by the affirmative vote of a majority of the members of the Board. He shall be the chief executive officer of the College and an ex officio, non-voting member of the Board of Control and shall serve at the pleasure of a majority of the members of the Board.

Section 2. Functions. He shall be responsible for all functions of the College and shall be the official medium of communication between the Board and College faculty, staff and students. The President shall implement policies of the Board and shall have the authority to issue directives and executive orders not in contravention with Board bylaws and policies or of the laws of the State of Michigan.

BOARD OF CONTROL

2.0-4 ARTICLE VI

BOARD OF CONTROL BYLAWS
COMMITTEES OF THE BOARD

Adopted 10/31/79 BC

Replaces Bylaws of 2/13/78

EDG

Page 1 of 1

Section 1. Standing Committees. The Board may establish standing committees from among its members to advise the administration concerning matters which are within the authority of the Board.

Section 2. Special Committees. The Board may establish special committees to advise the Board and/or the administration concerning a specific matter within the authority of the Board. Membership of special committees must include one or more members of the Board.

Section 3. Limitation of Committee Authority. Committees are advisory in nature and are not empowered to deliberate toward, or make, policy decisions unless specifically directed to do so by action of the Board of Control. Should such authorization be given, the business of the committee will be conducted in compliance with Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws.

BOARD OF CONTROL

2.0-5 ARTICLE VII

BOARD OF CONTROL BYLAWS
MISCELLANEOUS

Adopted 10/31/79 BC

Replaces Bylaws 2/13/78

EDG

Page 1 of 2

Section 1. Student Representative. The Student Government President shall be invited to sit at the table as an observer at all open meetings of the Board and shall be permitted to speak on any issue and participate in discussion with the Board.

Section 2. Execution of Instruments. All deeds, contracts, bonds, notes or other instruments authorized by the Board of Control shall be validly executed if signed by the Chairperson or the President and the Secretary or the Treasurer, or by such other person as the Board of Control may from time to time designate.

Section 3. Fiscal Year. The fiscal year of the institution shall commence on July 1 and end on June 30 of the following year.

Section 4. Indemnification. The Board of Control shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Board) by reason of the fact that he or she is or was a member of the Board or an officer, employee or agent of the Board, against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred in connection with such action, suit or proceeding if such person acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the Board of Control, and with respect to any criminal action or proceeding, had not reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the Board of Control, or with respect to any criminal action or proceeding that the person did not have reasonable cause to believe that his or her conduct was unlawful.

BOARD OF CONTROL BYLAWS
MISCELLANEOUS

Adopted 10/31/79 BC

Replaces Bylaws 2/13/78

EDG

Page 2 of 2

Section 5. Conflict of Interest. Board members shall avoid participating in decision-making processes involving conflict or apparent conflict of interest. Board members shall not vote on any issue involving conflict of interest and may participate in the discussion on such matters only at the request of members of the Board.

Section 6. Amendments. These bylaws may be amended by a majority vote of the members of the Board of Control at any Regular Meeting or any Special Meeting called for such purpose provided that proposed changes be submitted in writing to members of the Board 28 days prior to the meeting.

BOARD OF CONTROL

3.0-1

ADOPTION, REVISION AND DELETION OF BOARD OPERATING GUIDES

Adopted 8/8/81

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EDG

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Page 1 of 1

The adoption, revision and deletion of a Board Operating Guide shall require a majority vote of the members of the Board of Control provided that the proposed action be submitted in writing to members of the Board 28 days prior to the meeting.

The written notice requirement may be waived at any Regular Meeting by a unanimous vote of the members of the Board present.

BOARD OF CONTROL

3.0-2

FUNCTIONS OF THE BOARD OF CONTROL

Adopted 08/10/87

Replaces 8/8/81 BC

JMR

Page 1 of 1

1. Interpret the needs of the community and the state which are to be served by the College.
2. Selection, retention and termination of the President.
3. Advise the President on the selection and performance of the Vice Presidents and the Secretary to the Board of Control.
4. Assure financial responsibility and solvency for all College funds.
5. Each June the Board shall complete an evaluation of the degree to which the College has operated within its mission and has achieved its goals established for that year by the Board of Control.
6. Support the President's efforts to secure private, corporate, state and federal funds.
7. Preserve the capital investment of the College.
8. Preserve academic freedom.
9. Serve as the final appeal body except in those cases where the Board has agreed to a final appeal being delegated to a lessor or alternate body within or outside the College.
10. In cooperation with the faculty, satisfy itself that the quality of education at the College is consistent with the institution's mission.

