



## *SAGINAW VALLEY STATE UNIVERSITY*

### MEETING MINUTES

### BOARD OF CONTROL

### REGULAR FORMAL SESSION

Board of Control Room, Third Floor Wickes Hall

October 14, 2013

1:30 p.m.

Present: Martin, J.  
Ferguson, C.  
Carmona, S.  
Durco, D.  
Gamez, D.  
Gilbertson, E.  
Kunitzer, J.  
Yantz, J.

Absent: Velasquez, J.

Others	Bachand, D.	Morse, R.
Present:	Bethune, A	Mueller, B.
	Boehm, J.	Muladore, J.
	Boye-Beaman, J.	Press
	Brandimore, M.	Ramet, C.
	Dorne, C.	Rousseau, J.
	Dwyer, J.	Samolewski, P.
	Hamilton, G.	Thompson, R.
	Kowaleski, M.	Thorns, M.
	Lane, R.	Wojkiewicz, J.
	Maher, J.	Yaros, T.

SAGINAW VALLEY STATE UNIVERSITY  
BOARD OF CONTROL  
OCTOBER 14, 2013  
REGULAR FORMAL SESSION  
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***I. CALL TO ORDER***

Chairman Martin called the meeting to order at 1:30 p.m.

***II. PROCEDURAL ITEMS***

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

There were no additions to or deletions from the agenda.

The agenda was APPROVED as distributed.

**B. Approval of Minutes of August 19, 2013 Regular Formal Session**

**It was moved and supported that the minutes of the August 19, 2013 Regular Formal Session be approved.**

The minutes were unanimously APPROVED as written.

**C. Recognition of the Official Representative of the Faculty Association**

Professor Robert Lane, past President of the Faculty Association, offered remarks on behalf of the Faculty Association President, Shaun Bangert.

Professor Lane commented on the importance of integrity and transparency as it relates to the financial well-being of an institution. He noted that a sound budget reveals the values and priorities of an organization. Professor Lane applauded the excellent work done by those individuals who are involved with the University's budget process.

**D. Communications and Requests to Appear Before the Board**

- Pat Samolewski, Staff Member of the Month for September, was introduced to the Board. (See Appendix One: Samolewski.)
- Beth Mueller, Staff Member of the Month for October, was introduced to the Board. (See Appendix Two: Mueller.)

***III. ACTION ITEMS***

1. Resolution to Receive and Accept the Annual Financial Audit and the Federal Awards Audit for Fiscal Year 2012-2013

RES-2050     **It was moved and supported that the following resolution be adopted:**

**WHEREAS, The University financial statements and the audit of federal awards in accordance with provisions of the Single Audit Act of 1984 for the 2012-2013 fiscal**

**year, as audited by Andrews Hooper Pavlik PLC, were reviewed by the Business, Finance, Audit and Facilities Committee of the Board; and,**

**WHEREAS, The Administration recommends that the audits be submitted to the Board of Control for receipt and acceptance;**

**NOW, THEREFORE, BE IT RESOLVED, That the Board of Control receive and accept the audits as submitted.**

Mr. Randy Morse, partner in the firm of Andrews Hooper & Pavlik, reported that SVSU received an unmodified opinion with no material findings in the 2012-2013 fiscal year audit, which covered University operations and the A-133 Audit for federal awards.

President Gilbertson noted that in September the Business, Finance, Audit and Facilities Committee met with the auditors to review and discuss the scope of the audit.

The motion was APPROVED unanimously.

2. Resolution to Approve Contract for Employees Group Life and Long-Term Disability Insurance

**RES-2051      It was moved and supported that the following resolution be adopted:**

**WHEREAS, The University provides to eligible employees a comprehensive fringe benefit program inclusive of a group term life insurance and disability insurance Plan; and,**

**WHEREAS, The University issued in May, 2013 a Request for Proposals to qualified insurance companies for group term life and disability coverage; and,**

**WHEREAS, The University and its Employee Benefits Consultant have evaluated proposals received from various insurance companies and have selected the proposal from UNUM as most desirable;**

**WHEREAS, The Plan design and cost have been reviewed by the Board Business, Finance, Audit and Facilities Committee;**

**NOW, THEREFORE BE IT RESOLVED, That the President or Vice President for Administration and Business Affairs be authorized to enter into a group term life and disability insurance coverage agreement with UNUM for the period of January 1, 2014 through January 1, 2017.**

The motion was APPROVED unanimously.

