

SVSU®

BOARD OF CONTROL

MINUTES

AUGUST 16, 1999



SAGINAW VALLEY STATE UNIVERSITY
BOARD OF CONTROL
August 16, 1999

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1. CALL TO ORDER

Chairman Kelly called the meeting to order at 2:01 p.m.

II. PROCEDURAL ITEMS

A. Approval of Agenda and Additions to and Deletions from Agenda

The agenda was APPROVED as distributed.

B. Approval of Minutes of June 7, 1999 Regular Meeting of the Board of Control

The minutes were unanimously APPROVED as written.

C. Recognition of the Official Representative of the Faculty Association

Professor Ervin Sparapani, President of the Faculty Association, was unable to attend the meeting.

D. Communications and Requests to Appear Before the Board

There were no communications or requests to appear before the Board.

III. ACTION ITEMS

1) Resolution to Name the College of Nursing and Health Sciences the "Crystal M. Lange College of Nursing and Health Sciences"

RES-1372 **It was moved and supported that the following resolution be adopted:**

WHEREAS, Crystal M. Lange is the founding Dean of the College of Nursing and Health Sciences at Saginaw Valley State University and served in that capacity from 1976 to 1996; and

WHEREAS, Dr. Lange is recognized nationally and internationally for her long and distinguished career as a health care professional, educator and administrator; and

WHEREAS, during Dr. Lange's 23 years of exemplary service to the University, she established SVSU's accredited nursing curriculum and helped initiate the Occupational Therapy Program, which also received accreditation. Under her direction, SVSU's College of Nursing & Health Sciences graduated 34 classes and awarded over 1,000 degrees; and

WHEREAS, After relinquishing her role as dean in 1996, Dr. Lange devoted full time to her responsibilities as Associate Vice President for Academic Affairs, while continuing active participation in various professional capacities. She has been active on numerous state and national boards and has served as a health care consultant throughout the country and internationally; and

WHEREAS, Dr. Lange has displayed exceptional leadership while serving on various campus committees and whose career in higher education has been characterized by extraordinary distinction and dedication.

NOW, THEREFORE, BE IT RESOLVED, That the College of Nursing & Health Sciences shall be known as the “Crystal M. Lange College of Nursing & Health Sciences.”

President Gilbertson stated: “I’m not certain I can add anything to all that was said at the dedication ceremony. I’ll just point out again that this is the Board’s institutional statement of appreciation for Crystal. It’s also a statement of our aspirations for the ideals of that College and the standards to which we ought to hold it.”

The motion was APPROVED unanimously.

Dr. Lange stated: “It has been a wonderful experience to have this honor, and it’s also very humbling. I certainly am very grateful for the recognition you have bestowed upon me and on our fine College. I’m sure that the College will continue its standard of excellence, and I will watch it as it grows. Thank you very much.”

2) Resolution to Grant Baccalaureate and Master’s Degrees

RES-1373 **It was moved and supported that the following resolution be adopted:**

WHEREAS, Saginaw Valley State University is granted the authority to confer Baccalaureate and Master’s Degrees as outlined in Section 5 of Public and Local Acts of Michigan - 1965; and

WHEREAS, Operating Policy 3.101 Article III of the Board reserves to the Board the authority to grant degrees;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Control of Saginaw Valley State University approves the awarding of Baccalaureate, Master's and Education Specialist Degrees at the completion of Summer Session on August 20th, as certified by the faculty and Registrar. The International MBA and Master of Arts in Communication and Multimedia were recognized at the August 12, 1999 Commencement.

Dr. Gilbertson stated: "There are two programs at SVSU that draw upon international enrollments. One is our International MBA Program, a complement of very fine students from the Republic of China. The other is our new Master's Degree Program in Communications and Multimedia, which also has a very sizeable international component – again, of students from the Republic of China. They completed their degree requirements this summer, and we're asking you now to approve these degrees for them in those two programs."

The motion was APPROVED unanimously.

3) Resolution to Adopt Revised SVSU Student Code of Conduct

RES-1374 It was moved and supported that the following resolution be adopted:

WHEREAS, It has been the practice to review and revise the SVSU Student Code of Conduct periodically; and

WHEREAS, There are certain regulations and procedural changes in the SVSU Student Code of Conduct that have been recommended by the Dean of Students and reviewed by legal counsel;

NOW, THEREFORE, BE IT RESOLVED, That the SVSU Student Code of Conduct, as revised, is hereby adopted by the SVSU Board of Control. (See Appendix One: Student Code)

Richard P. Thompson, Dean of Student Affairs, told the Board the Student Code of Conduct is usually reviewed annually. After this year's review, the University is recommending a revision of the Code to include specific language regarding bias-motivated misconduct issues.

Another matter being addressed is that of alcohol misconduct on campus. Last year four students died on university campuses in the State of Michigan from alcohol related causes. In October of 1998, Congress amended the Family Rights and Privacy Act, allowing universities to notify parents if federal, state, local, or university policies were in violation of the Act as it relates to alcohol for students under the age of 21. A great deal of discussion has taken place on our campus with staff, parents of SVSU students, and students who have been in that misconduct situation. It was agreed that it was important to adopt a policy allowing the parental notification of our students who are under the age of 21 who have misconduct with alcohol violations.

Mr. Thompson requested the Board's support for these revisions to the Student Code of Conduct, along with a rather vigorous alcohol education program including fines, counseling requirements, suspension, and possible expulsion from the University. He stated the University felt it was the right thing to do – that by adopting this policy it would be possible to help students who had made mistakes make better decisions on healthy lifestyle choices.

Trustee Walpole asked whether other universities were taking the same action.

Mr. Thompson replied that other universities are discussing the matter but that, at this point in time, he knew of only one university that had decided to move forward with a Parental Notification Policy. That may change by the time classes begin.

The motion was APPROVED unanimously.

4) Resolution to Authorize the Issuance and Delivery of General Revenue Bonds, Series 1999 and providing for Other Matters Relating Thereto

RES- 1375 **It was moved and supported that the attached resolution be adopted.**
(See Appendix Two: Bonds)

President Gilbertson stated: “This action is related to the revenue bonds for the new housing project. We are coming to you a bit earlier than we expected on this matter. As veterans on the Board know, we have, for almost a decade now, been talking about increasing the residential component of the campus. We first wanted to renovate the existing dorms, and that project is being completed this summer. We then wanted to add additional housing to build a critical mass of students living on campus, creating within the University a smaller, residential based college. Two years ago you approved the creation of the 320-bed housing facility . . . which will be available for students this fall. We had anticipated, when we asked you to approve that project, that it would take approximately two years to bring that to full occupancy. We find now that we already have full occupancy for this fall. In fact, we have a waiting list of some 20 students who are seeking accommodations in that facility.

“Our plan had been that our existing older residence halls, now renovated, be principally used to house freshmen, but we wanted also to provide continuing residential opportunities – perhaps upscaled in terms of privacy and the like – for upperclass students, to keep them on campus. It was with that in mind that we built this new facility we are calling the “Living Center” until the Board reaches a final decision on its name. It has worked well. It has, in fact, worked better than we had expected. Two things propelled this. One was a very healthy sized freshman class, an increasingly large component of which is looking for on-campus housing. This year I believe 41% of our

entering freshmen will be living on campus. This is a significant movement toward the development of this residential component. The other was the very successful marketing of the Student Living Center, which will be filled. This reaffirmed our sense that there was a demand by returning students to continue living on the campus, if we could make it appealing in terms of the kind of facility and the kind of campus life they desire. Now we are faced with a dilemma: We have something of a potential bottleneck in the fall of 2000. We need to find opportunities for the students in the freshman suites to move out next year to make room for next year's freshmen. Those students who wish to remain on campus will move to the Living Center, but the Living Center will not be entirely vacated next year – we hope those who live there will also want to stay. So we're stacking up, in other words, about a year ahead of when we thought we might be. Unless we can provide additional housing for the fall of the year 2000, we have a potential bottleneck in institutional growth, as well as in the overall development of the residential college within the University. So we're coming to you with a somewhat expedited request for approval to permit us to begin a project immediately in order to have it available by the fall of 2000. . . . We believe this project, if fully occupied, will be able to cover its own financing as well as operating costs. Nothing is risk free, obviously, as we're making certain assumptions about occupancy, but as risks go, we feel pretty good about this one, because it comes with demonstrated student demand for additional housing on campus. It also comes at a time when we are seeing increasing numbers of high school graduates seeking college admission, and we can expect healthy freshman classes for the foreseeable future.”

The motion was APPROVED unanimously.

IV. INFORMATION AND DISCUSSION ITEMS

5) **Staff Members of the Month**

Gary Brasseur, Staff Member of the Month for July, and Mary Aumann, Staff Member of the Month for August, were presented to the Board. (See Appendix Three: Brasseur, and Appendix Four: Aumann)

6) **Human Resources Report**

President Gilbertson reviewed the Human Resources Report. (See Appendix Five: Human Resources)

7) **Committee Appointments**

Chairperson Kelly noted that the Board committees would remain unchanged until the appointment of the new Board member(s).

8) **Update on Campus Construction**

Stephen Hocquard, Director of Engineering Services, told the Board the multi-use recreational fields are expected to be done by September 1. Parking Lot R will be finished before classes start on August 30, and the student housing project voted on today will be done by this time next year. The Energy Loop should be completed within two weeks. The new Living Center is basically done, except for some minor details. New construction on Instructional Facility #3 will take two years, with another six months for renovation of the existing Science facilities. The third

and final phase of the renovation of the Great Lakes Dorms is almost completed.

Mr. Hocquard discussed the possibility of the development of a College of Education Building either near Curtiss Hall or in the northwest quadrant of University property.

9) **Report on Fall Enrollment**

Dr. Robert L. Maurovich, Vice President for Student Services & Enrollment Management, told the Board enrollments are more than 3% ahead of last year at this time. This year's freshman class includes 55 valedictorians and salutatorians (compared to 26 in 1998). Twenty-three students were given Awards for Excellence, based upon their high ACT scores.

10) **Report on National Youth Sports Program Summer Project**

Dr. Ava Lewis, Associate Professor of Nursing and Project Administrator of the 1999 National Youth Sports Project, described the highlights and accomplishments of the program. Approximately 200 children from Saginaw Public Schools, ages 10-16, attended the 25-day camp during June and July. Faculty from a variety of disciplines were involved in the project. Instruction in sports and computer activities was provided – the children's favorites were swimming and fitness/conditioning. Breakfast, a midday snack and lunch were provided.

Professor Lewis noted the program was a great success and that a few changes would be made next year to make it even better.

11) **Report on Y2K Compliance**

Jerry Woodcock, Vice President for Administration & Business Affairs; Claudia Anderson,

Lead Programmer/Analyst; and Michael Holliday, Lead Computer Analyst Technical Support, reported on the University's progress toward Y2K compliance. (See Appendix Six: Y2K)

V. REMARKS BY THE PRESIDENT

President Gilbertson invited the Board to his Orientation Address and the Back to School Picnic, which will take place on August 26.

VI. OTHER ITEMS FOR CONSIDERATION OR ACTION

There were no other items for consideration or action.

VII. ADJOURNMENT

12) Motion to Adjourn

BM-922 **It was moved and supported that the meeting be adjourned.**

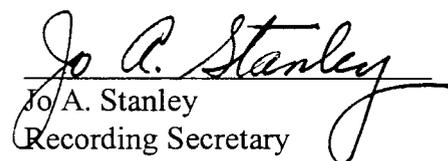
The motion was APPROVED unanimously.

The meeting was adjourned at 3:28 p.m.

Respectfully submitted:

Burnett S. Kelly
Chairman

D. Brian Law
Secretary


Jo A. Stanley
Recording Secretary



student handbook

-1999-2000

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Campus Directory

Department (Office Number)

Phone No.

Academic Achievement Center (W140)	790-5691
Academic Advising Services (W117)	790-4286
Academic Affairs, V.P. (W338)	790-4296
Adjunct Faculty (Z202)	790-5603 & 790-5604
Admissions (W178)	790-4200
Arts & Behavioral Sciences (W358)	790-4062
Bilingual/Bicultural Center (E146)	790-4494
Bookstore (Doan Center)	790-4277
Business & Management (C320)	790-4064
Campus Dining Services (C122)	790-4252
Campus Life Center (C114)	790-4170
Career Services (W117)	790-4286
Cashier (W166)	790-4212
Continuing Education (C142)	790-4475
Controller's Office (W373)	
Student Accounting Services	790-4210
Disability Services (W173)	790-4168
Education (E124)	790-4057
Education Resource Center, (E153)	790-4100
Emergency Police-Fire-Medical	790-4141 or 9-911
Equal Opportunity and Special Programs (W332)	790-4397
Evening Services (Z202)	790-4092
Freshmen Programs (W124)	790-5661
Health Services (W267)	790-4271
Housing & Residential Life (C113)	790-4255
Information Desk, Housing (C113)	790-4260
International Programs (W141)	790-4473
English Language Programs (W141)	790-4265
Intramural Office	791-7321
Library	790-4240
Administrative Office	790-4237
Audio Visual West (C156)	249-1931
Reference	790-4242
Mail Room (SV)	790-4466
Minority Services (C112)	790-5631
Nursing & Allied Health Sciences (W361)	790-4145
Personal Counseling Services (W173)	790-5600
Public Safety Department	
University Police	790-4141
Parking Services	790-4140
Registrar (W151)	790-4085
Ryder Center	791-7300
Control Desk	791-7333
Scholarships & Student Financial Aid (W160)	790-4103
Science, Engineering & Technology (P208)	790-4144
Student Affairs (W314)	790-4294
Student Association (C124)	790-4232
Student Employment (W160)	790-4103
Switchboard	0
Testing Center/Tutorial Services (W140)	790-5691
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Veterans' Services (W141)	790-5602
Volunteer Services (W141)	790-4170
Weather Emergency Information	790-4477
Writing Center (Z134)	249-1661



Welcome from the Dean of Student Affairs

Dear SVSU Student:

Welcome to Saginaw Valley State University! As an SVSU student, you can look forward to many new and exciting experiences in the upcoming years.

The essence of a well balanced education is exposure to a diversity of ideas, opinions, people and activities. At SVSU, you'll find all that, and you'll find it in a caring atmosphere. You are an individual with your own special needs. Our faculty and staff are dedicated to meeting those needs. Modern, new facilities create a pleasant environment in which to learn, and your professors will provide you with challenging learning experiences. The mission of the University is to furnish you with a quality education that will help guide you toward a future filled with promise.

Spring, summer, fall and winter — there are always plenty of campus activities. The choice is yours — music, art, Student Association, theatre, sports, physical fitness, a special interest club and more. We encourage you to take advantage of these opportunities for personal growth. There are many clubs and organizations waiting to welcome you.

The *Student Handbook* is to familiarize all undergraduate and graduate students with our services and policies. Also, some departments may have an additional handbook pertinent to their programs of study. These are your resource guides, and you should find them helpful as you become involved in student life at SVSU.

Best wishes,

A handwritten signature in cursive script that reads "Richard P. Thompson". The signature is written in black ink and is positioned above the printed name.

**RICHARD P. THOMPSON
DEAN OF STUDENT AFFAIRS**

Campus Services and Resources

Student Affairs

314 Wickes Hall

790-4294

Campus life matters are the responsibility of the Dean of Student Affairs. Our staff is committed to making your university experience the best it can be.

The purpose of this handbook is to help point you in the right direction when you encounter situations that are puzzling or troublesome to you. It will familiarize you with student services and specific offices to call upon for answers to your questions. And, it also will acquaint you with University policies and the Code of Student Conduct.

Student services are listed below. You are encouraged to visit these offices and talk with the staff if you have a concern. If your problem cannot be resolved in this manner, you are invited to contact the Dean of Student Affairs for advice and counsel.

Academic Achievement Center

140 Wickes Hall

790-5691/790-4070

The Academic Achievement Center offers special services to assist students with classroom success. Services include:

- Academic tutoring (free of charge in selected 100-200 level courses).
- CITE Learning Styles Inventory.
- Closed captioned television to assist students with hearing impairments.
- Computer programs to assist with math, writing and reading skills.
- Informational materials on learning and studying skills, test taking and time management.
- Learning and Study Skills Inventory.