BOARD OF CONTROL

3.0-3

AUTHORITIES RESERVED FOR THE BOARD OF CONTROL

Adopted 08/10/87

Replaces 8/8/81

JMR

Page 1 of 3

The Board of Control delegates the authority to conduct all college business to the President except that the Board reserves the authority for the following:

1. Annually in October adopt or reaffirm the mission, goals, objectives and priorities of the institution for the fiscal year beginning the following July.
2. Establish or discontinue academic schools.
3. Adopt or discontinue degree programs and academic majors.
4. Review proposed modifications in academic standards of admissions prior to administrative action on those standards.
5. Adopt or discontinue intercollegiate programs.
6. Approve the promotion of faculty members.
7. Approve the tenuring of faculty members.
8. Approve the sabbatical leaves and leaves of absence.
9. Establish annually the compensation for the President and the Vice Presidents.
10. Adopt the operating and capital outlay budget requests submitted to the State.
11. Adopt an annual budget plan of expenditures and revenues for the General Fund and for the housing and food service operations.
12. Define residence and non-residence classifications to be used in assessing tuition.
13. Establish tuition, fees, and room and board rates.

BOARD OF CONTROL

3.0-3

AUTHORITIES RESERVED FOR THE BOARD OF CONTROL

Adopted 08/10/87

Replaces 8/8/81

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14. Accept private, state and federal grants and gifts which would impact college priorities or which would require substantial matching funds or commitment of future college funds.
15. Establish the contract authority policy for college personnel.
16. Appoint the College auditing firm and the College general legal counsel.
17. Accept the annual audit of College accounts.
18. Establish investment policies.
19. Approve contracts with all recognized bargaining units.
20. Authorize college property and facilities leases for more than one year's duration.
21. Authorize the sale of real property.
22. Approve new construction and remodeling projects estimated to cost more than \$50,000.
23. Periodically evaluate the performance and functioning of the Office of the President and of the Board of Control.
24. Adopt and modify the Board of Control bylaws and Operations Manual.
25. Adopt the SVSC Student Judicial Code.
26. Adopt the Student Government Constitution and the amendments thereto.

BOARD OF CONTROL

3.0-3

AUTHORITIES RESERVED FOR THE BOARD OF CONTROL

Adopted 08/10/87

Replaces 8/8/81

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27. Establish and terminate endowments.
28. Name facilities and memorials.
29. Approve facility program statements.
30. Approve the awarding of degrees to each graduating class.
31. Approve the awarding of honorary degrees to persons selected by the President.

BOARD OF CONTROL

3.0-4

RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS

Adopted 08/10/87

Replaces 8/8/81

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Members of the Board of Control can take action only as members of the Board when that body acts officially as the Board of Control. The Board does expect, however, that each member of the Board of Control shall accept the responsibility to:

1. Regularly attend, and actively participate in, each of the Board meetings and the meetings of Committees to which they are assigned.
2. Participate in the Commencement Ceremony.
3. Identify potential private and corporate contributors to the College and/or the Foundation.
4. Attend, at the President's request, legislative hearings.
5. Prepare for each Board and Committee meeting, reviewing all supporting materials prior to the meeting.
6. Support the decisions of the Board and the President's efforts to carry out those decisions.
7. Question and evaluate administrative proposals as recommended by the President to assure that decisions serve the interests of the community, state and students and that they are compatible with the mission and goals of the institution.
8. Listen to the community and convey the concerns and needs of the community to the Board.
9. Make decisions which consider the college as a whole, avoiding the promotion of any special interest or interest group which is not in concert with the interests of the entire college.
10. Exercise discretion in requesting information from the administration, focusing on information which is needed for informed decisions or for representing the college as a knowledgeable Board member.

BOARD OF CONTROL

3.0-4

RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS

Adopted 08/10/87

Replaces 8/8/81

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11. Convey the concerns of the College to congressmen, legislators, the Governor and state agencies, providing that action is coordinated by the President.
12. Protect the autonomy and integrity of the College from intrusions and pressures which the Board deems to be inappropriate.

BOARD OF CONTROL

3.0-5

SELECTION OF BOARD OFFICERS

Adopted 08/10/87

Replaces 8/8/81

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1. The election of officers shall occur at the May meeting of the Board. In the event of a vacancy in any office an election shall be held within 90 days to fill the vacancy.
2. A nominating committee shall be appointed by the Board to recommend candidates for each office. The Committee should consider the ability, availability and individual interests of members when selecting members to be nominated for an office.
3. Nominations may be from the nominating committee or from the floor.
4. An office holder may be re-elected for an unlimited number of terms; however, the Board intends that every member have the opportunity to serve as an officer of the Board.

REFERENCE: Board of Control Bylaws, Article IV.

SECRETARY TO THE BOARD OF CONTROL

Adopted 8/8/81

EDG

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The Secretary to the Board of Control shall report to the President. Among other assignments, the Secretary will assist the President regarding Board functions and will serve in a staff role in support of the Board of Control.