3. Resolution to Revise Financial Conflict of Interest Policy

**RES-2052     It was moved and supported that the following resolution be adopted:**

**WHEREAS, University officials have reviewed the current Conflict of Interest Policy which was approved by the Board of Control on May 5, 1989 as well as a Financial Conflict of Interest Clarification Policy approved on October 9, 1989; and,**

**WHEREAS, The University remains committed to maintaining ethical behavior in its relationship with vendors;**

**WHEREAS, The aforementioned Policy documents have been updated and consolidated into one Policy document;**

**NOW, THEREFORE, BE IT RESOLVED, That the attached Conflict of Interest Policy as revised be approved.**

(See Appendix Three: Conflict of Interest)

The motion was APPROVED unanimously.

4. Resolution to Approve Health Insurance Administrative Services Contract

**RES-2053     It was moved and supported that the following resolution be adopted:**

**WHEREAS, The University provides health, dental and vision insurance coverage to employees who meet certain eligibility requirements; and,**

**WHEREAS, The University and its Employee Benefits Consultant have determined after thorough review and discussion with the Business, Finance, Audit and Facilities Committee that transitioning from the current Blue Cross Blue Shield of Michigan (BCBS) Experience Rated System Contract to an Administrative Services Contract with BCBS is of benefit to Saginaw Valley State University;**

**NOW, THEREFORE, BE IT RESOLVED, That the President or Executive Vice President for Administration and Business Affairs be authorized to enter into an Administrative Services Contract with Blue Cross Blue Shield of Michigan.**

The motion was APPROVED unanimously.

5. Resolution to Approve Regional Education Center Renovations

**RES-2054     It was moved and supported that the following resolution be adopted:**

**WHEREAS, SVSU and Ming Chuan University are engaged in joint educational initiatives; and,**

**WHEREAS, Both SVSU and Ming Chuan University believe it to be mutually beneficial for Ming Chuan University to have a physical presence on campus; and,**

**WHEREAS, Sufficient space is available in the west wing (first floor) of the Regional Educational Center to accommodate Ming Chuan University academic and administrative facility needs;**

**WHEREAS, Ming Chuan University will enter into an agreement with Saginaw Valley State University that will compensate Saginaw Valley State University for facility renovation costs;**

**NOW, THEREFORE, BE IT RESOLVED, That the Board hereby authorizes the President or the Executive Vice President for Administration and Business Affairs to enter into contracts to renovate the above specified area of the Regional Education Center with a budget not to exceed \$650,000.**

President Gilbertson stated that the relationship between SVSU and Ming Chuan University is being strengthened and that they are a critical partner in both the recruitment of international students to campus as well as in the opportunities they present to our students.

President Gilbertson noted that Ming Chuan University has expressed an interest in expanding their presence on campus. He indicated that there is sufficient space available in the west wing of the Regional Education Center to accommodate Ming Chuan University's facility needs.

The motion was APPROVED unanimously.

6. Resolution to Grant Honorary Degree to President Chuan Lee

RES-2055     **It was moved and supported that the following resolution be adopted:**

**WHEREAS, The Board of Control of Saginaw Valley State University grants honorary degrees as part of commencement activities; and**

**WHEREAS, Ming Chuan University is an institution of the highest academic quality, having recently become the first Asian postsecondary institution to receive accreditation through an American regional accrediting agency, the Middle States Association; and**

**WHEREAS, Saginaw Valley State University has a long-standing relationship with Ming Chuan University located in Taipei, Taiwan, having established enduring ties among students, faculty, and administrators, highlighted most recently by the Memorandum of Understanding on International Education Collaboration Joint Venture of June, 2012; and**

**WHEREAS, Since May 2000, thirteen classes of Roberts Fellows have traveled to Taiwan. Many of these students were graciously hosted by Ming Chuan University as part of their overseas experience and benefitted from the hospitality and goodwill of Ming Chuan University. The interaction at Ming Chuan University during the past several years has been a particular highlight for many of our students and has gone a long way toward completing their educational experience as a Roberts Fellow; and**

**WHEREAS, Saginaw Valley State University appreciates the continued support of President Chuan Lee for the University's sister-college relationship, especially his commitment to higher education and his excellent leadership in building cooperation and collaborative programs between the United States and Asia; and**

**WHEREAS, In addition to his teaching and administrative assignments, Dr. Lee has published extensively in economic journals. President Chuan Lee's distinguished career as a scholar and a leader in higher education includes serving as Professor and President of Ming Chuan University, Vice President for The Foundation for International Education and Management Science Board of Directors, and Vice Chair of the Private Education Association; and**

**NOW, THEREFORE, BE IT RESOLVED, That the Board of Control of Saginaw Valley State University approve the granting of the Honorary Doctor of Laws degree to President Chuan Lee to be presented at the December 13, 2013 Commencement.**

The motion was APPROVED unanimously.