Academic Advisement Center

117 Wickes Hall

790-4286

The Academic Advisement Center staff is available to assist students with academic advisement and career exploration and planning. For student convenience, individual appointments and walk-in advising are available. Services include:

- Initial academic advisement and course registration assistance for all new undergraduate students.
- Academic advising for continuing undergraduate students in areas such as: course planning prior to registration; explanation of academic policies, rules and procedures; and assistance with monitoring academic progress.
- Assistance with choosing a major through the **Major/Minor Finder**.
- Career exploration and decision making assistance using computer guidance systems such as **MOIS**.

Use of the Career Resource Library of career brochures, monthly publications and reference books.

Bookstore

Doan Center

790-4277

The Bookstore sells textbooks, software, art and class supplies, University imprinted clothing and gifts, general reading books, snacks and beverages.

Be sure to bring your registration slip or printout to the Bookstore. This will help you find the correct books for course requirements. Payment may be in cash, by check or bank card. MasterCard, Visa, Discover and American Express are welcome.

Campus Dining Services

122 Curtiss Hall

790-4252

Both resident students and commuter students choose meals from several mini shops in the "food court" arrangement. Doan Cafe's two dining rooms can be combined to seat 500 guests at one setting. Meal hours are set to accommodate students with their varied schedules.

Several meal plan options are available for resident and commuter students in conjunction with "THE CARD," eliminating the need to carry cash.

Campus Life Center

114 Curtiss Hall

790-4170

The Campus Life Center staff is available to assist students in becoming involved in out-of-class activities, planning campus events, and fostering the development of campus leaders and student organizations at SVSU. The office provides support services to all students involved in co-curricular activities. Support services include program planning, leadership development, organizational and audience development, consultation, contracts and negotiation, posting validation, promotion and publicity, talent acquisition, recreation and travel.

■ Campus Events

Information on dates, times and locations of campus programs is available in the Campus Life Center. Some of the events sponsored by the Campus Life Center are Welcome Week activities, the Card's Party, student leadership programs, Homecoming, student organization fairs, Family Festival Day, Campus Life Presents Series, Coming Home, student recognition programs and more.

■ The Cardinal Cage

249-4679

The Cardinal Cage is located in Doan Center adjacent to the Bookstore. The Cage is a lounge equipped with several TVs, pool tables, foosball, air hockey, games and other recreational equipment. "Live on the Cage Stage" entertainment is offered throughout the year for all students. Resident students may sign out cleaning equipment, as well as register for housing activities and locate residence hall staff through the desk operation.

■ Program Board . . . Your Campus Entertainment Committee!

790-1677

This board is made up of SVSU students interested in sponsoring entertainment for the University community; its headquarters is found in the Program Board Office in Curtiss 118. SVSU Program Board provides such programs as music concerts, celebrity lectures, comedy nights, novelty entertainment and much more! Students who wish to be considered for membership should contact the Campus Life Center for more information.

■ Student Organizations at SVSU

There are more than 60 active student organizations at SVSU, including special interests as pre-professional, academic, Greek, sports clubs and campus life. The Campus Life Center staff is anxious to assist students in finding the right co-curricular experience for them.

The Campus Life Center also promotes the activity of student organizations at SVSU by:

- Providing a listing of student organizations and contact persons.
- Processing student organization registration materials.
- Equipping each student organization with a mailbox.
- Approving the posting of student organization notices.
- Facilitating fund raising and social events by student organizations.

Offering activities designed to enhance organization growth such as the Card's Party, student leadership programs, organization fairs and student recognition programs.

- Providing general assistance to facilitate organization activities.
- Providing office space in the Student Organization Room, 118 Curtiss Hall.

Campus Life Center Help Desk

114 Curtiss Hall

790-4260

Many services are available for all members of the campus community through the Campus Life Center Help Desk. Information on campus and community events, bus schedules, ticket sales, visitor's information, meeting locations, campus phone numbers, postage stamps, change, etc., can be obtained at the desk. Resident students may register for housing activities and locate residence hall staff through the desk operation.

Career and Cooperative Education Services

117 Wickes Hall

790-4286

Career and job placement services are available to students who are nearing degree completion and seeking employment.

Services included:

- Assistance with writing resumes, cover letters and interviewing.

- Computerized postings of job openings for full-time, part-time, temporary and seasonal jobs.
- On-campus interviews by visiting employers.
- Workshops on job search strategies.
- Informational materials on hiring trends, job outlook, companies and salaries.
- Annual Career Fair (February), and Teacher Job Fair (April).

The Cooperative Education Program is designed to provide sophomores and juniors with employment in their field of study or related work environment. Students apply classroom knowledge to work situations, gain valuable employment skills, and learn to thrive in a professional work setting. Cooperative education is available to students who possess a minimum 2.50 GPA and are enrolled for a minimum of 24 credit hours each academic year.

Cashier's Office/Accounting Services

166 Wickes Hall

790-4212

The Cashier's Office provides several services for students. Students living on campus may cash personal checks (up to \$50) and University payroll checks. However, both transactions require picture identification, either a Driver's License or "THE CARD." Tuition, student housing and telephone payments also are handled by this office. The office also disburses student employment payroll checks. There is an ATM machine located outside the Cashier's Office in the Great Lakes National Banking Center for your convenience.

Color Copying

Service Building

790-4278

A color copier is located in the Graphics Center. Some of the many uses are: Colored covers for that all important report, T-shirt transfers, posters for your club, transparencies for presentations and short-run fliers to advertise an event. Prices start at 75 cents. Call the Graphics Center for more information.

Disability Services

173 Wickes Hall

790-5600

The Office of Disability Services coordinates support services that enables students with documented disabilities the opportunity to achieve intellectual and personal growth. Some of the services available at SVSU: note taking paper, assistive listening devices, alternate testing arrangements, T.D.D, power assisted doors in all buildings, OCR computers with scanners and screen readers, and CCTV printer enlarger.

All documentation must be received and reviewed by Disability Services. Three weeks notice is requested for regular classroom accommodations.

Evening Services

202 Zahnow Concourse

790-4092

Office Hours: 12:30 to 8:30 p.m. Monday through Thursday; 8 a.m. to 4:30 p.m. Friday

The Office of Evening Services provides assistance to evening students and adjunct faculty members. The office provides evening students assistance with:

- Information on class locations, changes and cancellations.
- Information about SVSU activities and special events.
- Processing course withdrawal forms.
- A message center for offices closed after 4:30 p.m.
- A message center for adjunct faculty.

Health Services

267 Wickes Hall

790-4271

Health Services is a free drop-in service staffed by a registered nurse. A nurse practitioner is available by appointment, three days each week, for a nominal fee. Students who require routine allergy injections may receive them only during the time that the practitioner is on campus.

Services provided include treatment for minor injuries or illnesses, referrals, health screening tests, certain immunizations, counseling and education.

Student health insurance applications are also available from this office.

Housing and Residential Life

113 Curtiss Hall

790-4255

Living on campus offers students many opportunities, including ease in meeting new people, the convenience of a "next door" location to classes, faculty, computer labs, the library, academic support services, recreation facilities and accessibility to a wide array of campus activities and events. As a residential student, becoming involved in University life is much easier!

■ First Year Suites

SVSU provides a living-learning community specifically targeted at students in their first year of the University experience. The First Year Suites provide an intimate, homelike setting in a spacious apartment-style design. All suites have been recently remodeled complete with air-conditioning. Students living in the First Year Suites participate in a Doan Café meal plan.

■ Living Center

Students are eligible to reside in Cardinal Hall if they are 19 years of age or older, or have had previous college attendance. Cardinal Hall is located next to Doan Center. This new facility will open for the first time for Fall 1999 and offers unique lifestyle options. There are a number of single bedroom apartments in the living center each housing four to five residents. Each apartment contains a kitchenette and two full bathrooms. Another choice is the efficiency-style units; these are designed for two to three individuals per room and

are completely self-contained with kitchens and private baths. Students may elect to enroll in a University meal plan or prepare their own food.

■ Pine Grove Apartments

SVSU students who like the convenience of living on campus, but prefer the flexibility of an apartment over the activity of residence halls, are offered an attractive alternative. Each air-conditioned unit is fully furnished, but residents are encouraged to add their own special accessories to complement the decor. Priority is given to students who have achieved 48 credit hours or are 21 years of age; these requirements are waived for students with families.

International Programs

141 Wickes Hall

790-4473

The Office of International Programs works both with incoming international students and with local students interested in studying in a foreign country.

Students can earn SVSU credit while studying overseas through exchange programs in Japan, England, France, China, Mexico, Turkey, Poland and India. We have programs in Austria, Italy, Spain and Japan through consortia, as well as programs to other countries. Financial aid can be used to support these programs, and foreign language is not required.

Library

Melvin J. Zahnow Library

790-4240

The three-story, 68,000 square-foot Melvin J. Zahnow Library offers students, faculty and other researchers a spacious and comfortable atmosphere for research and study. The library's collection is directed toward supporting undergraduate research and has holdings of more than 580,000 volumes, including books, electronic journals, periodicals, microforms, government documents, videos, slides, recorded music, CD-ROM databases, and Internet resources. The library offers not only general reference and circulation services, but instruction and audio-visual support programs. Zahnow Library is completely automated. The online catalog, CARDCAT, is available via workstations in the library and through the Internet.

Math Resource Center

203 Pioneer Hall

790-4144

Individual tutoring services for mathematics courses numbered at or below the 200-level are offered to all registered SVSU students. Professional and student tutors are available in the Center on a walk-in basis during the fall and winter semesters at no charge for students taking mathematics courses.

Microcomputer Labs

209 Wickes Hall

790-5636

The Microcomputer Labs consist of PC and/or Macintosh based computers. There are two general purpose open labs, one located in Curtiss 227 and the other located in Zahnow

230. Several teaching labs and specialized labs are also available throughout the campus. The basic software available in most labs includes: word processing, spreadsheet, presentation, internet access and e-mail. Other specialized software is available, but varies between labs.

For more details and lab schedules, please check the web site <http://www.svsu.edu/microlabs>.

Minority Student Services

**112 Curtiss Hall
790-5631**

This office provides academic and student support programs and services that include academic advisement, assistance with student service-related issues (e.g., registration, financial aid, student accounts), advisement with personal concerns, advisement to student organizations and participation in and support of campus multicultural programs. Staff members are available to assist students with succeeding in their program of study, growing and developing as individuals and graduating from the University. To schedule an appointment, call or stop by the office. Walk-ins are welcomed.

Personal Counseling Services

**173 Wickes Hall
790-5600**

■ Personal Counseling Services

Counseling support is available to enrolled SVSU students. This service is free of charge and can assist students experiencing grief and loss, drug and/or alcohol abuse, stress, depression, academic challenges or any other emotional contact. Services are provided by a licensed professional.

Services include: short-term counseling; group counseling; crisis intervention; referral to community agencies; self-help resources; links to peer education activities and education presentations. Counseling services are completely **confidential**.

To schedule an appointment, call 790-5600 or stop by 173 Wickes Hall. The web address is <http://www.svsu.edu/counseling>. For after-hour emergencies, contact 790-4141 until midnight and 911 after midnight. The Saginaw 24-hour crisis counseling line is 792-9732.

■ Cardinal CHOICES

790-4228

Personal Counseling Services coordinates a team of volunteer peer educators. These peer educators utilize interactive and non-traditional programming to get at the heart of issues facing college students. Topics include: sexual responsibility, sexual assault awareness, alcohol and drug abuse prevention. For more information see <http://www.svsu.edu/choices>.

■ CHEERS

**117 Doan Center
790-HELP (4357)**

CHEERS is a peer listening outpost staffed by trained and certified peer educators. CHEERS office hours are Monday through Friday from 6 to 10 p.m. Cardinal CHOICES peer educators assist students with academic and personal issues. For more information see <http://www.svsu.edu/choices>.

■ CHAMPS/Life Skills

Wellness resources, to assist student-athletes, include pamphlets, videos, presentations, etc. on a range of topics. These resources are geared toward encouraging student success and healthy decision-making.

Police/Public Safety

**Pierce Road (Between Bay Road and Fox Drive)
790-4141**

■ University Police

The Department offers a wide range of police services to the campus community, including emergency response to life threatening situations, traffic control and enforcement, criminal incident investigations, traffic investigations, and campus preventive patrol. Additionally, special programs in crime prevention, sexual assault prevention and awareness and special event coordination are provided.

The Department of Public Safety distributes an annual Crime Awareness Report within the community which describes campus criminal activity and related safety issues, as required by the Crime Awareness and Campus Security Act of 1990. You may receive a copy of the report by contacting the Department at (517) 790-4141.

For assistance or information, call 790-4141 until midnight every night of the week. University police officers work past midnight and, in the event of an emergency, can be reached by dialing 9-911 from on campus.

Emergency Numbers

- **On Campus (Including Apartments, Offices, Residence Halls): Dial 9-911**
- **Off Campus: Dial 911**

■ Parking Services

Signs are located at the entrance to each parking lot indicating restricted times and usage for parking facilities. Most parking areas on the campus are open to public parking at no charge, although there are some restricted/reserved lots.

Vehicles parked on campus overnight must be registered with the Department of Public Safety and parked in designated parking lots only. Unregistered cars parked overnight will be ticketed and may be impounded.

If you need assistance starting your car (battery jump), or if you accidentally lock your keys inside your car, call the Department of Public Safety (790-4141) or the Parking Services Bureau (790-4140). Student service officers also provide escorts upon request for students walking from a building or residence hall to their vehicles.

Postal Services

**Service Building
790-4466**

Your postal needs are provided for by the SVSU Mail Room in the Service Building. The Mail Room sells stamps, sends overnight letters, handles UPS package shipping, and international postage. For your convenience, stamps also may be purchased at the Cashier's Office, first floor Wickes Hall, and at the Campus Life Center in Curtiss Hall.

151 Wickes Hall

790-4220

The Office of the Registrar is responsible for registration, add/drop, course withdrawal, enrollment certifications, transfer credit, degree audits, records maintenance, grade processing and transcript production.

Be sure to read and carefully follow important procedures and deadlines in the Course Schedule, which is available each semester in the Registrar's Office.

Your University catalog is your guide to course descriptions and degree requirements. For more information regarding your academic requirements, contact the Academic Advisement Center, 117 Wickes Hall, 790-4286.

Scholarships and Financial Aid

160 Wickes Hall

790-4103

The Office of Scholarships and Student Financial Aid administers a variety of financial aid programs to help finance a student's education. Students are required to complete the Free Application for Federal Student Aid to identify financial need. While most financial aid assistance is distributed on the basis of established financial need, several SVSU scholarships and awards are available for qualified students regardless of their financial status. Information regarding these scholarships is available in the office; students are encouraged to submit their scholarship application by February 1 to insure full consideration. The Free Application for Federal Student Aid should be submitted as soon as possible after January 1 to assure full consideration for financial assistance.

Sports/Recreation/Athletics

Ryder Center for Health and Physical Education

791-7300

■ Athletics

Harvey Randall Wickes Memorial Stadium, Ryder Center for Health and Physical Education, baseball/softball fields and tennis facilities were completed in 1989, ranking SVSU's athletic complex among the finest in the Midwest. The Student Identification Card "THE CARD" is needed to access Ryder Center for classes and recreation proposes.

SVSU is affiliated with the NCAA Division II and 16 of 17 varsity sports teams belong to the Great Lakes Intercollegiate Athletic Conference. The bowling team competes in the Michigan Intercollegiate Bowling Conference.

SVSU women's teams include basketball, cross country, indoor/outdoor track, soccer, softball, tennis and volleyball. Men's teams include baseball, basketball, bowling, cross country, football, golf, soccer and indoor/outdoor track.

■ Campus Recreation/Intramural Sports

Ryder Center Help Desk

791-7321

Campus Recreation offers a variety of recreational activities for SVSU students, staff and faculty. In recent years men and women have participated in flag football, basketball, bowling, volleyball, softball, floor hockey, racquetball, tennis,

fitness center, Olympic-size pool, ski trips, pool parties, aerobic classes and chess, euchre, billiards, bowling trips, dart tournaments and Buschwacker 3-on-3 basketball.

Student Association

124 Curtiss Hall

790-4232

Outpost: Brown Concourse

790-4229

Student Association represents the interests of SVSU students through participation on many University policy-making committees and the Board of Control. This organization allocates student fees for activities as well as education grants. The Association works with campus clubs and organizations to promote social and educational activities.