FUNCTIONS:

1. Coordinate distribution of materials to the Board members.
2. Coordinate the preparation of documents and special studies as requested by the Board.
3. Advise the Board on parliamentary procedures; and on the adherence to Enabling Legislation, Board Bylaws and Board Operating Guidelines.
4. Develop and maintain an index and cross-index of Board actions by topic, key-word, date of action, et cetera and advise the Board when a pending action modifies or rescinds a previous action of the Board.
5. Maintain the Board of Control Operating Manual.
6. Maintain the Board of Control historical documents .
7. Coordinate and assist with the orientation of new Board members.
8. Coordinate Board educational activities, retreats and conference attendance.
9. Monitor legislation and state regulations which effect the functioning of the Board of Control.

STANDING COMMITTEES

Adopted 08/10/87

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JMR

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1. Standing Committees of the Board shall be the:
 - a. Personnel Committee
 - b. Finance and Audit Committee
 - c. Investment Committee
 - d. Academic and Student Affairs Committee
 - e. Business and Facilities Committee
2. Standing Committees of the Board are appointed to advise the President. Upon specific direction from the Board a standing committee may be directed to act in an open meeting on behalf of the Board.
3. The Personnel, Finance and Audit, and Investment Committees will meet in closed session for the purpose of advising the President on related matters. The Academic and Student Affairs Committee and the Business and Facilities Committee will meet in open session for the purpose of advising the President on related matters.
4. The Chairperson of the Board shall appoint less than a quorum of the Board to be members of either the Personnel Committee or the Finance and Audit Committee. Members of the Personnel Committee will also serve on the Academic and Student Affairs Committee. Members of the Finance and Audit Committee will also serve on the Business and Facilities Committee. The President shall appoint one or more Vice Presidents to staff each of these committees. The Board chairperson may establish a planned rotation of membership to each committee, or he may appoint membership at his discretion.
5. The Chairperson of the Board shall appoint two members of the Board to be members of the Investment Committee.

STANDING COMMITTEES

Adopted 08/10/87

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JMR

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6. Committee meetings will be conducted informally; voting shall not occur and Roberts Rules of Order Revised shall not prevail. Any Board member, the President or Vice President may request that an item be placed on the list of items for discussion of committee meetings. The Vice President assigned to staff the committee shall be responsible for the list of items of discussion of both the closed and open meetings.
7. The Personnel, Finance and Audit, Academic and Student Affairs, and Business and Facilities Committees will generally meet on the second Monday of the months when no regular Board meeting is scheduled. The Investment Committee will meet at least semi-annually.
8. The administration is encouraged to seek the advice of the appropriate committee on issues and proposals to be presented to the Board of Control for action.

BOARD OF CONTROL

3.0-8

REGULAR BOARD MEETING SCHEDULE

Adopted 08/10/87

Replaces 8/8/81

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The Board of Control shall meet in regular session on the second Monday of August, October, December, February or March, April or May, and June, unless modified by an action of the Board at least one month in advance. For the month of the College Commencement, the Board shall meet on the day preceding the commencement.

In accordance with Act 267, 1976 the schedule for the Board meetings will be published one year in advance or normally before the end of June.

REFERENCE: Board of Control Bylaws, Article III, Section I

BOARD OF CONTROL

3.0-9

PUBLIC NOTICE OF REGULAR BOARD MEETINGS

Adopted 08/10/87

Replaces 8/8/81

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1. The public notice of each meeting of the Board of Control will be posted at the following locations:
 - a. Bulletin board near the Melvin J. Zahnow Library.
 - b. Bulletin board southwest entrance of Maurice E. Brown Hall, second-floor hallway.
 - c. Bulletin board in Pioneer Hall, adjacent to the Deans' Offices.
 - d. President's office area.
 - e. Bulletin board southwest entrance of the Science Building, second-floor hallway.
2. The notice will give the name, phone number and address of Saginaw Valley State College.
3. Notice of regular Board meetings will be posted within ten days after the first meeting of the Board in the fiscal year, stating the dates, times and location of the meetings.
4. A public notice of the change in meeting schedule shall be posted within three days after the meeting at which the change was made and not less than 18 hours prior to the meeting. This notice will include the date, time and place of the rescheduled meeting and posted at those locations prescribed for the regular meeting notices.
5. The Board may meet without public notice for an emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when 2/3 of the Board members decide that delay would be detrimental to efforts to lessen or to respond to that threat.