***IV. INFORMATION AND DISCUSSION ITEMS***

**7. Update on Charter Schools**

Mr. Joseph Rousseau, Director of School and University Partnerships, provided the attached update on Charter Schools. (Appendix Four: Charter Schools)

***V. REMARKS BY THE PRESIDENT***

President Gilbertson offered no formal remarks.

***VI. OTHER ITEMS FOR CONSIDERATION***

**8. Motion to Move to Informal Session to Discuss Collective Bargaining**

**BM-1146 It was moved and supported that the Board move to Informal Session to Discuss Collective Bargaining**

The motion was APPROVED unanimously.

The Board moved to Informal Session at 2:40 p.m. and reconvened in Regular Formal Session at 3:45 p.m. with Board members Carmona, Durco, Ferguson, Gamez, Kunitizer, Martin and Yantz in attendance. Also present were President Gilbertson, Dr. Donald Bachand, Mr. James Muladore and Ms. Mary Kowaleski.

***VII. ADJOURNMENT***

9. Motion to Adjourn

BM-1147      **It was moved and supported that the meeting be adjourned.**

The motion was APPROVED unanimously.

The meeting was adjourned at 3:50 p.m.

Respectfully submitted:

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Jeffrey Martin  
Chairman

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Cathy Ferguson  
Acting Secretary

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Mary Kowaleski  
Recording Secretary  
Secretary to the Board of Control



# Pat Samolewski

Director of Enterprise Applications & Development • September 2013

Don't call Pat Samolewski an analog worker living in a digital world.

He is an expert in both.

SVSU's director of enterprise applications & development for Information Technology Services has been working on the institution's computer systems since Jimmy Carter was president.

In his office, the Bay City native likes to keep a reminder of his deep roots in the technology. Parked in one corner of his desk is an ancient looking computer screen he used on campus back in the 1980s.

"It's like a souvenir," he said.

Besides that old computer, his office features other reminders of his work plugging SVSU into the Internet generation. Those archives include two Staff Member of the Month plaques commemorating his hard work. The oldest of the two honors was the first such award given at SVSU when, back in March 1990, Samolewski's efforts networking the campus computers helped nab the award.

This month, he is adding his third such award, thanks to his nomination by James G Muladore, executive vice president for administration & business affairs.

"I wanted the institution to have some awareness of the high level of service he's provided," Muladore said. "He plays a very significant role. We've made a big commitment as far as a wide range of strategic

initiatives in information technology, and he's been a big part of that."

Muladore said Samolewski's work on a new SVSU intranet network known as "Portal," in particular, has earned him the latest recognition. Samolewski is the project manager for the initiative, which will give SVSU students, staff and faculty a centralized location on the Internet to access the features now available within svsu.edu. He said Portal will be available to access for everyone by early winter semester. For now, a trial group within the campus is testing the network while Samolewski and his crew work out the program bugs.

Portal is only the latest in many campus projects Samolewski has overseen. He attributes the length of his career at the institution to the "fulfilling" nature of working within higher education.

That calling began as a student computer programmer in 1978 and advanced when he was hired as a full-time program analyst in 1981. He's remained in his current role since 1996.

"You are helping with the development and education of future generations," he said. "It's one of the nice things about working in an educational arena as opposed to a for-profit organization. It's a good feeling when we can develop and implement applications and technology that help to streamline and create efficiencies throughout the university for faculty, staff and students."



# Beth Mueller

Senior Secretary, College of Arts & Behavioral Sciences • October 2013

Finding the best balance between things is no new practice for Beth Mueller.

SVSU's October Staff Member of the Month spent her previous career as a research chemist for The Dow Chemical Co., where she worked for 10 years searching for the best ways to mix chemicals and additives together to make products more stable.

Now Mueller, the College of Arts & Behavioral Science's senior secretary, is looking to strike a perfect balance between her professional life and a new role at home as a mother whose children recently left the nest.

"It's just way too quiet right now," Mueller said about the house she shares with her husband, Mike. "I'm coming up with ideas of things I want to do."