Student Employment

160 Wickes Hall

790-4103

On-campus and off-campus student employment services are available through the Office of Scholarships and Student Financial Aid. Off-campus employment is through non-profit organizations. To be eligible for student employment opportunities, students must be registered at least half-time. To work during the spring/summer semesters, students must enroll for a summer course or be pre-registered for at least half-time for the following fall semester. Although preference for jobs is given to students eligible for work study programs, all students are encouraged to apply. Many student employment opportunities are available to students regardless of financial need. Student employment applications are available in the office and students are encouraged to contact the office by the end of the winter semester if they are returning students or during the first week of the fall semester if they are a new student to be considered for student employment opportunities.

Student Identification Cards — "THE CARD"

Transaction Card Office

166 Wickes Hall (Cashier's Office)

791-7711

Photographs for student identification/transaction cards will be taken at Orientation. Students will receive their ID/transaction card during orientation. The ID/transaction card includes the student's name, identification number, photo and signature.

The ID/transaction card permits use of Zahn Library and Ryder Center facilities. Students with an ID/transaction card may attend athletic events as well as other campus functions that require proof of enrollment. A magnetic strip on each ID/transaction card allows it to function as an on-campus pre-paid debit card for small value purchases at vending machines, the Bookstore, Doan Cafe, Health Services, copiers, etc.; as a declining balance meal card for students living in the residence halls; and as an ATM card when used in conjunction with the Totally Free Checking Account offered by Great Lakes National Bank. Students exercising this last option also may have their student payroll earnings

and financial aid refunds directly deposited into their Great Lakes National Bank checking account.

Prior to receiving your ID card, your current course registration slip will give you access to these services and events. For more information, contact "THE CARD" Office.

Student Loans

155 Wickes Hall

790-4103

Loans are available through the Federal Stafford Direct Loan Program, the Parent Loan for Undergraduate Students (PLUS), and the MI-Loan Program. Students interested in loans are required to complete the Free Application for Federal Student Aid (FAFSA). Further information is available at the office.

Student Publications

■ Literary/Arts Magazine

790-4050

Cardinal Sins is a student literary publication. The magazine solicits original works of poetry, short fiction, essay, black and white photography and two-dimensional art. Students interested in making contributions or joining the staff should call or visit Evening Services or the editor, who is located in the *Valley Vanguard* office in 125 Curtiss Hall.

■ Student Happenings Newsletter

790-4294

The Office of the Dean of Student Affairs each week publishes an event newsletter, *Student Happenings*, which is distributed throughout campus. Its purpose is to provide students with a handy reference to current and upcoming events on campus. Contributions are welcome and must be submitted to the Dean's office two weeks in advance.

■ Valley Vanguard

790-4248

The *Valley Vanguard* is the student newspaper of SVSU. It is published every other week during fall and winter semesters and once a month during summer sessions. The *Vanguard* informs students about campus events and other University concerns. Students are encouraged to contribute to the newspaper by submitting Letters to the Editor. Any student interested in earning a little money and gaining valuable newspaper experience can join the staff by contacting the *Vanguard* office in 125 Curtiss Hall.

Teacher Resource Center (TRC)

151 College of Education Building

790-4100

The Teacher Resource Center holds a wide variety of educational materials geared toward the teaching of K-12 students. Materials found in the TRC represents a joining of resources from the College of Education and the SVSU Regional Mathematics and Science Center. Textbook samples in many content areas are on display along with curriculum manuals from area school districts, activity books meant to re-enforce an existing program, many of the latest programs and practices in math and science as proposed by the Michigan Department of Education and found in the most recent pro-

fessional journals. Available for viewing and check-out are many NASA video tapes and slide sets, and laser disc materials. Teaching aids like a heavy-duty laminating machine, an Ellison die-cut press, and copier are all available for use at a minimal charge. The TRC is designed for undergraduate pre-service teaching candidates, graduate education students, and area K-12 teachers. Hours of operation vary from day to day, call for exact times.

Transfer Student Programs and Services

120 Wickes Hall

790-4220

The Coordinator of Transfer Student Programs and Services assists transfer students during their transition to SVSU and serves as a liaison for the students to faculty and staff. New transfer students should contact the Coordinator for assistance.

Transportation

Saginaw Transit: 753-9500

Bay Metro: 894-2999

The bus stop is located near the west entrance to Curtiss Hall. Bus schedules can be obtained in the Campus Life Center.

University Web Page

The SVSU web page provides information on course offerings, special events, faculty and staff, and student services. Information on the various academic and administrative departments, student organizations, programs and activities also is available on the web page at www.svsu.edu. Students, parents and guests also can find information on admissions policies and apply on line.

Veterans Services

118 Curtiss Hall

790-5602

The Veterans Services Office is staffed by SVSU students who are veterans representing the various branches of the armed forces. They are available to help veteran students understand and interpret educational benefits, explain VA and University procedures, assist students in finding part-time employment while attending SVSU, and to offer general support. The office also maintains a library of publications that explain programs for veterans.

Volunteer Opportunities — Cardinals in Action (C.I.A.)

114 Curtiss Hall

790-4170

Volunteering offers an opportunity for practical job experience, building skills and exploration of possible careers. In addition, students realize the personal satisfaction and reward of helping others. "Cardinals in Action" assists in matching students and student groups with non-profit social agencies and short-term and ongoing community service projects off-campus, as well as with gratifying on-campus volunteer efforts.

Weather Policy

While adverse weather conditions may affect the normal operations of the University, SVSU will be kept open if possible. When adverse conditions necessitate cancellation or closing, announcements will be made on local radio and television stations beginning at 6:30 a.m. for day classes (those beginning before 4 p.m.) and by 2:30 p.m. for evening classes. **There will be no announcement if it is decided that SVSU can continue to operate.**

For classes held at off-campus centers, the decision to cancel will be made by local officials. Cass City courses are canceled when Cass City schools are closed due to adverse weather.

■ Emergency Weather Information

790-4477

Information about weather-related closings and cancellations also may be obtained by calling the Weather Information Line at (517) 790-4477. Taped messages report the status of campus activities.

Because commuting students come from a broad geographic area, it is extremely difficult to arrive at a decision that is appropriate to each vicinity. SVSU does not ask students to assume undue risk in traveling to class. Students who are prevented by weather from reaching their classes when the campus is open should report the nature of their absence to their instructors as soon as possible.

Writing Center Appendix One: Student Code **134 Zahnow** **249-1661**

The SVSU Writing Center assists students who wish to develop their writing abilities. The Writing Center is located on first floor Zahnow across from the Zahnow Library entrance. The Writing Center is open during posted hours.

Students may walk in or call ahead for an appointment, E-mail writing-center@svsu.edu, or visit the web page at www.svsu.edu/writingcenter.

In the Writing Center, peer mentors assist students from all disciplines, at all levels of writing proficiency, with planning, drafting, and revising. The peer mentors are experienced writers who have been specially trained to meet the needs of SVSU's diverse student body. In addition, the staff includes a trained specialist in English as a Second Language. Online tutoring is available; see the Writing Center web site for details. The Writing Center also has both print and electronic resources available, including style manuals.

The Writing Center's goal is to aid the overall development of students as writers, going beyond helping students improve the documents they bring. Mentors work most effectively when students arrive at the Writing Center with the instructor's assignment, clear goals for their session, their syllabus and text(s), and any previous work they have done.

Policies and Procedures

Student Problem Resolution Procedures

During their course of study at SVSU, students will likely encounter some situations that are puzzling or troublesome to them. The University wants to be sure that students can find answers to their questions and the help they need to resolve their problems and/or complaints. For that reason, it is important that these concerns be brought to the attention of the right people.

Academic problems and questions concerning a grade received in a class should first be discussed with the professor. An appointment should be made for an informal review. If informal discussion does not decide the situation, see the "Student Grade Grievance Procedure" in this handbook.

Other academic problems, such as transfer credit evaluation, class scheduling, course requirements and etc., should first be addressed to the office originating the information. If this fails to bring about a satisfactory answer or resolution, present your statement of the problem, preferably in writing, to the appropriate dean of the academic college. The dean, or someone designated by the dean, will meet with you and review the question or problem for you.

If this procedure does not resolve the issue, you may submit a written statement of the problem to the Vice President for Academic Affairs. The Vice President, or his designee, will meet with you and look further into the matter, and you may anticipate a written answer within 30 days.

Campus Life matters are the responsibility of the Dean of Student Affairs. Generally, questions or problems should first be addressed to the office originating the information. If this fails to bring about a satisfactory answer or resolution, present your question or statement of the problem, preferably in writing, to the Dean of Student Affairs. The Dean, or someone designated by the Dean, will meet with you and look into the question or problem for you, and you may anticipate a written answer within 30 days.

Student Conduct Process: Admission to Saginaw Valley State University obligates each student to abide by regulations for acceptable student behavior. The **Code of Student Conduct** can be found in its entirety on Pages 21 through 25 of this publication. Students, faculty and staff who feel that violations of the provisions of the Code have occurred may contact the Coordinator of Student Conduct (114 Curtiss Hall, 790-4170) for assistance in resolving complaints.

Discrimination concerns, including sexual and racial harassment, should be taken to the Director of Equal Opportunity and Special Programs for consultation and assistance in resolving a complaint. The University has adopted a formal policy and complaint procedure on unlawful discrimination that is printed in this handbook.

Student Grade Grievance Procedure

The following procedure shall be used by any student who has a complaint relating to the **grade** received in a class.

1. A student must first contact the faculty member and discuss the complaint concerning the grade received. This will serve as an informal review.

2. If the review of the complaint by the student and faculty member does not lead to a satisfactory resolution, the student, if he/she wishes to do so, must file within thirty (30) days of the date that the student has knowledge of, or reasonably should have had knowledge of the problem, a formal grievance with the faculty member with copies to the appropriate chairperson, dean and Student Representative Grievance Committee. The formal grievance shall include:

- Statement of Grievance: This should be brief and specific.
- Justification: Reasons for lodging the grievance should be presented.
- Remedy: A specific remedy should be cited.

The faculty member must respond in writing to the student within four (4) weekdays of receipt of the grievance, indicating whether the grievance is accepted or rejected, or offering an alternative suggestion for resolving the complaint. (Copies must be sent to the appropriate chairperson, dean and Student Representative Grievance Committee.)

3. If the decision or the proposed resolution is not acceptable to the student, he/she may pursue the matter by presenting the grievance within three (3) weekdays to the chairperson of the faculty member's department. (If the faculty member is the chairperson, the procedure moves to Step 4.) The chairperson then should judge the case and make a decision agreeing with the student or the faculty member or proposing an alternative resolution. The chairperson must make the decision known in writing to the student and instructor within six (6) weekdays of receipt of the grievance. Copies must be sent to the appropriate dean and the Student Representative Grievance Committee.

4. If the decision of the chairperson is unsatisfactory to either the faculty member or the student, the faculty member or the student must ask that the grievance be considered by the Faculty/Student Grievance Committee, which will be set up by the appropriate academic dean. This request must be made within three (3) weekdays of the receipt of the chairperson's decision. The Grievance Committee will be a standing committee consisting of three (3) students from the Student Representative Grievance Committee (selected by the Representative chairperson); and three (3) faculty members selected by the Faculty Association President from a pool of six (6) faculty members designated by the Faculty Executive Board [the three (3) faculty members not selected shall serve as alternates], and will be chaired by the appropriate dean. The Faculty/Student Grievance Committee shall meet to review the case, providing the student and faculty member involved have had an opportunity to present arguments at separate times. The committee shall reach a decision by a recorded roll call vote. In case of a tie, the dean will cast the deciding vote. The decision of the Committee will be presented in writing by the dean to the student, faculty member and chairperson within ten (10) weekdays of receipt of the grievance.

5. If the decision of the Committee is unsatisfactory to the student or the faculty member, either may request that the grievance be reviewed by the Vice President for Academic Affairs. This request must be made within three (3) weekdays of the receipt of the Committee's decision. The decision of the Vice President for Academic Affairs must be presented to the faculty member, student, dean, chairperson and Faculty/Student Grievance Committee within six (6) weekdays of the

appeal. The decision of the Vice President for Academic Affairs is final.

6. If any of the above deadlines are not met by the student, the grievance will be considered invalid and dropped, unless, due to extenuating circumstances, the Vice President for Academic Affairs grants an extension of time. In the event that any of the above deadlines of Steps 1 through 4 are not met by the faculty or the dean, the matter will automatically be referred to the next higher level. If the deadlines of step five (5) are not met by the Vice President for Academic Affairs, the resolution of the grievance will stand as determined by the committee.

7. All days mentioned in the above procedure refer to those days when the University is in regular, official session.

8. Receipt, in all cases, refers to the time (day) at which the appropriate document(s) are officially initialed and/or stamped by the person(s) designated or by his/her official representative.

9. If the student and/or faculty member involved in the grievance is not available due to the former not being enrolled in a current term or the latter not assigned teaching duties in a current term, the Vice President for Academic Affairs will establish appropriate and reasonable extensions of time.

As a University student you will have a great deal of independence and freedom. At the same time, as members of society, as well as the University community, we all are held accountable for our actions. The policies of the University are set forth below, as well as your student rights and responsibilities. Please take the time to familiarize yourself with this section of the SVSU Student Handbook.

Student Rights and Responsibilities

Article 1

Academic Rights and Responsibilities

Appropriate conditions and opportunities for learning are important measures of the quality of an educational institution. The University assumes a number of essential responsibilities in order to achieve academic excellence and to preserve the ideals of academic freedom for students. As members of the academic community, students similarly accept certain responsibilities.

1.1 Instruction and Academic Evaluation

1.1.1 Institutional Responsibility: The University shall provide a variety of degree programs. Courses and programs should be offered which are relevant not only to the varied interests and abilities of the student body, but also to the changing needs of society. Courses should be offered on a timely basis. Qualified faculty and adequate facilities, equipment, and materials should be provided to support instructional programs. The University also has the responsibility to provide instruction which correlates closely with approved course descriptions as published in the current SVSU catalog, to be provided for each incoming student.

Students have a right to be informed of the aims of each course at the beginning of the semester; instruction will be directed toward fulfillment of those aims. They have a right to be informed of the course requirements, methods and criteria for determination of the course grade at the beginning of the semester. Reasonable notice will be given for fulfillment

of said requirements. Classes will meet at regularly scheduled times unless notice is given or emergency circumstances arise. Students should have, upon request, appraisal of their progress in each course and opportunities to review and discuss their academic work with their instructors. Course grades shall be based entirely upon students' performances in meeting course requirements. A grievance is an alleged violation of this agreement and students have the right to pursue resolution of grievances through the student grievance procedure. Course work neither returned nor offered to be returned by a faculty member to a student shall be retained by the faculty member for at least thirty (30) days from the time the student had knowledge, or reasonably should have knowledge, of the occurrence of a possible cause of a grievance and, if a grievance is filed, shall be retained by the faculty member throughout the time limits of the student grievance procedure.

1.1.2 Student Responsibility: Students, as members of the academic community, also share responsibility for promoting a healthy academic environment. Students should be aware of the programs of study which are available and their particular requirements.

Students should strive to attain their highest possible level of academic achievement. They have an obligation to abide by standards of academic honesty which dictate that all their scholastic work shall be original. Violations of academic honesty are governed by the Code of Student Conduct.

Once enrolled in a course, students are expected to become familiar with instructional objectives, course requirements, and methods employed in determining the course grade. Students should make every effort to attend class, to be prepared, and to participate in the activities of the course. Students shall accept responsibility for completing the requirements of the course. Students should participate in the evaluation of instruction, courses, and academic programs. Students shall be responsible for their course work returned to them by the faculty.

1.2 Academic Freedom for Students

1.2.1 Institutional Responsibility: Students should be encouraged to engage in open discussion, inquiry and expression, to take reasoned exception to the views and interpretations offered, and to reserve judgement about matters of opinion throughout the academic community.

1.2.2 Student Responsibility: Students share with the entire academic community the responsibility for preserving the ideals of academic freedom. Any action which stifles free expression or which disrupts efforts to present a wide variety of opinion is contrary to academic freedom and is, therefore, unacceptable within the University.

1.3 Academic Advising

1.3.1 Institutional Responsibility: The University shall provide accurate, complete and readily available information sought by the students, or should direct students to the proper sources. Faculty and staff are expected to be readily available to students for advising and other conferences during scheduled office hours, or at arranged appointments.

1.3.2 Student Responsibility: Students are responsible for informing themselves of University, College and Departmental requirements as stated in the University catalog. In plan-

ning to meet such requirements, students are responsible for consulting with faculty and/or staff for academic advice.