REFERENCE: Public Act 267 of 1976

PUBLIC NOTICE OF SPECIAL BOARD MEETINGS

Adopted 08/10/87

Replaces 8/8/81

JMR

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1. The public notice of a special meeting of the Board shall be posted at least 18 hours before the meeting at the following locations:
 - a. Bulletin board near the Melvin J. Zahnow Library.
 - b. Bulletin board southwest entrance of Maurice E. Brown Hall, second-floor hallway.
 - c. Bulletin board in Pioneer Hall, adjacent to the Deans' Offices.
 - d. President's office area.
 - e. Bulletin board southwest entrance of the Science Building, second-floor hallway.
2. The notice will give the name, phone number and address of Saginaw Valley State College, and it will state the date, time, location of the meeting and give the meeting agenda.

REFERENCE: Public Act 267 of 1976

BOARD OF CONTROL

3.0-11

PUBLIC NOTICE OF RECONVENED BOARD MEETINGS

Adopted 08/10/87

Replaces 8/8/81

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1. A public notice of the reconvening of a regular or special Board meeting will be posted if the body is recessed for more than 36 hours.
2. The public notice will be posted at least 18 hours before the meeting at the following locations:
 - a. Bulletin board near the Melvin J. Zahnow Library.
 - b. Bulletin board southwest entrance of Maurice E. Brown Hall, second-floor hallway.
 - c. Bulletin board in Pioneer Hall, adjacent to the Deans' Offices.
 - d. President's office area.
 - e. Bulletin board southwest entrance of the Science Building, second-floor hallway.
3. The notice will give the name, phone number and address of Saginaw Valley State College, and it will state the date, time, and location of the meeting and give the meeting agenda.

REFERENCE: Public Act 267 of 1976

BOARD OF CONTROL

3.0-12

NOTICE TO BOARD MEMBERS FOR RECONVENED MEETINGS

Adopted 11/6/81

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EDG

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Notice of reconvening of regular or special meetings not scheduled when the meeting was temporarily adjourned, shall be given to Board members no less than two days in advance of the meeting. Such advance notice may be waived if all members of the Board agree.

BOARD OF CONTROL

3.0-13

REQUEST TO RECEIVE PUBLIC NOTICES OF BOARD MEETINGS

Adopted 8/8/81

EDG

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1. Upon written request to the President's Office, a copy of Board meeting notices for which public posting is required will be sent to any newspaper which is published in the State and to any radio or television station located in the State, free of charge.
2. Upon written request to the President's Office, and upon the requesting party's payment of a \$5.00 yearly fee, the President's Office will send, by first-class mail, a copy of all Board meeting notices for which public posting is required.

REFERENCE: Public Act 267 of 1976

APPEARANCES BEFORE THE BOARD OF CONTROL

Adopted 08/10/87

Replaces 8/8/81

JMR

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POLICY

The Board will provide opportunity for students, staff, and the public to speak to the Board during regular and special meetings of the Board of Control.

REGULATION

1. Individuals or groups who desire to speak to the Board are encouraged to submit a written request to the President's Office at least ten days before a Board meeting. Requests which are not submitted ten days or more before the Board meeting shall be directed to the Secretary of the Board prior to the Board meeting.
2. Any request to speak to the Board shall include the names of individual(s), the organization represented (if any), and the topic to be addressed.
3. Presentations by any one individual shall be limited to five minutes.
4. If the topic is related to a Board agenda item, the individual giving the presentation will be asked to speak when the agenda item is introduced, prior to Board discussion of that topic. For other topics, the speaker shall be recognized at the agenda item, "Other".
5. If more than one individual is to speak on a topic, each must speak consecutively. Each individual's presentation will be limited to five minutes. The chairman shall have the option of halting presentations which repeat points already presented.

BOARD OF CONTROL

3.0-14

APPEARANCES BEFORE THE BOARD OF CONTROL

Adopted 08/10/87

Replaces 8/8/81

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6. The Board, at its option, may or may not comment on presentation to the Board.
7. The Board, at its option, may question the presenter.
8. Informal opportunities to address the Board may be granted at the Chairperson's discretion.
9. Ten copies of any document to be submitted to the Board are to be supplied for distribution.

REFERENCE: Public Act No. 267 of 1976, Section 15.263 (5)

BOARD OF CONTROL

3.0-15

DISTRIBUTION OF BOARD MEETING PACKETS

Adopted 08/10/87

Replaces 8/8/81

JMR

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3. The agenda is to be posted in these areas no later than seven days prior to the meeting:
- a. Bulletin board near the Melvin J. Zahnow Library.
 - b. Bulletin board southwest entrance of Maurice E. Brown Hall, second-floor hallway.
 - c. Bulletin board in Pioneer Hall, adjacent to the Deans' Offices.
 - d. President's office area.
 - e. Bulletin board southwest entrance of the Science Building, second-floor hallway.

DISTRIBUTION OF BOARD MEETING PACKETS

Adopted 08/10/87

Replaces 8/8/81

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1. Materials to be considered at a meeting of the Board of Control are to be mailed or distributed no later than seven days prior to the scheduled meeting.