Her son, Ryan, recently was married. Her daughter, Amanda, this summer moved to Chicago to pursue a career in theater after graduating from SVSU. Visiting her daughter has led to Mueller's discovery of the Windy City, "which has become one of my new favorite places."

Mueller said she might enroll in arts-related courses here — beginning with pottery classes — in an effort to strengthen her crafting hobby. Such a move would be quite a shift from her stint as an SVSU student in the 1980s, when she pursued her chemistry major while working a co-op job with Dow Chemical.

Years ago, Mueller moved on from her career at the chemical company to focus on her family life. As her son and daughter grew up, though, she decided to return to the work force.

Following a recommendation from her sister-in-law — Cheryl Michalski, an SVSU faculty secretary — Mueller began as a temp worker at her alma mater. After three years, Mueller became a part-time employee. She's spent nearly another three years working in her current position.

"Beth is organized and conscientious in everything she does," said Joni Boye-Beaman, dean of the College of Arts & Behavioral Science. "When she is given an assignment, she can be counted upon to complete it in a timely fashion and her work consistently exceeds expectations," the dean added. "Beth does an excellent job of not only defining problems but finding solutions. When appropriate, she is able to streamline complex processes that help the office to run more efficiently."

Mueller said she's discovered a new chemistry at work that allows her to balance a job she enjoys with an environment that's professionally fulfilling.

"I love what I do here," she said. "I do my job and do the best that I can. I'm so thankful my work is appreciated."



## 5.8-2 FINANCIAL CONFLICT OF INTEREST

The University respects the rights of its employees in their activities outside their employment at Saginaw Valley State University which are private in nature and which in no way conflict with or reflect upon the University. It is vitally important that the University, a public institution, avoid even the appearance of impropriety, including the inference that certain prospective vendors might enjoy an unfair advantage in doing business with the University by virtue of the employment relationship of its owner with SVSU. We believe that our **employees** have been carefully selected and that we can trust their integrity, judgment and courage. The following statements of policy are made to avoid any misunderstanding.

### Policy Statement

Each employee must avoid incurring any kind of financial or personal obligation which might affect his or her judgment in dealing for the University with outside firms or individuals. Employees must examine their own activities and those of their families (**significant other, parents, brothers, sisters, children, grandchildren, nieces, nephews, and significant others of brothers, sisters, children and grandchildren**) to be sure that no condition exists which creates a conflict of interest or apparent conflict of interest with respect to transactions of the University.

1. There are certain areas in which each individual must be especially concerned. Where there is any question about a conflict of interest, even though it may not exist in actuality, **the particular situation must be disclosed in writing and filed with the Human Resources Office and/or Purchasing Department within 30 days of becoming aware of a potential conflict.** The areas about which care should be exercised include the following:
  - A. Borrowing money from suppliers, individuals or firms, except for financial institutions with whom the University does business.
  - B. Accepting gifts or favors for oneself or for any member of one's immediate family, or entertainment or other personal obligations, from an outside organization or individual which are substantial enough to influence one's selection of goods and services for the University. This does not apply to acceptance of **perishable or consumable gifts of a nominal value of \$50 or less,** nor reasonable personal entertainment; but care must be exercised to be sure that continuation of such matters does not gradually build up into a potentially improper obligation. Any gift that is of a substantial nature should be returned to the donor with the explanation that University policy does not permit the acceptance of the gift. The University will take care of the expenses of returning such gifts.
  - C. Acquisition by purchase or lease of real estate in which it is known the University has an interest, or which may improve in value because of the University's interest in adjoining property.