1.4 Academic Records

1.4.1 Institutional Responsibility: Students have a right to protection against improper disclosure of information concerning academic performance and personal characteristics such as values, beliefs, organizational affiliations and health.

1.4.2 Student Responsibility: Students have the responsibility to provide full and accurate information necessary for the maintenance of valid academic records. Students are encouraged to keep copies of their course work.

Article 2

General Rights and Responsibilities

2.1 Student Participation in Institutional Governance

2.1.1 Institutional Responsibility: As constituents of the academic community, students are free, individually and collectively, to express their views on issues of institutional policy, and on matters of general interest to the student body. Through membership on various standing and ad hoc committees with members of the faculty and administration, students may participate in the formulation and application of institutional policy affecting academic and student affairs.

2.1.2 Student Responsibility: Student members of committees should fulfill all responsibilities of that membership, including regular attendance and follow-through on all assignments and commitments.

2.2 Student Publications

2.2.1 Institutional Responsibility: The University shall provide sufficient editorial freedom and financial autonomy for student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in the academic community. As safeguards for editorial freedom, all forms of student publications shall be free of censorship and advance approval of material, and their editors shall be free to develop their own editorial policies and news coverage.

2.3 Student Records

2.3.1 Institutional Responsibility: The University shall be responsible for keeping accurate and up-to-date student records. Students are entitled to obtain access, with legal limitations, to official non-academic records and transcripts.

2.3.2 Student Responsibility: Students shall provide honest and complete information as requested for any University matter, and comply with all reasonable expectations concerning format and completion of that information. Students are encouraged to keep copies of documents pertaining to non-academic matters.

2.4 Rights of Citizenship

2.4.1 Institutional Responsibility: Students, as members of the academic community, enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. Faculty members and administrative officials will ensure that institutional powers do not inhibit students' exercise of rights of citizenship both on and off campus.

2.4.2 Student Responsibility: Students are subject to the obligations which accrue to them by virtue of their membership in the academic community and as citizens.

2.5 Freedom of Association Appendix One: Student Code

2.5.1 Institutional Responsibility: In order to express current interests and to develop new ones, students have the right to organize, and to join associations which promote these interests.

2.6 Information Regarding Policies and Procedures

2.6.1 Institutional Responsibility: The University will make available to students, upon request, written information of policies and procedures which could affect the students' welfare, and full explanation of questions about these policies.

2.6.2 Student Responsibility: Students should acquaint themselves with the policies and procedures pertaining to their circumstances. They should adhere to these policies and procedures.

2.7 Fair and Equitable Treatment

2.7.1 Institutional Responsibility: In contacts with University personnel, students should receive fair, equitable and respectful treatment.

2.7.2 Student Responsibility: Students should afford to all University personnel due respect in the conduct of their business.

2.8 Affirmative Action

2.8.1 Institutional Responsibility: All faculty, administrative and staff personnel share the responsibility for adherence to the following policy:

2.8.1.1 Non-discrimination: Saginaw Valley State University is committed to a policy of equal employment opportunity, equal education opportunity and nondiscrimination in the provision of educational and other services to the public. These opportunities are to be provided regardless of race, religion, color, gender, sexual orientation, national origin, age, physical impairment, disability or Vietnam-era veteran status.

2.8.1.2 Sexual Harassment: Discrimination because of sex includes sexual harassment which means unwelcome advances, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

2.8.1.2.1 Submission to such conduct of communication is made a term or condition, either explicitly or implicitly, to obtain employment, public accommodations or public services, education or housing.

2.8.1.2.2 Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, education or housing.

2.8.1.2.3 Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education or housing, or creating an intimidating, hostile or offensive employment, public accommodations, public services, education or housing environment.

2.8.2 Student Responsibility: Students who feel that they are subjected to discrimination and/or sexual harassment should report the incident(s) to the University Equal Opportunity and Special Programs Officer and/or Michigan Civil Rights Commission to receive assistance.

2.8.3 Rights of Due Process: The establishment and maintenance of the proper relationship among members of the

students may not use threats, whether explicit or implicit, concerning the terms or conditions of an individual's education, employment, housing or participation in a University activity to gain sex and sexual favors. Unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature that interferes with an individual's academic effort, employment or participation in University activities are strictly prohibited.

Physical acts or threats or verbal slurs, invectives or epithets referring to an individual's race, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age or handicap made with the purpose of injuring the person to whom the words or actions are directed and that are not made as part of a discussion or exchange of ideas are prohibited.

Anyone with concerns about discrimination, including sexual and racial harassment, should contact the Director of Equal Opportunity and Special Programs for consultation and assistance in resolving a complaint.

An employee or student who knowingly and intentionally files a false complaint under this policy is subject to discipline.

Threats or other forms of intimidation or retaliation against a complainant, a witness or any member of a hearing panel constitute a separate violation of this policy.

Steps in the Processing of Complaints of Discrimination, Sexual and/or Racial Harassment

Any complaint about unlawful discrimination, including sexual or racial harassment, registered with a representative of the University, should be transmitted by that representative to the Director of Equal Opportunity and Special Programs within two (2) working days.

The Director of Equal Opportunity and Special Programs will investigate the complaint and will determine, within ten (10) working days, if the problem can be resolved informally.

If no resolution can be reached, an investigator or investigation team will be appointed and will conduct further investigation, and will issue a report on the findings.

The investigator or investigation team will complete its work and issue its report within ten (10) working days after appointment. The report will be issued to the appropriate Vice President (appointing officer) or the Dean of Student Affairs and the Director of Equal Opportunity and Special Programs.

The Vice President or Dean of Student Affairs, as appropriate, will, within ten (10) working days, conduct further investigation, if deemed necessary, and issue a decision with respect to the complaint, applying sanctions if warranted by the facts of the case.

If either the charging party or the accused disagrees with the disposition of the case, action may be taken through the established grievance procedures contained in the Student Handbook, the appropriate collective bargaining agreement, or the University grievance procedures, as applicable.

Policy Concerning the Use of Alcohol and Other Drugs

Policy Rationale

Saginaw Valley State University strives to offer members of the University community the same rights as those afforded to members of the larger community. All members of the University community are responsible for making decisions about their behavior within the context of Michigan law and University regulations.

The Drug-Free Workplace Act of 1988, Subtitle D, Section 5152 and the Drug Free Schools and Communities Act Amendments of 1989, PL No. 101-226, requires that Saginaw Valley State University maintain an environment free from the unlawful manufacture, distribution, dispensation, possession or use of controlled substances and, or alcohol. The unlawful manufacture, distribution, dispensation, possession or use of drugs and alcohol is prohibited on any site where activities occur by individuals on behalf of Saginaw Valley State University.

These policy statements are written as evidence of Saginaw Valley State University's commitment to its students by:

- Encouraging a campus environment where healthful choices are made;
- Working to prevent alcohol and other drug abuse;
- Expecting responsibility for one's own choices and behavior;
- Encouraging alcohol-free programs;
- Supporting and empowering those who choose responsibly not to use alcohol;
- Enforcing University, federal, state and local codes, ordinances and statutes which govern alcohol and other drug use.

Policy Regulations

Unauthorized possession, use, manufacture, distribution or sale of alcoholic beverages on or in University property is forbidden.

- The sale of/or providing alcoholic beverages to minors is illegal.
- Possession or consumption of alcohol is not permitted on campus by any person who is under 21 years of age.
- Furnishing alcohol to an obviously or visibly intoxicated person, regardless of age, is prohibited.
- Consumption of alcohol by those 21 years of age or older is permitted only in accordance with Residence Hall and Pine Grove Apartment policy.
- Alcoholic beverages are not permitted at athletic events, concerts or any other event open to the campus community or general public, without prior authorization.
- Student organization funds will not be used for the purchase of alcoholic beverages.

Violations of the above regulations will constitute a violation of the SVSU Code of Student Conduct.

Alcoholic Beverage Policy for Approved University Functions

Applications and guidelines are available from Conference Bureau (790-4348).

1. Consumption of alcohol is permitted by those 21 years of age or older on campus during an approved University function.
2. Non-profit organizations that receive a special liquor license, may serve alcohol.
3. Alcohol must be served by University Campus Dining personnel. Activity participants are not permitted to supply their own beverages.
4. Alcoholic beverages are not permitted at athletic events, concerts or any other event open to the campus community or general public, without prior authorization.
5. Kegs of any size or any common source of alcoholic beverages are not permitted on campus without University approval.
6. Student organization funds will not be used for the purchase of alcoholic beverages.
7. The use of alcohol in the teaching of SVSU courses is permitted when the instruction occurs in an academic building of the University. The course must be under the supervision of a faculty member, the purpose must be solely educational, and the beverage must be a legal one as defined by the Michigan Liquor Control Act.
8. Advertising in University publications or publicized notice on or off campus of the availability of alcoholic beverages at any event sponsored by a University group or individual is prohibited.

Residence Hall and Pine Grove Apartment Policy

- First Year Suites (Great Lakes and Tranquil complexes) are designated as alcohol-free living areas; no possession or consumption of alcohol or alcohol containers is permitted in First Year Suites.
- Possession or consumption of alcohol is permitted by those students 21 years of age or older in the Living Center where one or more residents are at least 21 years of age and have obtained an alcohol permit from the Office of Housing and Residential Life. Possession or consumption of alcohol is not permitted in rooms where all residents are under 21 years of age.
- Possession or consumption of alcohol is permitted by those residents 21 years of age or older in Pine Grove Apartments where one or more residents are at least 21 years of age. Possession or consumption of alcohol is not permitted in rooms or apartments where all residents are under 21 years of age.
- No social events, (parties, large gatherings, etc.) are permitted in any University housing facility in which alcohol is present.
- Students in possession of alcohol containers will be considered in violation whether or not the containers hold an alcoholic beverage.
- Possession of alcohol outside living units is not permitted.
- Alcoholic beverages in factory sealed containers may be

transported by individuals (21 years or older) from off campus directly to approved residences.

- A common source of alcohol (kegs, trash cans, etc.) or quantities of alcohol determined to be excessive by University personnel is not permitted on campus grounds.
- Residents will be held responsible for the actions of their guests.
- All provisions of state law pertaining to possession and use of alcohol, furnishing of alcoholic beverages to minors, and falsification of an I.D. for the purchase of alcoholic beverages will be enforced.
- Social events (parties, large gatherings, etc.) may be terminated at any time at the discretion of University staff.
- Intoxication, disruptive behavior and/or damage related to the consumption of alcohol is in violation of University policy and will be treated under the University's Code of Student Conduct and/or criminal laws.

The Office of Housing and Residential Life will continue to provide procedures to permit students to live with someone who does not wish to use alcoholic beverages in his or her room.

Off-campus Activities

The University accepts no responsibility for the use or distribution of alcoholic beverages at off-campus social functions sponsored by University-related organizations or individuals.

All persons planning or attending such an off-campus activity should be aware of the alcoholic beverage laws which apply to the situation. Each person participating in the activity assumes responsibility for his or her own actions. Violations of pertinent alcoholic beverage laws will be handled by law enforcement authorities having jurisdiction over the specific location where the event is being held.

Parental Notification

In October of 1998, Congress passed an amendment to the Family Education Rights and Privacy Act (FERPA) which allows an institution of higher education to disclose to parents or legal guardians of a student, information involving a violation of federal, state or local law, or a rule or policy of the institution governing the use or possession of alcohol if the student is under the age of 21 and the institution has determined that a disciplinary violation occurred. In response to the recent alcohol-related tragedies in the state of Michigan and across the country, SVSU has adopted a Parental Notification policy.

Alcohol Disciplinary Sanctions

Sanctions may be imposed upon a student for an infraction of the SVSU Student Code of Conduct. These sanctions do not preclude criminal prosecution resulting from violations of federal, state or local laws. Students are cautioned that significant and timely sanctions will be imposed for all alcohol violations. Sanctions will include fines, alcohol education, suspension from the residence halls and/or suspension from the University. In addition, parents or legal guardians may be notified of sanctions at the conclusion of a disciplinary case.

The following information includes standard ranges of sanctions for all students guilty of violating the alcohol policy. Sanctions are cumulative, and may be enhanced based on a

past disciplinary record, the severity of behavior and the impact upon the community. There may be circumstances that are cause for exception.

Any of the following constitute a violation of SVSU's alcohol policy:

- Underage 21 possession and/or consumption
- Open container of alcohol in public
- Hosting a party involving the illegal use of alcohol
- Dispensing alcohol to minors
- Intoxication

Sanctions for Students Violating Alcohol Policy

First Offense	Second Offense	Third Offense	Fourth Offense
Alcohol education \$50 fine Parental Notification	University housing probation for a minimum of one year Counseling referral \$100 fine Parental notification	University housing suspension for a minimum of one year University probation for a minimum of one year Counseling referral \$150 fine Parental notification	University suspension for a minimum of one year Counseling and/or additional developmental requirements for reinstatement \$200 fine Parental notification

Please refer to Page 23 of the Student Code of Conduct in the 1999-2000 *Student Handbook* for definition of sanctions.

Alcohol Sanction System

The disciplinary process set forth in the Code of Student Conduct will apply to the handling of alcohol sanctions. Students must contact the Code of Conduct Office within 72 (business) hours of notification of a violation. A screening will then be scheduled within five (business) days and a sanction completed within two weeks, when school is in session.

1. Violation
2. Screening Appointment
3. Referral to Conduct Officer/Body, Alcohol Education or Counseling
4. Parental Notification

State and Township Law

Civil (Dram Shop) Liability

Students should also be aware that civil liability may be incurred when the sale or furnishing of alcoholic beverages to a visibly intoxicated person is found to be the proximate cause of damage, injury or death of an innocent person. Such liability may arise independently of any University sanctions or prosecution under local, state or federal law.

Alcohol Offenses

Violation	Case Law(s)	First Offense	Second/Subsequent
Open House Party	750.141a	Misdemeanor, 30 days in jail, or fine of not more than \$1,000	Misdemeanor, 90 days in jail, or fine of not more than \$1,000
Open House Party Saginaw County	SEC. 108	Misdemeanor, 30 days in jail, and/or \$500 fine	Misdemeanor, 90 days in jail, and/or \$500 fine
Sell or Furnish Alcohol to Minors	MCL 436.1701 (1)	Misdemeanor, 60 days in jail, and/or \$1,000 fine	Misdemeanor, 90 days in jail, and/or \$2,500 fine
Furnishing to Minors and Causing Minors Death	MCL 436.1701 (2)	Felony, 10 years, and/or \$5,000 fine	Same
Transporting/Possession of Alcohol by Minor in a Motor Vehicle	MMVL257.624b	Misdemeanor, substance abuse screening, community service, loss of M.V. up to 30 days, fine up to \$100, and license suspension up to 180 days	Misdemeanor, substance abuse counseling, community service, loss of M.V. up to 30 days, fine up to \$200, and license suspension up to one year

Violation	Case Law(s)	First Offense	Second/Subsequent
Purchase/Possess/or Consume	MCL 436.1703 (1)	Misdemeanor, fine up to \$100, substance abuse treatment, perform community service	Misdemeanor, fine up to \$500, substance abuse treatment, perform community service, and license sanctions up to one year
Fraudulent Identification	MCL 436.1703(2)	Misdemeanor, fined and suspension of license for 90 days	Same
Police Officer Failure to Issue Citation	MCL 436.1201 (4)	Misdemeanor, up to \$500 fine or 90 days in jail	Same
Minor Driving with a Blood Alcohol Level Above a .02 percent	MMVC 257.625 (6)	Misdemeanor, fine up to \$250 and/or 45 days of community service, pay for cost of prosecution, licensing sanctions	Misdemeanor, fine up to \$500 and/or 60 days of community service, pay for cost of prosecution, licensing sanctions, subsequent violation will be a \$500 fine and/or 90 days in jail

Drug Offenses

The following University policies govern the possession, use, sale or distribution of controlled substances:

NOTE: Controlled substances include narcotics and other drugs as defined by the Michigan Public Health Code.

- Any student found using controlled substances, possessing

controlled substances or drug paraphernalia, selling or otherwise distributing controlled substances is subject to discipline under the Code of Student Conduct.

- Evidence of violation of these policies will be reported promptly to the University Public Safety Department.
- Criminal penalties for controlled substance violations can be severe, and can include imprisonment.