The packet of materials is to include:

1. Meeting agenda.
 2. Minutes of the prior meeting, if not sent earlier.
 3. Resolutions to be recommended by the administration.
 4. Support documents for agenda items.
 5. Other informational and support materials as deemed appropriate by the President.
-
2. The material will be distributed to:
 - a. Board members
 - b. College Administrative Council
 - c. Student Government President
 - d. President of Faculty Association
 - e. Director of Information Services

BOARD OF CONTROL

3.0-16

DISTRIBUTION OF BOARD COMMITTEE MEETING PACKETS

Adopted 08/10/87

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1. Materials to be considered at meeting of the Personnel Committee, the Finance and Audit Committee, and the Investment Committee should be mailed or distributed to the all members of the Board of Control, the President, and designated members of the staff, no later than five working days prior to the scheduled meeting.

The packet of committee materials is to include:

- a. Meeting items for discussion listing
- b. Notes regarding the prior meeting, if not sent earlier
- c. Other informational and support material as deemed appropriate by the appropriate Vice President

2. The lists of items for discussion for the Academic and Student Affairs Committee and the Business and Facilities Committee are to be posted no later than five working days prior to the scheduled meeting at the locations indicated in Guideline 3.0-15 number 3. Materials are to be distributed no later than five working days prior to the scheduled meeting.

A. The packet of committee materials is to include:

1. Meeting items for discussion listing
2. Notes regarding the prior meeting, if not sent earlier
3. Other information and support material as deemed appropriate by the appropriate Vice President

B. The material will be distributed to:

1. All Board of Control members
2. College Administrative Council
3. Student Government President
4. President of Faculty Association
5. Director of Information Services

BOARD OF CONTROL

3.0-17

AGENDA FOR REGULAR MEETINGS

Adopted 08/10/87

Replaces 8/8/81

JMR

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enda will be prepared by the President and by the Chairperson in
ance with the Board Bylaws; items will be listed in the following

CALL TO ORDER

PROCEDURAL ITEMS

- A. Approval of agenda and additions and deletions to agenda
- B. Approval of minutes of the previous Board meeting
- C. Recognition of the official representative of the
Faculty Association
- D. Communications and requests to appear before the
Board

REMARKS BY THE PRESIDENT

ACTION ITEMS

INFORMATION AND DISCUSSION ITEMS

OTHER ITEMS FOR CONSIDERATION

ADJOURNMENT

BOARD OF CONTROL

3.0-17

AGENDA FOR REGULAR MEETINGS

Adopted 08/10/87

Replaces 8/8/81

JMR

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The agenda will be prepared by the President and by the Chairperson in accordance with the Board Bylaws; items will be listed in the following format:

- I. CALL TO ORDER
- II. PROCEDURAL ITEMS
 - A. Approval of agenda and additions and deletions to agenda
 - B. Approval of minutes of the previous Board meeting
 - C. Recognition of the official representative of the Faculty Association
 - D. Communications and requests to appear before the Board
- III. REMARKS BY THE PRESIDENT
- IV. ACTION ITEMS
- V. INFORMATION AND DISCUSSION ITEMS
- VI. OTHER ITEMS FOR CONSIDERATION
- VII. ADJOURNMENT

BOARD OF CONTROL

3.0-18

AGENDA FOR SPECIAL MEETINGS

Adopted 08/10/87

Replaces 8/8/81

JMR

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1. The agenda and the discussion by the Board, staff, and the public shall be limited to the special purposes for which the meeting was called.
2. The agenda will be prepared by the President and by the Chairperson in accordance with the Board Bylaws; items will be listed in the following format:
 - I. CALL TO ORDER
 - II. ACTION ITEMS
 - III. INFORMATION AND DISCUSSION ITEMS
 - IV. ADJOURNMENT
3. The agenda and accompanying documents are to be distributed and posted as required in 3.0-15 no later than 24 hours prior to the special Board meeting.

REFERENCE: Board Bylaws, Article III, Section 2

BOARD OF CONTROL

3.0-19

BOARD OF CONTROL MEETING MINUTES

Adopted 08/10/87

Replaces 8/8/81

JMR

Page 1 of 2

1. Board minutes are to be taken at each regular and special meeting of the Board.
2. Minutes will include:
 - a. Members present
 - b. Members absent
 - c. Motions and Resolutions
 - d. The name of the individual making a motion and the name of the supporter of that motion, if the motion has been framed by the mover. Those names may be omitted for motions to consider resolutions prepared by the administration
 - e. Summary of discussions leading to a decision
 - f. Brief summary of information items presented to the Board
 - g. Brief summary of discussion items which do not lead to a decision
 - h. Roll-call votes, by the vote of each member
 - i. Voice votes, recorded by the number voting yes and no, and the number of abstentions
 - j. Actions taken by consent
 - k. Details of critical discussion regarding any issue
3. A cover page listing all actions is to be attached to the minutes. This page will list each motion or resolution and indicate the action taken (adopted, disapproved, tabled, et cetra)