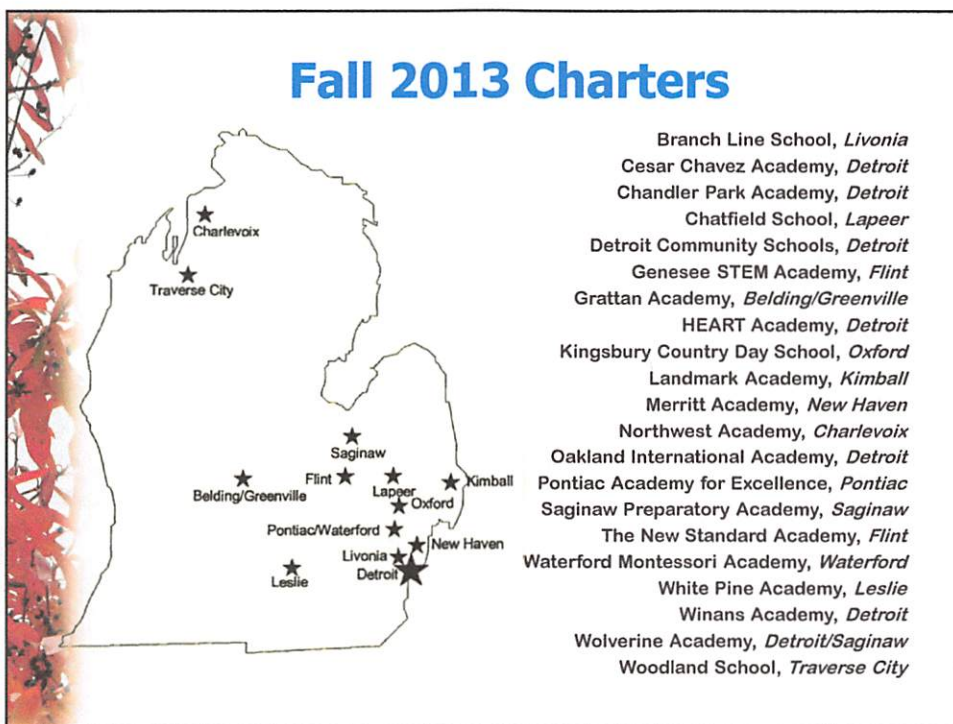
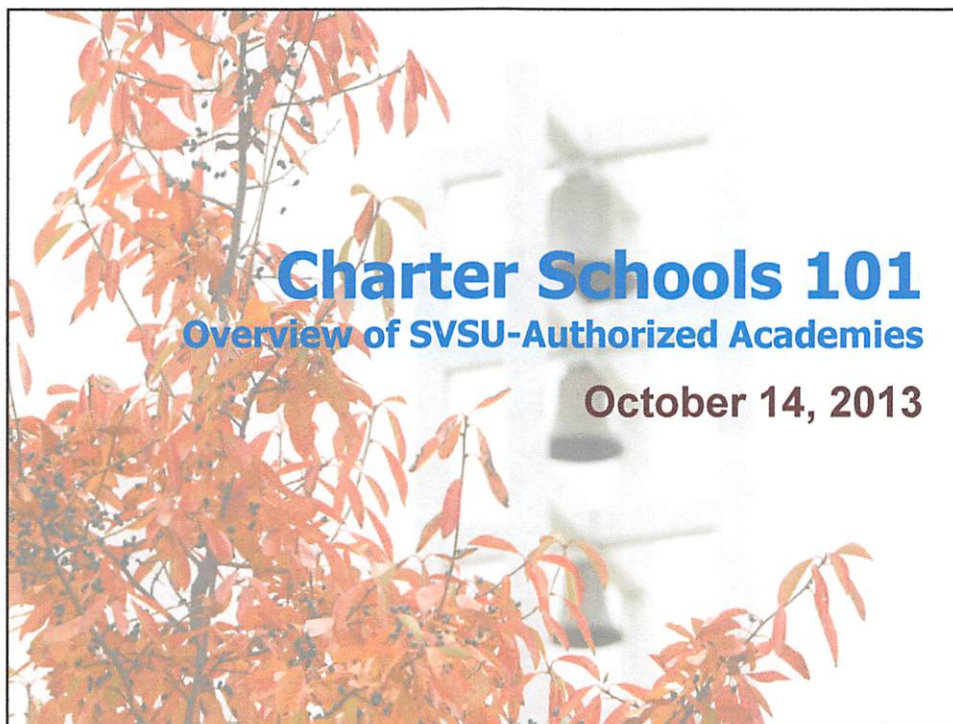
- D. The misuse or unauthorized release of information to which the employee has access by reason of his position, such as the disclosure of confidential information to competitors or others outside the University.
  - E. Holding a financial interest of 5% or greater (that is, any stake, including stockholder, partner, joint venture, creditor, guarantor, or director) in a firm which provides services or supplies, materials or equipment to the University.
    - However, no company or firm in which an employee of Saginaw Valley State University or any member of such employee's immediate family holds an ownership interest of five percent (5%) or more shall be considered a vendor eligible to do business with the University. This policy shall remain in effect and applicable to any such company or firm for a period of time extending two (2) years following the termination of employment at the University by any such owner
2. A holding not exceeding 1% of any class of security of a publicly-traded corporation will not be deemed a violation of this policy.