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

Federal Trafficking Penalties (As of January 1, 1996)

CSA Sched.*	1st Offense	2nd Offense	Quantity	Drug	Quantity	1st Offense	2nd Offense
I and II			10-99gm pure or 100-999gm mixture	Meth-amphetamine	100gm or more pure or 1kg or more mixture		
			100-999gm mixture	Heroin	1kg or more mixture		
	Not less than five years; not more than 40 years	Not less than 10 years; not more than life	500-4,999gm mixture	Cocaine	5kg or more mixture	Not less than 10 years; not more than life	Not less than 20 years; not more than life
	If death or serious injury, not less than 20 years or more than life	If death or serious injury, not less than life	5-49gm mixture	Cocaine Base	50gm or more mixture	If death or serious injury, not less than 20 years or more than life	If death or serious injury, not less than life
	Fine of not more than \$2 million individual, \$5 million other than individual	Fine of not more than \$4 million individual, \$10 million other than individual	10-99gm pure or 100-999gm mixture	PCP	100gm or more pure or 1kg or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual	Fine of not more than \$8 million individual, \$20 million other than individual
			1-9gm mixture	LSD	100gm or more mixture		
			40-399gm mixture	Fentanyl	10gm or more mixture		
			10-99gm mixture	Fentanyl Analogue	100gm or more mixture		

*The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance's medical use, potential for abuse, and safety or dependence liability.

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

Federal Trafficking Penalties (As of January 1, 1996)

CSA Schedule	Drug	Quantity	First Offense	Second Offense
I and II	Others (law does not include marijuana, hashish, or hash oil)	Any	Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million individual, \$5 million not individual	Not more than 30 years If death or serious injury, life Fine \$4 million individual, \$10 million not individual
III	All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol, and some barbiturates)	Any	Not more than 5 years Fine not more than \$250,000 individual, \$1 million not individual	Not more than 10 years Fine not more than \$500,000 individual, \$2 million not individual
IV	All (included in schedule IV are Darvon, Talwin, Equanil, Valium, and Xanax)	Any	Not more than 3 years Fine not more than \$250,000 individual, 41 million not individual	Not more than 6 years Fine not more than \$500,000 individual, \$2 million not individual
V	All (over-the-counter cough medicines with codeine are classified in Schedule V)	Any	Not more than 1 year Fine not more than \$100,000 individual, \$250,000 not individual	Not more than 2 years Fine not more than \$200,000 individual, \$500,000 not individual

Health Risks Related to Alcohol and Other Drugs

Drug use can start out as experimentation or casual use and in progress into problem use and dependence. The abuse of alcohol and other drugs can erode the foundation of the University's goals and objectives and diminishes the personal attainment of intellectual, social, physical and moral growth and development. This includes:

- Psychological and/or physical dependence.
- Impaired learning ability, memory loss, inability to solve complex problems.
- Inability to perform sexually, infertility problems.
- Increased risk of sexually transmitted diseases (including AIDS).
- Complications due to the combination of prescription medication and other drugs or alcohol.
- Death, coma or toxic reactions especially when combining alcohol with any other drug, including over-the-counter medicine or prescriptions.
- Guilt/regret over activities performed while under the influence of alcohol/drugs, i.e., regretting sexual encounters, fighting, risk-taking, legal difficulties.
- Organic damage to brain, cardiovascular system, liver, etc.
- Increased risk of cancer.
- Fetal alcohol syndrome, birth or genetic defects.
- Psychosis (hallucinations, loss of contact with reality, extreme changes in personality).
- Diet deficiencies.
- Other physiological, psychological or interpersonal problems.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including assaults and spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, also can lead to permanent damage to vital organs such as the brain and the liver.

Drugs	Physical Dependence	Psychological Dependence	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics					
Heroin	High	High	Euphoria Drowsiness Respiratory depression Constricted pupils Nausea	Slow, shallow breathing Clammy skin Convulsions Coma Possible death	Yawning
Morphine	High	High			Loss of appetite
Codeine	Moderate	Moderate			Irritability
Hydrocodone	High	High			Tremors
Hydromorphone	High	High			Panic, Cramps
Oxycodone	High	High			Nausea
Methadone and LAAM	High	High			Runny nose
Fentanyl and Analogs	High	High			Chills and sweating
Other Narcotics	High-Low	High-Low			Watery eyes
Depressants					
Chloral Hydrate	Moderate	Moderate	Slurred Speech	Shallow respiration	Anxiety, Insomnia
Barbiturates	High-Moderate	High-Moderate	Disorientation	Clammy skin	Tremors
Benzodiazepines	Low	Low	Drunken behavior	Dilated pupils	Delirium
Glutethimide	High	Moderate	without odor of alcohol	Weak, rapid pulse	Convulsions
Other Depressants	Moderate	Moderate		Coma, possible death	Possible death
Stimulants					
Cocaine	Possible	High	Increased alertness Euphoria Increased pulse rate and blood pressure	Agitation Increased body temperature	Apathy Long periods of sleep
Amphetamine/ Methamphetamine	Possible	High	Excitation	Hallucinations Convulsions	Irritability Depression
Methylphenidate	Possible	High	Insomnia	Possible death	Disorientation
Other Stimulants	Possible	High	Loss of appetite		
Cannabis					
Marijuana	Unknown	Moderate	Euphoria Relaxed inhibitions	Fatigue	Occasional reports of insomnia
Tetrahydrocannabinol	Unknown	Moderate	Increased appetite	Paranoia	Hyperactivity
Hashish, Hashish Oil	Unknown	Moderate	Disorientation	Possible psychosis	Decreased appetite
Hallucinogens					
LSD	None	Unknown	Illusions	Longer	Unknown
Mescaline, Peyote	None	Unknown	Hallucinations	More intense "trip"	
Amphetamine Variants	Unknown	Unknown	Altered perception of time and distance	episodes	
Phencyclidine, Analogs	Unknown	High		Psychosis	
Other Hallucinogens	None	Unknown		Possible death	
Anabolic Steroids					
Testosterone (Cypionate, Enanthate)	Unknown	Unknown	Virilization Acne Testicular atrophy	Unknown	Possible depression
Nandrolone (Deconoate, Pehnpropionate)	Unknown	Unknown	Gynecomastia Aggressive behavior Edema		
Oxymetholone	Unknown	Unknown			

Campus and Community Resources

- CHEERS Office, 117 Doan Center, 790-HELP(4357)
- Health Services, 267 Wickes Hall, 790-4271
- Public Safety, Pierce Road, 790-4141
- Personal Counseling Services, 173 Wickes Hall, 790-5600
- Housing and Residential Life, 113 Curtiss Hall, 790-4255
- Minority Student Services, 112 Curtiss Hall, 790-5663
- Human Resources, Admin. Services Building, 790-4108

CHEERS (Coordinated Help with Education, Experience and Resources for Students) This student-based service provides peer listening for students. Certified Peer Educators staff the CHEERS office Monday-Friday, 6:00PM - 10:00PM.

Cardinal CHOICES (Choosing Healthy Options in College and Every Situation) Peer Educators address the issues of alcohol abuse and the associated realities in an interactive, but educational format.

Cardinal Connections is a social mentoring project designed to encourage, empower and support incoming freshmen students that want to make an alcohol-free transition to the University. By providing a returning SVSU alcohol-free student as a mentor along with an array of alcohol-free social options, Cardinal Connections links incoming students to fun and success.

Bay County Community Resources

- Alcoholics Anonymous 24-Hour Help Line, 894-1949
- Central Intake and Assessment Center, 752-9090

Midland County Community Resources

- Alcoholics Anonymous 24-Hour Help Line, 695-2975
- FOCUS Substance Abuse Counseling and Information Center, 631-7992

Saginaw County Community Resources

- Alcoholics Anonymous 24-Hour Help Line, 793-9093
- Alcohol Information Center, 755-0937
- Central Intake and Assessment Center, 752-9090
- Narcotics Anonymous 24-Hour Help Line For Tri-cities Area, 695-2977

Tuscola County Community Resources

- Thumb Area Behavioral Services Center, 673-7575

Clean Indoor Air Policy

Policy Statement

In accordance with the state of Michigan Public Act No. 198 of 1986: Smoking by all students, faculty, staff members and visitors of Saginaw Valley State University is limited to areas designated by signage. Non-University groups or individuals renting University facilities are required to comply with this policy.

Designated Smoking Areas

The Saginaw Valley State University Clean Indoor Air Policy was implemented in May 1987. Revisions occurred in February 1989 and the following spaces are designated as smoking areas:

- Service Building, Employee Break Room.
- 206 Zahnow Library, East Side of Bridge Area.

Buildings in which smoking is not permitted

- Administrative Services Building
- Arbury Fine Arts Center
- Bookstore
- Brown Hall
- Children's Center
- Curtiss Hall
- Doan Center
- Founders Hall
- Groening Commons
- Performing Arts Center
- Pioneer Hall
- Public Safety Building
- Ryder Center for Health and Physical Education
- Science Building
- University Theatre
- Wickes Hall
- Zahnow Library

State or University Vehicles

Smoking is prohibited in state and University vehicles.

Policy on Acquired Immune Deficiency Syndrome (AIDS)

Policy Statement

In general, students, faculty or staff who test positive for the HIV virus, will be allowed to attend classes or perform their usual duties in an unrestricted manner so long as they are physically able.

No one will be denied access to University functions or campus facilities, including housing and food services, on the basis of known or suspected infection with the AIDS virus, whether or not they display the symptoms.

For more information on this policy, contact Health Services located on the second floor of Wickes Hall (790- 4271). All information will be held in confidence, subject only to legally required disclosure.

Policy on Student Self-Destructive Behavior

Self-destructive behavior shall be understood to mean and include: attempts or threats on the part of the individual to end his/her life or to inflict serious bodily harm on himself or herself by any means capable of producing such result. Attempted or threatened suicide or self-inflicted physical harm is an occasional form of student behavior with which the University is unsuited to cope with on any but the most temporary basis. While the institution aims to provide students with a great deal of individual freedom to think, speak and act, physically destructive behavior cannot be ignored. Therefore, it may be necessary to withdraw students who manifest such behaviors from the University, subject only to the possibility of conditional reinstatement to include compliance with terms outlined in a behavioral contract between the University and the student.

Where student withdrawal occurs under this policy, every effort will be made to minimize adverse academic and financial consequences from withdrawal, consistent with existing University policies applicable to grades and refunds.

All cases/complaints involving self-destructive behavior

program. Due to the responsibility for the welfare of the entire University community, it may be necessary to consider emergency suspension in these cases.

A temporary suspension may be imposed if, after notification of alleged self-destructive behavior, the Dean of Student Affairs, or his/her designee, believes there is or will be a danger to the student involved.

A group designated by the Dean of Student Affairs will review all alleged misconduct cases regarding self-destructive behavior.

ADA Policy Statement

Saginaw Valley State University does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty or staff and the operation of any of its programs, services or activities.

Saginaw Valley State University will make every reasonable attempt to meet the needs of qualified individuals within a reasonable period of time, normally three weeks from the time of a request for specific accommodations. Requests for accommodations should be made at the Office of Disability Services. SVSU does not provide personal care assistance for individuals.

Until further notice, individuals may file complaints on matters related to disabilities with the ADA Advisory Council. Initial contact should be made with the Office of Disability Services.

Emergency Contact

If a University staff member has reasonable cause to be concerned for your personal safety or well-being, contact may be made with the person(s) you designated as your emergency contact on your admissions application to the University.

Code of Student Conduct

Student Obligation

Admission to Saginaw Valley State University obligates each student to abide by regulations for acceptable student behavior. All students are expected to conduct themselves as responsible members of the University community and to respect the rights of their fellow citizens.

SVSU regulations may apply to behavior off campus as well as on campus. Violations of the regulations may result in disciplinary action by both the University and civil authorities.

Students at Saginaw Valley State University also are responsible for their guests' behavior. Students may be charged through the disciplinary process for the actions of guests who violate provisions of this code.

Reporting Violations of the Code of Student Conduct

Alleged violations of the Code of Student Conduct may be reported by any member of the University community. The report must be made in writing and can be initiated through:

1. Coordinator of the Student Conduct Program, 790-4170.
2. Dean of Student Affairs, 790-4294.
3. Department of Public Safety, 790-4141.

Article 1 Regulations

Violations of any of the following University regulations may result in dismissal from Saginaw Valley State University, or in a lesser sanction deemed appropriate by a University Hearing Officer.

1.1 University Records

1.1.1 Current Address: Each student shall maintain a current mailing address in the Office of the Registrar. Students will be held responsible for, and may not claim ignorance of, information mailed first class to the last address recorded in the Registrar's Office.

1.1.2 Falsification of University Records: No student shall provide false or misleading information to the University.

1.1.3 Counterfeiting, Altering, Fraudulent Use or Copying: No student shall alter, mutilate, manufacture, possess, falsely represent as his/her own, access without authorization, use fraudulently, or furnish to an unauthorized person any official University document or confidential record, including but not limited to ID cards, personal identification number (PIN), electronic mail access codes and/or passwords, computerized records, transcripts, athletics passes, course registrations, and receipts.

1.1.4 Forgery: No student shall possess or use any official document unless that document bears the legitimate or authorized signature of the individual indicated.

1.2 Use of Facilities and Equipment

1.2.1 Use of University equipment and property must be authorized by the appropriate University administrator or designee. Use of the equipment shall be limited as autho-

ized by the University. Payment for damages or loss of equipment or use of equipment is the responsibility of the borrower.

1.2.2 Use of Facilities: Requests for non-academic use of University facilities must be made to the SVSU Conference Bureau at least two weeks in advance of the requested date. Facilities may be reserved only by authorized personnel and student organizations formally recognized by the University.

1.2.3 Keys: Students shall not possess or duplicate University keys or other locking mechanisms without proper authorization.

1.2.4 Postings: Postings on University property must be approved through the Campus Life Center, may only be displayed in authorized areas and must meet University Posting Policy regulations.

1.2.5 Selling, Advertising or Soliciting: No student shall engage in, or invite any firm, individual, or group to engage in, the solicitation or consummation of commercial or business contracts for any service or product in any public area of the University without the prior approval of the Dean of Student Affairs.

1.2.6 Pets: Pets are not allowed in any University building with the exception of those trained to assist individuals with physical disabilities. Animals that are brought on the campus must be leashed, or otherwise restrained, and attended by their owners.

1.2.7 Smoking, Food and Beverages: Smoking is permitted in private rooms and other designated areas on campus (refer to Clean Indoor Air Policy in the 1999-2000 *Student Handbook*, Page 19). Restriction of food and/or beverages in some areas of campus will be indicated by signage.

1.2.8 General: Certain facilities may have specific usage requirements. Guidelines will be made available to students by those regulating the use of the facility. Violations of these guidelines will constitute a violation of University regulations.

1.3 Use of Alcohol and/or Other Drugs

Violations of the Policy Concerning the Use of Alcohol and Regulations (refer to Page 13 in the 1999-2000 *Student Handbook*) will constitute a violation of University regulations under this section. For returning students, please note changes from the 1998-1999 *Student Handbook* to include Parental Notification.

1.4 Demonstrations and Assemblages

Students have the right to assemble lawfully and express their concerns in ways that do not interfere with others or with the normal functions of the University. Demonstrations and assemblages on the campus must be held in such a place and manner so that the public peace of the campus is maintained. The Office of the Dean of Student Affairs, or the Department of Public Safety, is authorized by the University to advise an assemblage or demonstration that they are violating the public peace of the campus. Failure to heed such a warning will constitute grounds for terminating the demonstration or assemblage and initiating charges through the student conduct program.

1.5 Financial Responsibility

1.5.1 Students owing money or fines to any University

nary action if not paid when due. If any account is overdue at the end of the semester, the student will not be issued a transcript of his/her academic record and may not register for any subsequent semester until the account is paid. Application for other services, such as housing, may be denied to students with delinquent financial obligations.

1.5.2 Students found guilty of violations of University regulations may forfeit financial aid and/or University discretionary scholarships in addition to other penalties that may be imposed.

1.6 Misconduct

1.6.1 Disorderly Conduct: No student shall engage in conduct that disrupts or interferes with the rights of others on University property or at a University-sponsored function, nor shall a student obstruct, disrupt or interfere or attempt to interfere with another student's right, learn or complete academic requirements.

1.6.2 Assault: No student shall engage in verbal or physical assaultive behavior or communicate the intent to engage in assaultive behaviors (including written or electronic transmissions), verbal threats, self destructive behaviors or gestures, or other conduct to cause danger to the personal, mental, or physical health, safety or welfare of members of the University community or visitors to the campus.