BOARD OF CONTROL

3.0-19

BOARD OF CONTROL MEETING MINUTES

Adopted 08/10/87

Replaces 8/8/81

JMR

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4. The minutes of both special meetings and regular meetings shall be submitted to the Board for action at the next regular meeting of the Board of Control.
5. Proposed minutes are to be distributed to:
 - a. Board members
 - b. College Administrative Council
 - c. Library
 - d. Student Government President
 - e. President of Faculty Association
 - f. Director of Information Services
6. Proposed minutes are to be available for public inspection in the library or the Office of the President no later than eight (8) working days following the Board meeting to which the minutes refer.
7. Approved minutes are to be available for public inspection in the library or in the Office of the President no later than five (5) working days after the meeting at which the minutes were approved by the Board.
8. Copies of the minutes are to be available, upon request, to members of the staff and student body and to the public at a reasonable charge designed to cover costs.

REFERENCE: Board Bylaws, Article III, Section 1 and 2.

QUORUM FOR BOARD MEETINGS

Adopted 08/10/87

Replaces 8/8/81

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BYLAW

A majority of the members of the Board shall form a quorum for the transaction of business. (Article II, Section 6.)

POLICY

A majority of members then serving on the Board of Control shall constitute a quorum which may take action, except that five affirmative votes are required when legislation, a Board of Control Bylaw or a Board of Control policy states that action requires the support of a majority of its membership.

For purposes of a quorum, the Board will consist of eight people except under the following circumstances:

1. a Board member has voluntarily submitted a letter of resignation to the Governor.
2. a Board member has been declared legally incompetent to serve.
3. a Board member dies.

BOARD OF CONTROL

3.0-21

PARLIAMENTARY RULES FOR BOARD MEETINGS

Adopted 08/10/87

Replaces 8/8/81

JMR

Page 1 of 1

Roberts' Rules of Order Revised shall govern the conduct of regular, special, reconvened, and executive sessions of the Board of Control, unless other rules are established by the enabling legislation, Board of Control Bylaws, or by this Board of Control Operations Manual.

VOTING

Adopted 08/10/87

Replaces 8/8/81

JMR

Page 1 of 1

POLICY

1. Action by the Board of Control may be by general consent, voice vote, or by roll-call. The method of voting shall be determined by the Board Chairperson, except that a roll-call vote shall be used if requested by any member of the Board.
2. The Chairperson shall have a vote on each issue.
3. Votes will be yes or no; members may abstain from voting in case of a clear or potential conflict of interest. Momentary absences during voting shall be recorded as abstentions.
4. Voice votes will be recorded by the number voting yes, no, or abstentions.
5. In roll-call votes, the vote of each member will be recorded by yes, no, or abstention.
6. Unless otherwise specified in the Board Bylaws, or by another Board Operating Guide, a majority vote is required for approval of a Board action except that no action can be taken without at least three affirmative votes.*

*RATIONALE

No action can be approved without at least three affirmative votes to eliminate the potential of one or two members of the Board determining Board action if other members abstain from voting.

DEFINITION

Majority--more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions of members, present and voting. (Reference--Roberts Rules of Order Revised 43)

BOARD OF CONTROL

3.0-23

EVALUATION OF THE BOARD OF CONTROL AND THE PRESIDENT

Adopted 08/10/87

Replaces 8/8/81

JMR

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The Board shall arrange for formal evaluations of its own performance, and that of the Office of the President.

The frequency and format will be consistent with the contract with the President.

BOARD MEMBERS' CONTACTS FROM FACULTY,
STAFF AND ADMINISTRATION

Adopted 08/10/87

Replaces 8/8/81

JMR

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POLICY

1. Board members contacted by a member of the full-time or part-time faculty or staff regarding College business should:
 - a. Be willing to listen and discuss to gain understanding, but avoid making commitments.
 - b. Ascertain what efforts have been made to resolve the problem within the organizational structure.
 - c. Convey the concern to the President or to the appropriate Executive Office when the Board member feels there may be cause for concern or that a suggestion should be heard.
2. If a Board member feels that the President has not satisfactorily responded to his concerns, he should ask the Chairperson of the Board to discuss the concern with the President. If the issue is not satisfactorily resolved, the member should request that the appropriate committee of the Board request action by the President. If the issue is still unresolved, the member may ask the Board to request the President to respond.