If a potential conflict arises during the year, a statement should be filed with the Human Resources Office or Purchasing within 30 days of becoming aware of any potential conflict. It shall be the responsibility of the President (or designee) to determine whether conflicts of interest do exist and to take such steps to protect the University as required.

### **Exceptions**

An exception may be granted to this general policy only upon specific determination by the University President (or designee) that the best interests of the University would not be well served by refusal to enter into a transaction with a particular vendor and that the transaction in question has not resulted from any unfair advantage available to the owner of the prospective vendor by virtue of his or her employment at the University.







## PSA Authorization Timeline

### June 19, 1995

- *Woodland School, Traverse City*

### March 4, 1996

- *Creative Learning Academy, Beaverton*
- *Michigan Health Academy, Detroit*
- *Northwest Academy, Charlevoix*
- *Sunrise Education Center, East Tawas*

### June 4, 1996

- *Cesar Chavez Academy, Detroit*
- *Grattan Academy, Belding*

### October 14, 1996

- *Chatfield School, Lapeer*
- *Pontiac Academy for Excellence, Pontiac*



### March 10, 1997

- *Chandler Park Academy, Detroit*
- *Detroit Community Schools, Detroit*
- *HEART Academy, Detroit*
- *Marvin L. Winans Academy of Performing Arts, Detroit*

### August 11, 1997

- *Saginaw Preparatory Academy, Saginaw*

### May 7, 1999

- *Landmark Academy, Kimball*
- *Oakland International Academy, Detroit*
- *White Pine Academy, Leslie*

### May 10, 2002

- *Merritt Academy, New Haven*



**August 15, 2011**

- *The New Standard Academy, Flint*
- *Wolverine Academy, Detroit/Saginaw*

**December 14, 2012**

- *Waterford Montessori Academy, Waterford*

**June 18, 2013**

- *Branch Line School, Livonia*
- *Genesee STEM Academy, Flint*
- *Kingsbury Country Day School, Oxford*



## Closures

The art of progress is to preserve order amid change, and to preserve change amid order.  
- Alfred North Whitehead, English Mathematician and Philosopher

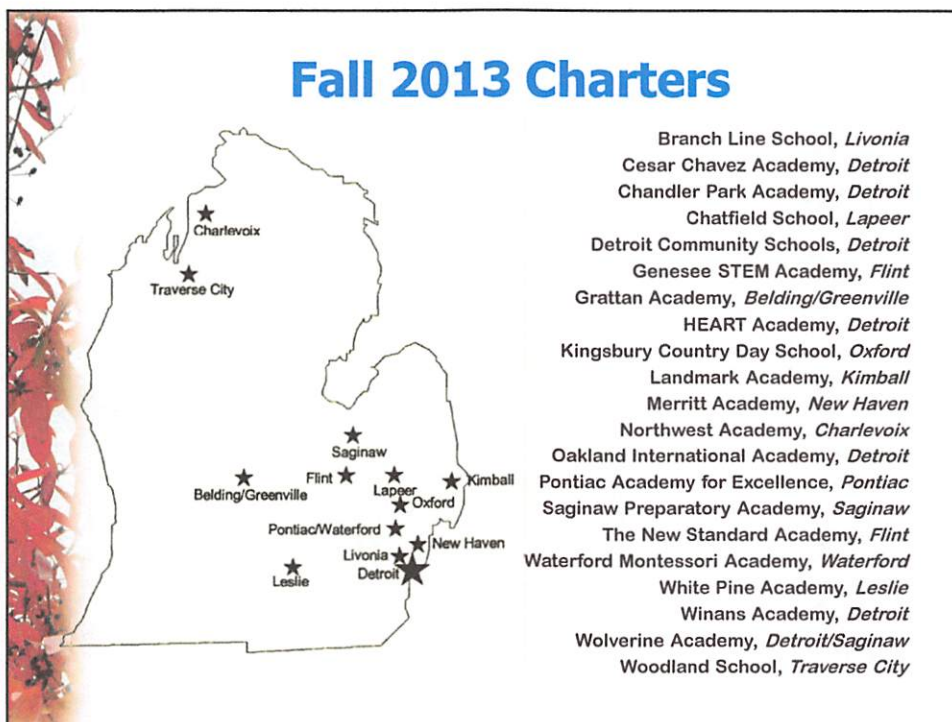
- **Michigan Health Academy – 6/30/11**
  - *Inadequate enrollment to sustain operations*
  - *Student achievement challenges*
- **Sunrise Education Center – 6/30/12**
  - *Inadequate enrollment to sustain operations (23 students)*
  - *Board requested closure*
- **Creative Learning Academy – 6/30/12**
  - *Decreasing enrollment (41 students)*
  - *Board leadership issues*
  - *Board requested closure*