1.6.2.1 Stalking/Harassment: No student shall engage in any conduct involving harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, or that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

1.6.2.2 Sexual Assault: Any touching and/or fondling (with or without the use of an object) of a person in areas of the body considered private where:

1. That person has not reached the age of consent, OR
2. That person is impaired due to a mental or physical handicap or temporary impairment, OR
3. That person indicates the touching and/or fondling is unwanted.

1.6.3 Aiding or Abetting Violations: Individuals aiding or abetting in carrying out any unlawful act or the violation of any University policies, whether he or she directly commits the act, may be treated under the regulations as if he or she had directly committed such violation.

1.6.4 Theft of Property: Theft of property of the University, members of the University community or campus visitors, including use of property without the consent of the owner, constitutes a violation of University regulations.

1.6.5 Property Damage: Damage to property of the University, members of the University community or campus visitors constitutes a violation of University regulations.

1.6.6 Fires: No student shall set a fire anywhere on University property without the prior written authorization from the Director of Public Safety, except in approved grills in designated picnic areas.

1.6.7 Fire Safety Equipment: No student shall misuse or

and life safety equipment.

1.6.8 Weapons: The possession or use on University property or in approved housing of any weapons such as, but not limited to, firearms, ammunition, pellet guns, airguns, knives, blades, chemicals or explosives, including firecrackers, is prohibited unless authorized in writing by the Director of Public Safety.

1.6.9 Voluntary Compliance: Students shall obey legitimate and reasonable instructions of University officials to cease conduct which threatens to disrupt or interfere with:

1. The rights of others
2. University discipline
3. Normal University functions
4. A University official acting in the line of duty

1.6.10 Failure to Identify, Appear or Observe Terms of Discipline: No student shall misrepresent or refuse to identify him/herself when requested to do so by identified University officials, refuse to appear before University officials or bodies when requested to do so, or violate the terms of discipline imposed.

1.6.11 Lewd or Indecent Behavior: Lewd or indecent behavior is prohibited on University property.

1.6.12 Hazing: Hazing in any form is prohibited.

1.6.13 University Housing Regulations: Violations of University Housing regulations contained in documents constitute a violation of University regulations.

1.6.14 Bias-motivated Offenses: Acts of violence including hostile discrimination based on sexual orientation, gender, race, religion, age, disability, or ethnicity are prohibited.

1.7 Obedience to Criminal Law

Violations of federal, state or local laws committed by students, whether prosecuted or not, constitute a violation of University regulations when it appears that the act endangers the welfare of any member of the University community or has a direct detrimental effect on the institution's educational function. Students in violation of this regulation are subject to University disciplinary action.

1.8 Academic Dishonesty

1.8.1 No student shall cheat, plagiarize or facilitate academic dishonesty by another student. Students are responsible for completing all assigned academic work without unauthorized aid of any kind.

1.8.2 The imposition of regular disciplinary penalties does not preclude an academic penalty imposed by an instructor. If a failing grade in a course is given for academic dishonesty, the Coordinator of Student Conduct will be notified in writing by the instructor or academic dean.

1.9 Student Organizations

All organizations that sponsor activities in violation of laws or regulations are subject to discipline under the Student Code. In addition, all members and nonmembers who participate in this activity may be disciplined individually.

responsibility and request a hearing.

If a court of law should rule any portion of these regulations to be unlawful, it is the intent of Saginaw Valley State University that the remainder of these regulations will remain in effect.

Article 2

Disciplinary Process

Complaints of student behavior that may be in violation of the Code of Student Conduct are first reviewed by the Coordinator of Student Conduct. There are four courses of action available to the Coordinator:

1. Handle the complaint as a Mediation Conference — a meeting convened to provide conciliation between parties; the resolution is agreed upon by all involved. If this process does not satisfy both parties, a referral will be made to Step 2 or 3, below.
2. Formally charge the accused student with a violation of the Code of Student Conduct, following the Disciplinary Procedures outlined below.
3. Refer the charge through the Housing Disciplinary Procedures.
4. Determine that no formal action should be taken.

Disciplinary Procedures

2.1 Emergency Suspension/Restriction

Because of the responsibility of the University for the welfare of the entire University community, it may be necessary to impose emergency suspension/restrictions in some serious situations.

After a report of a violation, if the Dean of Student Affairs or his/her designee has cause to believe that danger will be present if a student is allowed to remain on campus, a limited action for a temporary suspension/restriction from campus residency, use of facilities and/or attendance/participation at specified University functions can be imposed. When reasonably possible, the Dean or designee will meet with the student prior to imposing the restriction.

A hearing will be scheduled before a University Hearing Officer as soon as practicable. A Hearing Officer will have the power to lift, extend or impose additional sanctions following the hearing.

2.2 Procedural Guidelines

The essential safeguards for fair treatment will be provided for students charged with violating University regulations. The following shall serve as procedural guidelines:

2.2.1 The student shall be notified by the Coordinator of Student Conduct that he/she is accused of violating University regulation(s) by means of a formal Notice of Charge, which will include the following information:

1. The charges with sufficient detail of the alleged action to enable him/her to prepare a response to the charge.
2. A forewarning of possible consequences.

The name of complainant and witnesses, if then known.

4. The Waiver/Hearing Request Form by which the student may either accept responsibility for the charge or deny

2.2.2 Within a stated period of time, the student may select one of two courses of action:

1. He/she may accept responsibility for the alleged action and waive, in writing, his/her right to a hearing. In such cases, a University Hearing Officer will impose a sanction(s) deemed appropriate after meeting with the student.
2. He/she may deny responsibility for the alleged action in writing. If this option is selected, the student will be afforded a hearing before a University Hearing Officer not less than three (3) days but no more than seven (7) days following this request.

Failure to respond by choosing either of the above will be considered the same as an admission of guilt. In this case, a Hearing Officer will attempt to meet with the student and then make a ruling based on the information available.

2.3 Hearing Procedures

2.3.1 The student charged shall be permitted to view any material evidence that will be submitted and considered at the hearing.

2.3.2 The student charged shall be entitled to hear, see and examine all evidence presented, to present all relevant evidence in his/her behalf in the form of witnesses or documents, and to respond to questions, but only if the student so elects.

2.3.3 The accused student may be advised and accompanied by a member of the University community, who may, if requested by the student, present a statement to a University Hearing Officer on behalf of the student. Any other presentations and questioning of witnesses shall be conducted solely by the student.

2.3.4 A University Hearing Officer shall attempt to establish the facts relevant to the alleged violation based solely on the evidence presented at the hearing. Any findings must be based on substantial evidence.

2.3.5 Each hearing will be recorded on audio tape, which will remain in the Office of a University Hearing Officer throughout the appeal period.

2.3.6 All proceedings shall be private, unless otherwise requested by the student.

2.3.7 After due deliberation and within two (2) class days of the hearing, a Hearing Officer will announce findings. Sanctions, when appropriate, will be delivered in the form of a letter to the charged within three (3) class days of the announcement. The letter will include the reasons for any decision rendered against him/her.

2.4 Sanctions

The following sanctions are authorized as appropriate penalties that may be imposed by a University Hearing Officer when a student admits responsibility for, or is found to have violated University regulations. These sanctions may be used in combination.

2.4.1 Warning: A verbal and/or written notice to a student indicating his/her conduct is in violation of University rules or regulations. A copy of the written notice will be filed in the Office of Student Conduct.

Code of Student Conduct

2.4.2 Restrictions: Restrictions include, but are not limited to, termination or denial of residence in University housing, denial of use of specific University facilities, and/or restrictions from participation in extracurricular activities.

2.4.3 Developmental/Educational Assignments: Examples include, but are not limited to, community service assignments, written topical reports, presentation of programs, interviewing appropriate persons and attending appropriate lectures or seminars.

2.4.4 Referral for Counseling: Students may be required to schedule an appointment(s) with the Office of Personal Counseling Services for purposes of assessment and short-term counseling. The student will be required to submit a written signed statement of attendance.

2.4.5 Completion of Rehabilitation Program: At the discretion of Personal Counseling Services, a student may be required to attend and complete a community rehabilitation program.

2.4.6 Fines: Students may be assessed a fine in conjunction with other sanctions which will further the educational mission of the University. A fee for mandatory short-term counseling may also be assessed. Fines will be posted on a student's subsequent billing statement.

2.4.7 Restitution: Payment equal to replacement or repair costs, including labor, for damaged or stolen property, or for the reimbursement of other losses, such as medical bills.

2.4.8 University Housing Probation: Probation is a definite period of observation and review. If a student is again found guilty of violating a University rule or regulation, particularly within a residence hall, or violating an order of a judicial body, then suspension from remaining in a particular residence hall, suspension from all University housing and/or restriction from entering any University residence hall may take effect immediately. Additional or alternate sanctions may be imposed.

2.4.9 University Probation: A more severe sanction than a warning, to include a period of review and observation during which the student must demonstrate the ability to comply with University rules, regulations, and other requirements stipulated for the probation period. Probation will not exceed two consecutive semesters. Violations occurring during the time of probation will result in suspension or expulsion from the University. A copy of the letter of probation will be filed in the Office of Student Conduct.

2.4.10 Temporary University Suspension: A student may be temporarily suspended from the University by the Dean of Student Affairs pending the outcome of final charges. The Dean may invoke a temporary suspension if there is a strong indication that the student's continued presence on campus would constitute a potential for serious harm to him/herself or to the safety of any member of the University community or property.

2.4.11 University Housing Suspension:

2.4.11.1 This form of suspension precludes a student from remaining in a particular residence hall or house. Or, it may preclude a student from living in any University Housing. The specific period of the suspension will be for a minimum of two semesters.

2.4.11.2 A student whose residence hall agreement is terminated by judicial or proprietary action is responsible for the full cost of the residence hall space for the remainder of the academic year. Housing deposits for the following academic year will also be forfeited according to established cancellation deadlines.

2.4.12 University Suspension: A suspended student will be withdrawn from all courses and will be separated from the university for a period not to exceed six academic semesters. Readmission will be at the discretion of the University and may include completion of required conditions.

2.4.13 Expulsion: This sanction is one of involuntary departure from the University with loss of all student rights and privileges. Separation is permanent and makes no provision for the student to re-enroll at Saginaw Valley State University.

2.5 Interpretation

Any questions related to the Code of Student Conduct, including disciplinary procedures, can be referred to the Office of the Dean of Student Affairs, 314 Wickes Hall, 790-4294 for clarification. Hearings are designed to afford fair and just treatment to those participating. A format is employed which preserves order and gives each participant an opportunity to speak and ask questions in turn.

2.6 Appeals

The decision of a University Hearing Officer may be appealed by the accused student. Appeals must be made in writing within three (3) class days following the announcement of a University Hearing Officer and should be delivered to the Coordinator of Student Conduct. The Dean of Student Affairs or his/her designee will handle the appeal within three (3) class days of its receipt by the Coordinator.

If the appeal is subsequent to a charge that was admitted by the student, the appeal must be based solely on the contention that the sanction was excessive.

If the appeal is subsequent to a charge that was denied by the student and a Hearing Officer ruled that the student was guilty of the action, the appeal may be based on the following:

1. New evidence that was not available during the hearing.
2. The contention that due process was denied the student.
3. Proof of arbitrary or capricious treatment by a University Hearing Officer.

Article 3

Resident Student Disciplinary Procedures

Students living in Residence Halls or Pine Grove Apartments are subject to the following procedure.

3.1 A Residence Hall Director or the Residence Hall Peer Conduct Board (RHPCB), chaired by a Residence Hall Director, will evaluate cases where a student is accused of violating a regulation of the Residence Hall/Pine Grove Apartment Handbook or the Housing and Dining Services Agreement/Pine Grove Apartment Lease Agreement. All other alleged violations will be referred to the Coordinator of Student Conduct.

3.2 The RHPCB will be comprised of one resident per house and one Pine Grove Apartment resident, with five members constituting a quorum.

3.3 Complaints of student behavior will be handled as follows:

3.3.1 An incident referral is submitted to a Residence Hall Director who will make every attempt to meet with the accused student within 24 hours.

3.3.2 The student will accept or deny responsibility for the act and select either a Residence Hall Director or the RHPCB to consider the circumstances.

3.3.3 A hearing will be held within ten (10) class days. If the student fails to respond or appear, a Residence Hall Director or the RHPCB will review the evidence and make recommendations based on the information available.

3.3.4 Appeals of decisions reached by a Residence Hall Director or RHPCB are referred to the Assistant Dean of Campus and Residential Life. Appeals must be submitted in writing within five (5) class days when school is in session.

3.3.5 Sanctions to be applied by a Residence Hall Director or RHPCB are:

1. Written warning
2. Restriction on activities
3. Restitution for damages
4. Community/University service task
5. Mandatory counseling or self-development assignment
6. Residence Hall Probation
7. Monetary fine not to exceed \$100
8. Move to other on-campus residence hall assignment
9. Removal from the residence halls

**RESOLUTION TO AUTHORIZE THE ISSUANCE AND DELIVERY
OF GENERAL REVENUE BONDS, SERIES 1999 AND
PROVIDING FOR OTHER MATTERS RELATING THERETO**

WHEREAS, the Board of Control of Saginaw Valley State University (the "Board") is a constitutional body corporate established pursuant to Article VIII, Section 6 of the Michigan Constitution of 1963, as amended, with general supervision of Saginaw Valley State University (the "University") and the control and direction of all expenditures from the University's funds; and

WHEREAS, the Board proposes to undertake the projects described on Exhibit A attached hereto and made a part hereof (collectively, the "Project"); and

WHEREAS, in the exercise of its constitutional duties, and in order to prudently control and direct expenditures from the University's funds, the Board determines it is necessary and desirable to authorize the issuance and delivery of the Board's General Revenue Bonds, Series 1999 (the "Bonds") in order to provide funds which, together with other available funds, will be used to pay a portion of the costs of the Project, to fund capitalized interest, if applicable, and to pay costs related to the issuance of the Bonds, including insurance premiums, if appropriate; and

WHEREAS, a trust indenture (the "Trust Indenture") must be entered into by and between the Board and a trustee (the "Trustee"), to be designated by an Authorized Officer (herein defined), pursuant to which the Bonds will be issued and secured; and

WHEREAS, it is necessary to authorize the Authorized Officers to negotiate the sale of the Bonds with an underwriter or group of underwriters to be selected by an Authorized Officer (collectively, the "Underwriter") and to enter into a bond purchase agreement (the "Bond Purchase Agreement") with the Underwriter setting forth the terms and conditions upon which

the Underwriter will agree to purchase the Bonds and the interest rates thereof and the purchase price therefor; and

WHEREAS, in order to be able to market the Bonds at the most opportune time, it is necessary for the Board to authorize the President and the Vice President for Administration and Business Affairs (each an "Authorized Officer"), or either of them, to designate the Trustee and select an Underwriter to purchase the Bonds and to negotiate, execute and deliver on behalf of the Board, the Trust Indenture and the Bond Purchase Agreement, to establish the specific terms of the Bonds and to accept the offer of the Underwriter to purchase the Bonds, all within the limitations set forth herein; and

WHEREAS, the financing of the Project will serve proper and appropriate public purposes; and

WHEREAS, the Board has full power under its constitutional authority and supervision of the University, and control and direction of expenditures from the University funds, to acquire and construct the Project, and to pay all or a portion of the costs of the acquisition, construction and installation of the Project by issuance of the Bonds, and to pledge General Revenues for payment of the Bonds:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF CONTROL OF SAGINAW VALLEY STATE UNIVERSITY, AS FOLLOWS:

1. The Board hereby approves the Project and authorizes the Authorized Officers, or either of them to proceed with the Project.