DISCUSSION

1. The Board members should avoid being a means for an employee circumventing the normal chain of command and administrative protocol.
2. The College, the Board, and the President will benefit from the avoidance of unnecessary public confrontation between a member of the Board and the President.

BOARD MEMBERS' CONTACTS FROM STUDENTS

Adopted 08/10/87

Replaces 8/8/81

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1. Board members contacted by a student regarding College business should:
 - a. Be willing to listen and discuss to gain understanding, but avoid making commitments.
 - b. Ascertain what efforts have been made to resolve the problem within the organizational structure. If appropriate, recommend that the student contact the faculty member regarding concerns related to a class. If satisfaction is not obtained, the student should contact, in order, the Department Chairperson, the Dean, and finally the Vice President for Academic Affairs.
 - c. Recommend that the student contact the appropriate Dean or Director regarding concerns not related to a specific course.
 - d. Convey the student's concern to the President or to the appropriate Executive Office when the Board member feels there may be cause for concern or that a suggestion should be heard.

BOARD OF CONTROL

3.0-26

BOARD MEMBERS' CONTACTS FROM NON-COLLEGE PERSONNEL

Adopted 08/10/87

Replaces 8/8/81

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Board members contacted by persons or groups who are not members of the faculty, staff or student body, regarding problems or suggestions related to College business should:

- a. Be willing to listen and discuss to gain understanding, but avoid making commitments.
- b. Ascertain what efforts have been made to resolve the problem within the organizational structure. Recommend that the individual or group contact the Dean or Director of the appropriate area, or a specific member of the College Executive Committee when the concern is related to an area not supervised by a Dean or Director.
- c. Convey the person's concern to the President or to the appropriate Executive Office when the Board member feels there may be cause for concern or that a suggestion should be heard.

BOARD OF CONTROL

3.0-27

BOARD MEMBERS' CONTACTS WITH THE COLLEGE'S COUNSEL

Adopted 8/8/81

EDG

Page 1 of 1

Members of the Board may discuss College-related business with attorneys retained by the College when directed to do so by the Board or requested to do so by the President or the Chairman of the Board.

The member, at his own discretion, may discuss issues related to his personal responsibilities, liabilities and role as a member of the Board of Control with attorneys retained by the College. The member shall notify the Vice President for Business Affairs of such contact and indicate the amount of time devoted to that contact.

NOTE: Such notification is necessary as the Vice President for Business Affairs monitors payments to attorneys.

BOARD OF CONTROL

3.0-28

EXPENDITURE REIMBURSEMENTS FOR BOARD MEMBERS

Adopted 08/10/87

Replaces 8/8/81

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1. The Board members will be reimbursed for actual and for reasonable expenses related to Board and Board committee meetings, and for other College events to which the member is invited as a member of the Board.
2. The actual and reasonable expenses for a Board member's spouse will be reimbursed when, at the discretion of the President, the spouse's participation at an in-state meeting or event will be of benefit to the College.
3. Board members will be reimbursed for actual and for reasonable expenses related to attendance at conferences sponsored by an organization of which the Board of Control is a member and at other conferences for which attendance has been authorized by the Board.
4. Actual and reasonable out-of-pocket expenses, except travel cost, for a Board member's spouse will be reimbursed when, at the discretion of the President, the spouse's participation at an out-of-state meeting or event will be of benefit to the College.
5. Reimbursement for the use of personal vehicles shall be at the current College rate for administrative personnel.
6. Reimbursement requests may be reviewed by the Treasurer of the Board to determine whether expenses are actual, reasonable, and appropriate.
7. Any disputes between a Board member and the Treasurer, or the President regarding reimbursable expenses will be resolved by the Board.

BOARD OF CONTROL

3.0-29

CONFLICT OF INTEREST AND RELATED PARTY TRANSACTIONS

Adopted 08/10/87

Replaces 8/8/81

JMR

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1. **Fiduciary Responsibility:** Members of the Board of Control serve a public-interest role and thus all decisions of the Board are to be made solely on the basis of a desire to promote the best interests of the College and the public good.
2. **Disclosure:** In the event the Board must consider any transaction for the College which involves; 1) a member of the Board and his/her spouse, or a member of either family including parent, sibling and children, or 2) an organization with which the member of the Board is affiliated, that Board member shall, at the first knowledge of the transaction, publicly disclose the general nature of the interest or involvement.

In addition, an annual disclosure, by the filing of the Conflict of Interest Questionnaire, is required of Board members concerning all relationships and business affiliations that reasonably could give rise to conflict of interest involving the College. This disclosure shall be kept current, as set forth below. For the purpose of this policy, affiliation is understood to prevail if the Board member, or a member of his family:

- a. Is an officer, director, trustee, partner, employee or agent of such organization; or
- b. Is either the actual or beneficial owner of more than 5 percent of the voting stock or is classified as a control person of such an organization, or
- c. Has any other direct or indirect dealings with such organization from which he or she knowingly is materially benefited.