## Fall 2013 Openings

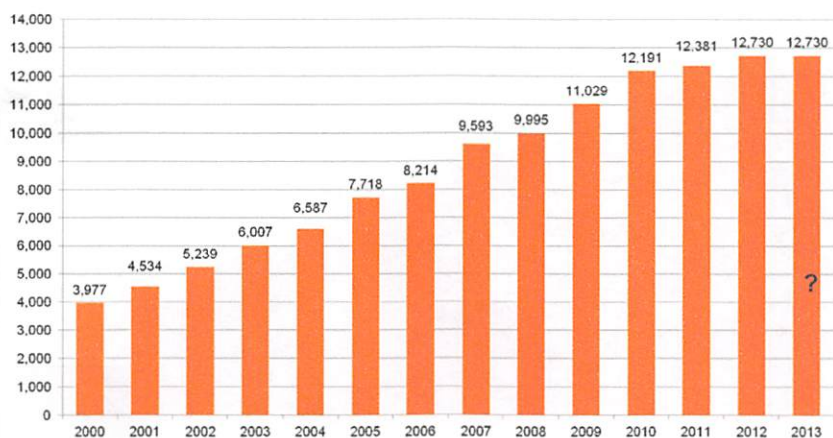
- **Branch Line School – Livonia**
  - Application highly ranked by reviewers
  - PreK-7 Multi-age classrooms
- **Genesee STEM Academy – Flint**
  - Science, Technology, Engineering, Math Program
  - PreK-5, adding a grade per year
- **Kingsbury Country Day School – Oxford**
  - Operated as a successful private school for 60 years
  - K-8 Program
- **Waterford Montessori Academy - Waterford**
  - SVSU's first Montessori program
  - Birth through third grade, adding one grade per year

## Fall 2013 Charters





## Fall Student Count Comparison 2000-2013



NOTE: Projected enrollment for 2013 is 12,730. Student count data is not yet available.

## Educational Service Providers (ESP's)

ESP's → Charter School Operators (CSO's) → Operators



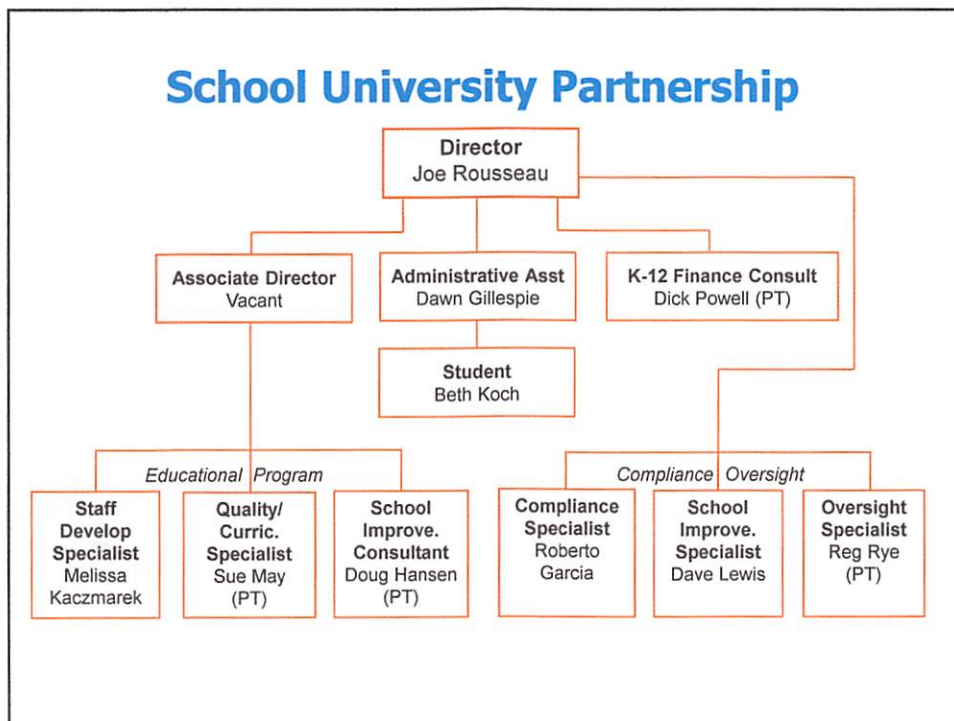
ESP's provide varying services, including:

- Human resources
- Curriculum
- Budget/finance
- Purchasing
- Required reporting



## Educational Service Providers

- *Advance Educational Services*
- *American Montessori Solutions*
- *Charter School Partners*
- *Charter School Services of Michigan*
- *Educational Management & Network (EMAN)*
- *Helicon Associates/MJ Management*
- *Learn-it Systems*
- *Midwest Management Corp.*
- *Scholastic Solutions, LLC*
- *Solid Rock Management Co.*
- *Summit Management Consulting*
- *Synergy Training Solutions*
- *The Leona Group*
- *The Romine Group*





## 2012-13 SUPO Budget Facts


- Fund Equity: **\$2,207,533.33** – June 30, 2013
- Revenue: **\$2,716,745.22**
- 50% Tuition Scholarships for 167 teachers/school leaders: **\$177,368.09**
- 113 Full Tuition Grants for Professional Development Activities: **\$72,485.75**
- 24 New, 28 Renewal Student Scholarships: **\$408,000**
- Student Retention Program: **\$81,644.23**
- Public School Academy Scholarship Endowment Market Value as of 6/30/13: **\$4,656,827.36**




## What do they DO in SUPO?

- Review and record approximately 5,400 incoming compliance documents (excluding emails); engage in ongoing dialogue and provide necessary feedback to school leaders, boards, and management companies
- Plan, schedule, and conduct teacher, school leader, and board trainings; follow up with individual schools
- Work with the Hylant Group to monitor and maintain MUSIC Insurance compliance
- Prepare and recommend to the Board of Control all necessary contract amendments (e.g. grade level changes)
- Seek board nominations from schools, screen applications, and make final recommendation for appointment/reappointment to SVSU Board of Control





- Advise and consult with university president on all departmental activities and issues
- Review and rank all incoming charter school applications, maintain communication with applicants; schedule outside reviewers for Phase II reviews and interview all Phase II applicants
- Work with SVSU and Michigan Department of Education certification staff to assure academy staff are appropriately certified and teaching in highly qualified areas
- Assemble and submit required materials for all new and reauthorized academies to MDE
- Conduct not fewer than three oversight visits to each school annually, do additional visits/meetings as needed
- Handle all incoming questions, concerns from parents, staff, board members, community



- Maintain SUPO website
- Practice continuous improvement in all departmental operations and processes
- Respond to numerous information requests, FOIA's, reports from Michigan Department of Education, MAPSA, MCCSA, NCSI, and other stakeholders
- Maintain ongoing communication with school leaders and board members on compliance issues, current initiatives, MDE directives, current research and "best practices", general feedback
- Conduct personnel records checks for all schools to assure criminal records and unprofessional conduct checks are completed, that teachers, school leaders, and paraprofessionals are properly certified
- Prepare State Aid pre-reconciliations for wire transfers



## Selected Resources Provided to SVSU Public School Academies

- Monthly School Leader trainings/workshops
- Educational Performance Reviews at targeted schools
- Additional intervention with high priority schools
- Provide trainings and extensive website resources to academy boards of education
- Provide increased on-site teacher trainings and workshops
- School/University Partnership Website offers numerous curriculum, instructional, and board resources
- 50% SVSU tuition scholarships, 12 credits per year, for teachers and school leaders
- Work with individual academies on special needs trainings, e.g. best practices in writing (on-site)
- Provide student scholarships



## 2012 BOC Ad Hoc Committee Recommendations

	Recommendation	Action Steps
1	Careful, incremental expansion	Internal and external review process in place
2	Open approach to considering proposals. Criteria include: <ul style="list-style-type: none"> <li>a. New, unique, creative opportunity for pupils</li> <li>b. Potential for excellence: academic or underserved pupil population</li> <li>c. Preference for proximity to SVSU Main Campus</li> </ul>	Application window remains open. Weighted proposal evaluation criteria include a-c  Phase I & II PSA applications revised
3	Explore potential for creating new charter school, e.g. STEM	Genesee STEM Academy authorized Fall 2013
4	Continue BOC policies, working practices; no specific changes required	No additional action steps needed
5	Ad Hoc Committee continue in place for future consideration of issues	No additional action steps needed