2. The Board hereby authorizes the issuance, execution and delivery of the Bonds of the Board in one or more series to be designated GENERAL REVENUE BONDS, SERIES 1999 with appropriate additional or alternative series designations, if any, in the

aggregate original principal amount to be established by an Authorized Officer, but not to exceed the principal amount necessary to produce proceeds of not to exceed Nine Million Dollars (\$9,000,000), to be dated as of the date established by an Authorized Officer, for the purpose of providing funds which, together with other available funds, will be used to pay part or all of the cost of the Project, to fund capitalized interest, if appropriate, in an amount and for the period determined by an Authorized Officer, and to pay costs incidental to the issuance of the Bonds, including insurance premiums, if appropriate. The Bonds shall be serial Bonds or term Bonds subject to redemption requirements, or both, as shall be established by an Authorized Officer, but the first maturity shall be not earlier than July 1, 2000 and the last maturity shall be no later than December 31, 2030. The Bonds may bear interest at stated rates for the respective maturities thereof as shall be established by an Authorized Officer, but the highest rate of interest for any maturity shall not exceed 7% per annum (subject to adjustment, if appropriate, for a change in the tax status of the interest on the Bonds), and the Bonds may be issued in whole or in part as capital appreciation bonds, which for their term or any part thereof bear no interest but appreciate in principal amount over time at compounded rate (not in excess of 7% per annum) to be determined by an Authorized Officer. The Bonds may be subject to redemption or call for purchase prior to maturity at the times and prices and in the manner as shall be established by an Authorized Officer. The average annual principal and interest requirements on the Bonds shall not exceed Seven Hundred Thousand Dollars (\$700,000). Interest on the Bonds shall be payable at the times as shall be specified by an Authorized Officer. The Bonds shall be issued in fully registered form in the denominations to be provided in the Trust Indenture. The Bonds shall be payable as to principal and interest, shall be subject to transfer and exchange, and shall be executed and authenticated, all as shall be provided in the Trust Indenture. The Bonds shall be

sold to the Underwriter pursuant to the Bond Purchase Agreement for a price to be established by an Authorized Officer, plus accrued interest from the dated date of the Bonds to the date of delivery thereof, but the Underwriter's discount, exclusive of original issue discount, shall not exceed 1% of the principal amount of the Bonds.

3. The Bonds shall be limited and not general obligations of the Board payable from and secured by a lien on the General Revenues (as shall be defined in the Trust Indenture to include generally all or part of the following; student tuition and other fees, housing and auxiliary revenues, unrestricted gifts and grants, unrestricted investment income, unrestricted receipts from the sales and service of educational activities, and other miscellaneous revenues, all subject to certain reductions, limitations and exceptions) and funds from time to time on deposit in certain funds created pursuant to the Trust Indenture. The lien on General Revenues shall be on a parity basis with the liens thereon securing certain previously issued outstanding general revenue bonds and notes of the Board.

Except as provided in the Trust Indenture, no recourse shall be had for the payment of the principal amount of or interest or premium on the Bonds or any claim based thereof against the State of Michigan, the Board or any officer or agent thereof, as individuals, either directly or indirectly, nor shall the Bonds and interest with respect thereto become a lien on or be secured by any property, real, personal or mixed of the State of Michigan or the Board, other than the General Revenues and the moneys from time to time on deposit in certain funds established by the Trust Indenture.

4. The right is reserved to issue additional bonds, notes or other obligations payable from and secured on a parity basis with the Bonds from the General Revenues, upon compliance with the terms and conditions as shall be set forth in the Trust Indenture.

5. The Authorized Officers, or either of them, are hereby authorized and directed, in the name and on behalf of the Board, and as its corporate act and deed, to select the Trustee and the Underwriter, and to negotiate, execute and deliver the Trust Indenture and the Bond Purchase Agreement in the form as an Authorized Officer may approve upon recommendation of legal counsel, which approval shall be conclusively evidenced by the execution of the Trust Indenture and the Bond Purchase Agreement, all within the limitations set forth herein.

6. An Authorized Officer, or either of them, are hereby authorized, empowered and directed, in the name and on behalf of the Board, and as its corporate act and deed, to execute the Bonds by placing his or their manual or facsimile signature or signatures thereon, and to deliver the Bonds to the Underwriter upon payment of the purchase price therefor, determined pursuant to Section 2 hereof.

7. The Authorized Officers are hereby authorized to cause the preparation of a Preliminary Official Statement and an Official Statement, and to deem such documents "final" in accordance with law. The Underwriter is authorized to circulate and use, in accordance with applicable law, the Preliminary Official Statement and the Official Statement in connection with the offering, marketing and sale of the Bonds.

8. The President, the Vice President for Administration and Business Affairs, the Secretary and any other appropriate officer of the Board or the University are hereby authorized to perform all acts and deeds and to execute and deliver all instruments and documents for and on behalf of the University required by this resolution, the Trust Indenture or the Bond Purchase Agreement, as necessary, expedient and proper in connection with the issuance, sale and delivery, and ongoing administration, of the Bonds or the Trust Indenture or the Bond Purchase Agreement, as contemplated hereby.

9. Either Authorized Officer is authorized and directed to execute and deliver, for and on behalf of the Board, a continuing disclosure undertaking with respect to the Bonds, in the form such officer deems appropriate.

10. The Vice President for Administration and Business Affairs is hereby authorized and delegated the power to issue a declaration of intent to reimburse the University from Bond proceeds for any expenditures with respect to the Project incurred prior to the issuance of the Bonds, all in accordance with I.R.S. Regulation 1.103-18.

11. All resolutions or parts of resolutions or other proceedings of the Board in conflict herewith are hereby repealed insofar as such conflict exists.

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Control of Saginaw Valley State University at a regular meeting held on _____, 1999, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being No. 267, Public Acts of Michigan 1976 and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

I further certify as follows:

1. Present at the meeting were the following Board members:

Absent from the meeting were the following Board members:

2. The following members of the Board voted for the adoption of the Resolution:

The following members of the Board voted against adoption of the Resolution:

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Control of
Saginaw Valley State University

EXHIBIT A
PROJECT DESCRIPTION

The University will begin construction in the Fall of 1999 on an approximately 208-bed student housing facility. This approximately \$7.9 million project is scheduled to be completed in August, 2000 so as to accommodate student occupancy for the Fall 2000.

This construction is part of the University's plan to provide additional on-campus housing opportunities for its students.

DELIB:2089415 11077961-00021

Staff Member

OF THE MONTH

**Gary
Brasseur**

**Assistant
Director of
Admissions**

July 1999

Gary Brasseur knows exactly when and why he chose Saginaw Valley State University.

Following his graduation from high school in Saginaw Township, Brasseur said he was certain about his college choice, and it wasn't SVSU.

"I thought I was all set to go away to college, but my parents wanted me to look at schools closer to home," said Brasseur, who reluctantly accompanied his parents on a June visit to the SVSU campus.

But after one hour with an admissions representative, Brasseur said he had completely changed his mind and was sold on SVSU.

"What I do now — sitting and talking with students and their parents — is also what convinced me to come to Saginaw Valley," he said. "It started out as, 'Well, I'll go here for a year,' but once I got here, I loved it and didn't want to leave."

Brasseur went on to complete his B.A. in political science, which he thought would be good preparation for law school.

"My father is an attorney, and I have other family members who graduated from law school, also. But after going to law school for

about 18 months, I realized being an attorney was not what I wanted to do."

After leaving law school, Brasseur returned to SVSU where he accepted part-time positions in the Bookstore and the Office of Minority Student Services in January 1996. A year later, he transferred to Academic Advising and in June 1997 joined the staff in Admissions.

Now that he sits on the other side of the table, Brasseur said he relies on his own experiences to advise incoming students.

"I worked full time while going to school full time, but I still made time for extracurricular activities," he said. "When I talk to students about SVSU, I encourage them to get involved in at least one activity every semester.

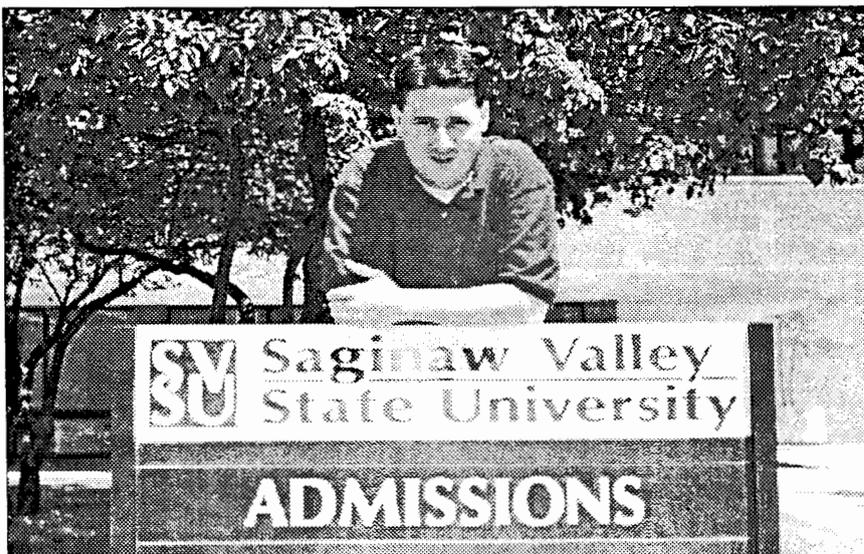
"In today's job market, having just a bachelor's degree isn't enough. Employers will ask: 'What have you done beyond what classes you took?' Getting involved in activities shows leadership and initiative, which distinguishes you from others who are standing in line behind you with the same degree."

Brasseur said he is proud to be part of the team that helped bring in a record number of new freshman students at the University. He noted that one of the keys to achieving the increase is the ability to directly offer scholarships to students.

"Having the scholarships in our office gives us a little more flexibility with recruiting," he said. "When we talk to a student who has great academic potential but can't afford college, it helps when we can say that we may have a scholarship available for them."

SVSU awarded more than \$700,000 in scholarships to incoming freshmen this year, and Brasseur said he is confident the department can break the record for FTIC students again next year.

Brasseur and his wife, Susan, who works in the Conference Bureau, are expecting their first child in October. Away from the office, the Brasseurs are busy remodeling their new home.



Staff Members

OF THE MONTH

**Mary
Aumann**

**Lead
Operations
Specialist,
Computer
Services**

August 1999

As the youngest child in a series of 10, Mary Aumann is no stranger to activity. As a matter of fact, she thrives on activity. Good thing.

Aumann, lead operations specialist in Computer Services, is the “keeper” of the administration system and stores backup tapes of essential computer data. She is the one many on campus contact for label requests and other information from the Colleague system. She oversees administration of the Unix system and develops the production schedule for many of its activities. Aumann works with Computer Services staff and a variety of other campus offices: Controller’s Office, the Registrar’s Office . . .

“It doesn’t get boring,” Aumann said. An understatement. Her office is immediately adjacent to the area that prints out lengthy lists, labels and payroll checks so the doors are whooshing open and closed so frequently if it weren’t for security measures, they would be revolving!

“There’s always something different to do,” Aumann continued. “Some things are repetitive, but there’s always something to learn.”

She started in 1988 as a student in the same area. In 1990, Aumann received a full-time position on the second shift (2 p.m. to mid-

night) and cut her studies to part time. In 1995, she received her bachelor’s degree from SVSU and in 1996 she took her current position.

As the holder of essential computer data, Aumann’s office is equipped with Halon gas to protect the materials in the event of fire. Fortunately, the only time the alarm sounded (no Halon was released) was a false alarm that was quickly remedied.

More than Halon, Aumann’s office decor leans more toward the fuzzy . . . bears, that is! “Mar-Bear,” as her high school classmates once called her, has stuffed bears, resin magnetic bears, bear pictures . . . but not a bear screen saver.

“There’s no time to download one,” she said.

Aumann’s residence in Sebewaing (where she also grew up) is home to more than 150 of the Cherished Teddy collectible bears, most of them purchased by her husband, Marty. Her collection began with a nativity set then grew from there. At home, Aumann also has a number of stuffed Teddy bears, including one now claimed by her son, Brendan, who will be 2 in October.

It’s a good thing Aumann likes to be kept busy. At home, the 2-year-old Brendan keeps her pretty busy and a woman’s bowling league one night a week keeps her going from August to April. Marty’s softball carries them through the summer with activity, as well.

But in moments of quiet, Aumann can look out on the serene landscape of her two acres of wooded land.

“We have had every animal imaginable in our back yard,” she said. And one Halloween, an eight-point buck kept watch as “ghosts and goblins” rang her door bell, she said.

Aumann’s home in Sebewaing is just a few blocks from the childhood home in which she lived until her marriage. Several members of her family remain in the area and while her mother now has an apartment nearby, a brother owns the old homestead. Aumann and her husband, who is employed in Saginaw, are able to share the commute to work four days a week and enjoy the 50-minute drive that allows them to prepare for the day, and later unwind from it – as busy as it may be!



Current Positions Filled**June 1999 – August 1999****ADMINISTRATIVE/PROFESSIONAL**

Christina M. Chapski – Hired as Assistant Athletic Trainer (new). Ms. Chapski earned a Master of Arts Degree from the University of Alabama in 1998. Prior to joining SVSU, Ms. Chapski worked as a Graduate Assistant Athletic Trainer for the University of Alabama.

Michelle R. Lurvey – Hired as a part-time Financial Manager (replacement). Ms. Lurvey earned a Bachelor of Science Degree from Central Michigan University in 1993. Prior to joining SVSU, Ms. Lurvey worked as a Small Business Lending Officer at NBD Bank.

Sherry L. Swartz – Hired as Assistant Director of Admissions (replacement). Ms. Swartz earned a Bachelor of Arts Degree from Saginaw Valley State University in 1996. Prior to joining SVSU, Ms. Swartz worked as a Legal Secretary for Reising, Ethington, Barnes, Kisselle, Learman & McCulloch P.C.

Shawn Wilson – Hired as Residence Hall Director (new). Mr. Wilson earned a Bachelor of Applied Art Degree from Central Michigan University in 1998. Prior to joining SVSU, Mr. Wilson worked as a Residence Counselor at Ball State University.

Karla J. Zinnecker – Hired as Residence Hall Director (replacement). Ms. Zinnecker earned a Bachelor of Arts Degree in 1999 from Saginaw Valley State University. Prior to accepting this position, Ms. Zinnecker was an SVSU student.

FACULTY

James E. Adams – Hired as Lecturer in the Department of Mathematical Sciences (new). Mr. Adams earned a M.S. in Applied Mathematics from Michigan State University in 1994. Prior to joining SVSU, Mr. Adams worked as an Instructor at Great Lakes College for both Bay City and Caro campuses.

Dr. Paul A. Ballard – Hired as Associate Professor of TE: Physical and Health Education (new). Dr. Ballard earned his Ed.D in Sports Administration from Temple University in 1996. Prior to joining SVSU, Dr. Ballard served as Assistant Professor/Program Director in the Athletic Training Education Program at Southeast Missouri State University.

Dr. Stephen P. Barbus – Hired as Professor of TE: Elementary/Special Education (new). Dr. Barbus earned a Ed.D in Special Education from Western Michigan University in 1988. Prior to accepting this position, Dr. Barbus served as Principal of Mackinaw Trail Middle School for Cadillac Area Public Schools. In addition, Dr. Barbus is serving as Vice President of Wexford-Missaukee Intermediate School Board.

Dr. Marna L. Beard – Hired as Associate Professor of Educational Leadership and Services (replacement). Dr. Beard earned a Ed. D. in Administration and Supervision from Wayne State University in 1997. Prior to joining SVSU, Dr. Beard worked as the Director of Secondary Education for L'Anse Creuse Public Schools.

Dr. Patricia S. Calahan – Hired as Associate Professor of TE: Middle/Secondary Education (new). Dr. Calahan earned a Ph.D from the University of Toledo in 1997. Prior to joining SVSU, Dr. Calahan served as a full-time Assistant Professor of Teacher Education for Columbia College.

Dr. Mary Patricia Cavanaugh – Hired as Assistant Professor of English Education (new). Dr. Cavanaugh earned her Ph.D in Curriculum and Instruction with a cognate in English Education from Michigan State University in 1990. Prior to joining SVSU, Dr. Cavanaugh worked as Coordinator of The Learning Resources Center at Michigan State University, in addition to adjunct professor duties.

Dr. Russell J. Clark – Hired as Assistant Professor of Electrical and Computer Engineering (new). Dr. Clark earned his Ph.D in Electrical Engineering from Wayne State University in 1998. Prior to joining SVSU, Dr. Clark provided private consulting services.

Dr. Debra A. Combs – Hired as Assistant Professor of English (replacement). Dr. Combs earned a Ph.D in Composition and Rhetoric Studies from the University of North Carolina at Greensboro in 1995. Prior to joining SVSU, Dr. Combs served as a Lecturer for Southern Methodist University.