Annual disclosures required under this policy must be directed in writing to the College's independent auditor, who together with the College counsel, shall be responsible for the administration of this policy.

CONFLICT OF INTEREST AND RELATED PARTY TRANSACTIONS

Adopted 08/10/87

Replaces 8/8/81

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3. Restraint on Participation: Board members who have declared or have been found to have conflict of interest in any matter before the Board shall refrain from participating in consideration of the proposed transaction, unless for special reasons the Board or the administration requests information or interpretation from the person or persons involved. The person or persons involved should not vote on such matters.

Any Board member who is uncertain about possible conflict of interest in any matter, may request the Board to determine whether a possible conflict prevails; the Board shall resolve the question by majority vote. The question of potential conflict may be referred to counsel for an opinion prior to the Board's vote.

CONFLICT OF INTEREST AND RELATED PARTY TRANSACTIONS

Adopted 8/8/81

EDG

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CONFLICT OF INTEREST QUESTIONNAIRE

Mr. Joseph L. Ruth
Yeo & Yeo Certified Public Accountants
3023 Davenport, P.O. Box 3275
Saginaw, Michigan 48603

Dear Mr. Ruth:

I am submitting the following information regarding Saginaw Valley State College's "Policy on Conflict of Interest and Related Party Transactions."

1. _____
Name
2. _____
Office Held (Member, Board of Control, V.P. for Business Affairs, etc.)
3. Are you an officer or director of any corporation, financial institution, or business with which Saginaw Valley State College has business dealings?

Yes _____ No _____

If the answer to the foregoing question is "yes", please attach a list of the names of such corporation or businesses, the office held, and the approximate dollar-amount of business involved with the College last year.
4. Do you, or does any member of your family, have a financial interest in, or receive any remuneration or income from, any business organization with which Saginaw Valley State College has business dealings?

Yes _____ No _____

CONFLICT OF INTEREST AND RELATED PARTY TRANSACTIONS

Adopted 8/8/81

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If the answer to the foregoing is "yes", please attach a list of the names of the business organizations in which such interest is held and the nature and amount of each such financial interest, remuneration or income.

5. Did you or any member of your family receive, during the past twelve months, any gifts or loans from any source from which Saginaw Valley State College buys goods or services or with which Saginaw Valley State College has significant business dealings?

Yes _____

No _____

If the answer to the foregoing question is "yes", list such gifts or loans, including approximate value.

6. I have received and read the "Conflict of Interest and Related Party Transaction" policy approved by the Board of Control on _____, and I am in compliance with the policy except as specifically set forth on the attached form.

Very truly yours,

Signature_____
Date

BOARD OF CONTROL

3.0-30

APPROVAL AND EVALUATION OF INSTITUTIONAL OBJECTIVES

Adopted 08/10/87

Replaces 8/8/81

JMR

Page 1 of 1

Each October, the Administration shall submit for review by the Board proposed institutional goals for the next four fiscal years.

After reviewing the fiscal implications of the proposed goals, the Board shall adopt objectives for the next fiscal year at the May Board of Control meeting.

Progress toward attainment of institutional goals and objectives shall be reviewed with the Board when a fiscal year budget is presented for Board approval.

NEPOTISM

Adopted 10/21/81 BC

EDG

Page 1 of 1

POLICY

No person shall be employed, other than from student employment funds, who is related by blood or marriage to a member of the Board of Control of Saginaw Valley State College.

REGULATIONS

1. In the event of marriage between College appointees creating a relationship not in accord with the general provisions of this policy, one of the persons affected must give up that position by the end of the fiscal year or within six months from the date the relationship was established, whichever is the greater period. If the individuals do not make a decision, the Board of Control retains the right to make this decision.
2. Scholarships, grants, and awards to students shall not constitute employment within the provisions of this policy.
3. A person recommending, or considering the acceptance of, an appointment to a staff, faculty, or other position who has reason to believe that a relationship by blood or marriage of the kind described exists or may exist, is to report the facts to the Personnel and Affirmative Action offices so that a determination may be made prior to the actual appointment.

DEFINITION

Relationship - the words "related", "relative", and "family" as used in this policy statement refer to the following types of relationships:

By Blood: Parent, child, grandparent, grandchild,
brother, sister, half-sister, half-brother,
uncle, aunt, nephew, niece, first cousin.

By Marriage: Spouse, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece.

REFERENCE: SVSC Affirmative Action Plan

BOARD OF CONTROL

3.0-30

APPROVAL AND EVALUATION OF INSTITUTIONAL OBJECTIVES

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