Marc A. Gordon – Hired as Assistant Professor of Theater (replacement). Mr. Gordon earned his M.F.A. in Acting from the University of Wisconsin in 1995. Mr. Gordon is expecting to earn his Ph.D from Tufts University in 1999. Prior to joining SVSU, Mr. Gordon served as Lecturer, Instructor, as well as holding an Assistantship at Tufts University.

Dr. John C. Hansen – Hired as Professor of Computer Science (replacement). Dr. Hansen earned a Ph.D in Computer Science from Michigan State University in 1974. Prior to joining SVSU, Dr. Hansen served as Acting Head of the Department of Mathematics as well as a Professor at Ferris State University.

Dr. Susan L. Hillman – Hired as Associate Professor of TE: Elementary/Early Childhood/Special Education (new). Dr. Hillman earned a Ph.D with specialization in Mathematics Education from the University of Delaware in 1996. Prior to joining SVSU, Dr. Hillman served as Assistant Professor of Mathematics Education, School of Behavioral Sciences and Education, at Penn State-Harrisburg.

Dr. Scott D. Julian – Hired as Assistant Professor of Management (replacement). Dr. Julian earned his Ph.D in Business Administration (Management) from Louisiana State University in 1994. Prior to joining SVSU, Dr. Julian served as a Faculty Member, Division of Business for Pensacola Christian College.

Dr. Mark W. McCartney – Hired as Associate Professor of Accounting (new). Dr. McCartney earned his Ph.D from the University of Memphis in 1995. Prior to accepting this position, Dr. McCartney served at East Carolina University as an Assistant Professor in the Accounting Department.

Dr. Virginia B. Muller – Hired as Associate Professor of TE: Elementary/Early Childhood/Special Education (new). Dr. Muller earned her Ph.D in Curriculum and Instruction from the University of Michigan in 1982. Prior to accepting this position, Dr. Muller worked as a Title I Language Arts and Math Consultant with Van Dyke Public Schools, as well as serving as

an Adjunct Faculty member and College Supervisor, Early Childhood Practicum, Directed Studies with SVSU.

Rodney D. Nowosielski – Hired as Associate Professor of Art (new). Mr. Nowosielski earned a M.F.A from Rochester Institute of Technology in 1993. Prior to joining SVSU, Mr. Nowosielski worked at South Dakota State University with his major responsibilities being: teaching, research, and advising/general service.

Pamela L. Ross – Hired as Assistant Professor of TE: Middle/Secondary Education (new). Ms. Ross earned a Master of Professional Studies from Cornell University in 1990. Prior to joining SVSU, Ms. Ross worked as a Secondary English Teacher for the Saginaw Board of Education as well as a Youth Program Coordinator for the First Ward Community Center.

Dr. Cynthia Stewart – Hired as Professor of TE: Social Studies for the Elementary/Special Education Department (new). Dr. Stewart earned a Ph.D from Iowa State University in 1988. Prior to joining SVSU, Dr. Stewart worked as an Associate Professor of Elementary Education and Early Childhood at Florida A&M University.

C. Timothy Weier – Hired as Lecturer in the Department of Mathematical Science (replacement). Mr. Weier earned a M.A. in Mathematics from Central Michigan University in 1986. Prior to joining SVSU, Mr. Weier served as a Mathematics Teacher and Department Chairperson for Reese Public Schools. Additionally, Mr. Weier has been an Adjunct Instructor for SVSU since 1989.

Dr. Dennis L. Wignall – Hired as Assistant Professor of Communication (new). Dr. Wignall earned his Ph.D in Human Communication from the University of Denver in 1993. Prior to joining SVSU, Dr. Wignall served as Adjunct Professor at University of Colorado at Denver, Front Range Community College and Metropolitan State College of Denver. In addition, Dr. Wignall also served as Honorarium Professor at Regis University, School of Professional Studies.

STATUS REPORT OF SVSU'S YEAR 2000 COMPLIANCE EFFORTS

Year 2000 readiness has major implications for virtually all areas of campus operations – many of which are considered “mission critical.” Many University departments have been reviewing various functions dependent upon the performance of outside vendors’, suppliers’ and organizations’ computer systems. The majority of campus computer systems are being reviewed and evaluated by the Computer Services Department. The “Disclosures Re: Year 2000 Issues” document discusses these issues and will be part of SVSU’s audit report for the year ending June 30, 1999.

The following describes SVSU’s approach to addressing year 2000 issues:

1. Assess potential year 2000 readiness problems
2. Make necessary changes to computer hardware and software
3. Test equipment and systems for proper functioning in the year 2000

The attached documents provide an overview of specific actions in response to year 2000 readiness issues.

▶ **DISCLOSURES RE: YEAR 2000 ISSUES SUPPLEMENTARY INFORMATION**

The University is required to disclose, as part of the FY99 audit, information regarding its assessment of the institution’s level of preparedness for year 2000. This document provides a general overview of the year 2000 readiness status of major administrative systems as well as non-financial systems.

▶ **COMPUTER SERVICES YEAR 2000 COMPLIANCE PROJECT SUMMARY AND NARRATIVE**

These documents provide information as of 8/2/99 regarding the status of certification and testing for major computer functions.

▶ **YEAR 2000 COMPLIANCE UPDATE – PHYSICAL PLANT**

This memorandum provides an overview of the Physical Plant Department’s inventory of and compliance efforts related to year 2000 readiness issues in that department’s area of responsibility.

In summary, the University intends to complete the testing of “mission critical” systems by late fall of this year. This should allow sufficient time if problems are discovered to take corrective action prior to December 31, 1999. The “Computer Services Year 2000 Compliance Project Summary” discusses some areas where testing is not anticipated. These areas have been or will be certified as year 2000 compliant, but for various reasons, it is not considered feasible or practical to perform actual test applications. Some examples are the transaction card system and the E-mail/Web systems.

DISCLOSURES RE: YEAR 2000 ISSUES

SUPPLEMENTARY INFORMATION

In March 1999, the GASB issued Technical Bulletin 99-1 entitled, "Disclosures About The Year 2000 Issues," as an amendment of Technical Bulletin 98-1. This bulletin requires SVSU to make disclosure about its level of preparation to address year 2000 issues related to computer systems and other electronic equipment.

The inventory and assessment phases have been completed for data processing systems and electronic equipment affecting both information and non-information processes. SVSU has identified for year 2000, remediation of the following information areas critical to its operations.

- Administrative Information Systems

The University is currently remediating both custom and software vendor programming code. Testing of programming code was not completed as of June 30, 1999. Testing is expected to be completed by October 31, 1999. The University remediated the student transaction card system. Testing of this system was not completed as of June 30, 1999. Remediation of the telephone registration system has been completed; testing is pending. The Zahn Library system has been certified as Y2K compliant and has been tested.

- Computer Operations

Remediation of the mission critical administrative information system's server-hardware, software and peripherals is complete and testing is pending. Testing is also pending for personal computer-based communications software and electronic transmissions applications.

- Microcomputer Applications

The University has remediated microcomputer hardware for student microcomputer labs and is remediating hardware in administrative offices. Testing of hardware has been completed. Software is being remediated.

- Instructional Applications

MichNet/Internet equipment has been remediated by the vendor. The Email/Web server's hardware and software are being remediated.

- Computer Networks

University servers, including hardware and software, hubs and switches and miscellaneous network equipment have been vendor certified as Y2K compliant. Limited testing will be performed.

SVSU has also inventoried and assessed critical non-information systems. The remediation status for these systems is as follows:

- Energy Management Systems

Heating and cooling management systems have been remediated and tested.

- Campus Utilities

The University has remediated and tested the on-campus utility infrastructure. Natural gas and electricity suppliers have certified Y2K compliance. Certification from sewer and water suppliers is pending. The telephone system has been certified Y2K compliant by the vendor. The voice mail system will be remediated and tested by October 31, 1999.

- Elevator Controls

Remediation and testing of elevator controls is complete.

- Alarm Systems

Remediation and testing of fire alarm systems is complete.

The impact and success of the above mentioned remediation efforts will not be completely determinable until year 2000 and thereafter. The year 2000 problem is complex and it is not reasonable to assert despite our best efforts total year 2000 compliance. The University has taken appropriate actions to identify potential problems and minimize risk to its operations.

Computer Services

Year 2000 Compliance Project Summary

(As of 8/2/1999)

Microcomputers (Mike Holliday)

Microcomputer Labs (400 micros)

Hardware	Certified*, Testing complete
Software	Inventory complete, Certification research complete, Upgrades pending (90% complete), Testing after upgrades not planned

Office/Misc. Micros (700 micros)

Hardware	Inventory complete, Testing complete, Upgrades pending for 160 micros (40% complete)
Software	Inventory complete, Certification research complete, Upgrades pending (10% complete), Testing after upgrades not planned. (Responsibility for pursuing upgrades to non-standard software, as established by Computer Services, given to faculty/staff along with certification for individualized software packages that Computer Services was unable to verify)

Networking (John LaPrad/Mike Holliday)

Servers

Hardware	Certified, Testing complete
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Software

Operating System	Upgraded, Certified, Testing pending
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Utilities	Upgraded, Certified, Testing pending
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Backup Equipment	Certified, Testing pending
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Hubs and Switches	Certified, Testing pending
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Network Cards	Certified, Testing pending
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Print Server Equipment	Certified, Testing pending
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Instructional (John Guettler)

MichNet/Internet Equipment	Certified by Merit, Inc.
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New Email/Web Servers

Hardware	Certified, Testing not planned
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Software

Operating System	Certified, Testing not planned
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Applications	Certified, Testing not planned
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Old Email/Web Server

Hardware	Certified, Testing not planned
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Software

Operating System	Not Compliant, Upgrade pending, Testing not planned
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Applications	Upgrades pending, Testing not planned
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Computer Science Instr. Server

Hardware	Certified, Testing pending
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Software

Operating System	Not Compliant, Upgrade and Testing pending
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Applications	Upgrades and Testing pending
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DEC Terminal Server Equip.	Certified, Testing pending
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Comp. Sci. DEC Workstations	Certification being handled by Computer Science Department
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Comp. Science SGI Workstations	Certification being handled by Computer Science Department
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* Certified means information obtained from the vendor indicates Y2K compliance.

Operations (Mary Aumann)

AIS Server	
Hardware	Certified, Testing pending
Software	
Operating System	Upgraded, Certified, Testing pending
Database Engine	Upgraded, Certified, Testing pending
Printer Utilities	Not Compliant, Upgrade and Testing pending
Peripherals	
Wyse 60 terminals	Certified, Testing pending
LG12 Printer	Certified, Testing pending
4MM Tape Unit	Certified, Testing pending
Digi Concentrators	Certified, Testing pending
Fiber Multiplexers	Certified, Testing pending
Dial-in Equipment	Certified, Testing pending
PC Based	
Communication Software	Upgrade in progress, Testing pending
Electronic Transmissions	Certification (90% certified), Testing pending
Scanner	
Hardware	Certified, Testing pending
PC Software	
Utilities	Upgraded, Certified, Testing pending
Applications	Certification, Testing pending
Operations Key Pad	Certified, Testing not possible
Computer Room	
UPS	Certified, Testing not possible
Halon Fire Protection	Certified, Testing not possible
Air Conditioning	Certified, Testing not possible

AIS Programming (Claudia Anderson)

Applications	
AIS Based Colleague	
Datatel Code	95% Compliant; Fixes and Testing pending in Oct. 1999
Custom Code	Inventory complete; Fixes pending (98% complete), Testing pending in Oct. 1999
Schedule 25/25E	Certified, Testing pending
Telephone Registration	
Hardware	Upgraded, Certified, Testing pending
Software	Upgraded, Certified, Testing pending
HP Transaction Card Server	
Hardware	Upgraded, Certified, Testing not planned
Software	
Operating System	Upgraded, Certified, Testing not planned
Application	Upgraded, Certified, Testing not planned
Peripherals	Certified, Testing not planned
PC workstation	
Hardware	Upgraded, Certified, Testing not planned
Software	Upgraded, Certified, Testing not planned
UPS	Certified (Date to be reset after 1/1/2000)

Computer Services
Year 2000 Compliance Project Narrative
(As of 8/2/1999)

It is important to note that Y2K efforts involving Operations and Administrative Information System (AIS) Programming, are impacted by the purchase of a new AIS computer "platform" scheduled to be installed in September. The new platform is being purchased to resolve performance issues centering around an upgrade of our MIS software and not to resolve Y2K issues. This new platform does, though, add flexibility for Y2K testing. While it was expected the new platform would be installed earlier, in October, after the new system is operational and prior to replacing the old system, the new system will be used for Y2K testing. This will allow for testing during normal work hours for an estimated two-week period. Once testing is completed, the old system will be deactivated and the new system will replace it. The main focus of testing will be the mission critical software applications including admissions, financial aid, registration, payroll, etc.

In the area of Operations, the AIS computer hardware and operating system/database software have been Y2K certified. Prior to testing the AIS software in October, the remaining certification and upgrades for microcomputer-based software in this area will be completed.

In the area of AIS Programming, SVSU's software vendor, Datatel, certifies their product, Colleague, to be Y2K compliant for the version of the software currently implemented at SVSU, but has recently released several patches to fix minor Y2K issues discovered in the software. Implementation of these patches is scheduled to be completed prior to testing the AIS software in October. If additional Y2K patches are made available by Datatel, Computer Services will implement them in a timely manner. Custom code, software programs created or modified by Computer Services staff, have been updated to be Y2K compliant by Computer Services staff with minor changes remaining pending the results of the installation of Datatel's patches. "THECARD" computer system has been upgraded, certified and testing is not planned.

In the area of microcomputer hardware, Computer Services requested and received one-time funding to replace an estimated 160 Y2K non-compliant microcomputers used by faculty/staff. These microcomputers have been identified by testing each microcomputer with a Y2K analyzer software package.

As regards microcomputer software, Computer Services distributed a Y2K Software Inventory form to all faculty/staff. The completed forms were analyzed by Computer Services and research completed as to compliancy of the various software packages. The results as to which software packages are or are not compliant were then communicated back to faculty/staff.

Computer Services staff also inventoried, researched compliancy, and are upgrading software (currently 90% completed) residing in the microcomputer labs. For faculty and staff, upgrades to vendor-recommended Y2K compliant versions of standard campus application software and operating system software, as established by Computer Services, are being implemented and this process will continue during fall semester. The responsibility for pursuing upgrades to Y2K non-compliant software, other than standard campus software, is the responsibility of faculty and staff. Computer Services continues to assist faculty and staff as necessary with additional Y2K software issues, especially those identified as critical in the software inventory. Testing of software after implementation of upgrades will be limited and based on the critical nature of the processes involved. The testing of all features of all software packages would be a monumental task. Hence, Computer Services will rely heavily on vendor testing and certification of their software packages.

In the area of networking, all hardware and software has been vendor certified after appropriate software upgrades were implemented. Testing will be performed in a constructed small scale network environment, as testing in the "live" environment is not feasible. Testing is scheduled to be completed by October 1, 1999.

In the Instructional area, all hardware has been vendor certified. The software will be compliant after implementation of necessary software upgrades, scheduled to be completed by October 1, 1999. We are currently evaluating which systems are critical to operations and, therefore, warrant further testing. Testing of critical systems is scheduled to be completed by November 1, 1999.

NOTE: Copies of seven memos/forms utilized to communicate with members of the University community regarding Y2K issues are available.

To: Jerry Woodcock

From: Bob Tutsock 

Date: July 15, 1999

Re: Year 2000 Compliance Update

The following information is a summary of the physical plant departments' Y2K compliance efforts to date. They are grouped by pending, completed, and completed & tested.

Pending:

Water Supply and Sanitary Waste Disposal – Kochville/City of Saginaw
 Work Order Software
 Vendors – Supplies delivery
 Fire Alarm System – Founder's Hall (not anticipated being problematic)

Completed:

Electricity/Natural Gas Supplies – Consumers Energy
 Office - software programs

Completed & tested:

Master Time Clock Pioneer Hall & IF2
 Energy Management Systems/Computers
 Boiler/Chiller Controls
 Elevators Controls
 Fire Alarm panels (excluding Founder's Hall)
 Office computers/network hardware
 Weather Information Line/PC/Software
 Key Control (Locks, keys, keypads) software/hardware

I will be updating this list periodically. I anticipate that several areas will only be tested after the new millenium arrives. These would be primarily off-campus entities.

Please let me know if you have any questions or require additional information.

RECEIVED

JUL 15 1999

**V.P. FOR ADMINISTRATION
& BUSINESS AFFAIRS**