



SAGINAW VALLEY STATE UNIVERSITY

**BOARD OF CONTROL MINUTES
REGULAR FORMAL SESSION**

December 14, 2018

SAGINAW VALLEY STATE UNIVERSITY
BOARD OF CONTROL
Minutes of the Regular Formal Session
December 14, 2018

A regular formal session of the Board of Control was held at Saginaw Valley State University on Friday, December 14, 2018 in Wickes Hall, Room 350 at 1:35 p.m.

Trustees present included:

Scott Carmona
JoAnn Crary
Dennis Durco, Secretary
Lindsay Eggers
Bhushan Kulkarni
John Kunitzer, Vice Chair
Vicki Rupp, Treasurer
Jenee Velasquez, Chair
Donald Bachand, Ex Officio

Trustees absent included:

President's Staff present included:

Andrew Bethune, Executive Director of the SVSU Foundation
Ellen Crane, Director of Human Resources
John Decker, Assoc. Vice President for Administration & Business Affairs and General Counsel
Dr. Deborah Huntley, Provost and Vice President for Academic Affairs
John Kaczynski, Director of Governmental Affairs
Mary Kowaleski, Executive Assistant to the President/Secretary to the Board of Control
James Muladore, Executive Vice President for Administration & Business Affairs
Linda Sims, Executive Director of Communications & External Affairs
Dr. Mamie Thorns, Special Assistant to the President for Diversity Programs

Others present included:

Deborah Bishop	J.J. Boehm	Angela Bublitz
Caitlyn Coulture	Andrea Hamlin	David Lewis
Steve McPherson	Brooke Murray	Ron Portwine
Sidney Childs	Matt Wilton	Joe Wojtkiewicz
Renee Zumberg		

SAGINAW VALLEY STATE UNIVERSITY
BOARD OF CONTROL MINUTES
DECEMBER 14, 2018
REGULAR FORMAL SESSION
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I. CALL TO ORDER

Chair Velasquez called the meeting to order at 1:35 p.m.

II. PROCEDURAL ITEMS

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

There were no additions to or deletions to the agenda.

The agenda was unanimously APPROVED as distributed.

B. Approval of the October 22, 2018 Minutes for the Regular Formal Session of the Board of Control

It was moved and supported that the minutes of the October 22, 2018 Regular Formal Session be approved.

The minutes were unanimously APPROVED as written.

C. Recognition of the Official Representative of the Faculty Association

On behalf of the faculty at SVSU, Professor Deborah Bishop, President of the Faculty Association, extended congratulations and best wishes to all the students graduating in December. She commented, "The faculty worked hard to ensure our graduates have received an education that will serve them well throughout their lives."

Professor Bishop also commended the 11 faculty members who have been recommended for sabbaticals for the upcoming academic year. She stated, "Granting time to faculty to work on scholarship is a long-term investment in the continued vitality of the faculty. Not only the faculty member, but also our students and the community benefit from the knowledge gained and the skills developed by faculty during sabbatical leave."

D. Recognition of the Official Representative of the Student Association

Caitlyn Coulture, President of the Student Association, commented that for the 11th consecutive year, SVSU won the annual week-long Battle of the Valleys fundraising competition against Grand Valley State University. Ms. Coulture noted that over \$36,000 was raised for this year's charity, the Barb Smith Suicide Resource and Response Network.

E. Communications and Requests to Appear Before the Board

- Andrea Hamlin, Director of Student Wellness Programs, was introduced to the Board as Staff Member of the Month for October. (Appendix One: Hamlin)

- Brooke Murray, Catering and Concessions Manager, was introduced to the Board as Staff Member of the Month for November. (Appendix Two: Murray)
- Angela Bublitz, Graphics Center Manager, was introduced to the Board as Staff Member of the Month for December. (Appendix Three: Bublitz)

III. ACTION ITEMS

1. Resolution to Congratulate the 2018 SVSU Men's Soccer Team

RES-2297 It was moved and supported that the following resolution be adopted:

WHEREAS, The 2018 Saginaw Valley State University Men's Soccer Team finished the season posting a final record of 11-3-6 and competed in the NCAA Division II National Playoffs, advancing to the Round of 16; and,

WHEREAS, Omar Sinclair (Manchester, England) earned United Soccer Coaches All-America Third Team honors, along with D2CCA and United Soccer Coaches Association All-Midwest Region honors, and Michael Hamilton (Madrid, Spain), Michael Shaikly (Colchester, England), Azaad Liadi (Sterling Heights, Michigan) and Lukas Betz (Frechen, Cologne, Germany) all joined Sinclair as either D2CCA or United Soccer Coaches All-Midwest Region honorees, and Sinclair was named the GLIAC Defensive Player of the Year and All-GLIAC First Team, Betz was the GLIAC Freshman of the Year and All-GLIAC Second Team, Liadi, Shaikly and Hamilton all earned All-GLIAC First Team honors as well, and Wladimir Babaew (Moscow, Russia) earned All-GLIAC Honorable Mention plaudits; and,

NOW, THEREFORE, BE IT RESOLVED, That the Board of Control of Saginaw Valley State University congratulate Head Coach Andrew Wagstaff, Assistant Coach Luke Ruff, Assistant Coach Louis Barrow, Assistant Coach Dominic Hart, Assistant Coach Joe White and team members Wladimir Babaew, Lukas Betz, Gabriello Calamita, Luciano Errecalde, Damon Favero, Jordan Glaser, Alex Gloschen, Michael Hamilton, Lachlan Hepburn, Azaad Liadi, Owen Marshall, Mason Maziasz, Pablo Ortiz, Unai Parra, Ryan Pierson, Jake Rosen, Connor Rutz, Michael Shaikly, Omar Sinclair, Brian Sockow, Alberto Teatin, Liam Travers, Brady Walker, and Joe Wright for attaining this high level of achievement and commend Coach Wagstaff and the team for their outstanding performance on the field. Their commitment to excellence and performance has brought national distinction to the University and its Athletics programs.

The motion was APPROVED unanimously.

2. Resolution to Congratulate the 2018 SVSU Women's Soccer Team

RES-2298 It was moved and supported that the following resolution be adopted:

WHEREAS, The 2018 Saginaw Valley State University Women's Soccer Team finished the season posting a final record of 12-4-4 and competed in the NCAA Division II National Playoffs for the third time in program history: and,

WHEREAS, Molly Vanderhoff (Sterling Heights, Michigan) and Valentina Giambanco (Shelby Township, Michigan) both earned United Soccer Coaches and D2CCA All-Midwest Region honors, along with All-GLIAC First Team honors, and Jennifer Muana (Windsor, Ontario) was named to the All-GLIAC Second Team, and Lindsay Stroebel (Freeland, Michigan) earned All-GLIAC Honorable Mention plaudits; and,

NOW, THEREFORE, BE IT RESOLVED, That the Board of Control of Saginaw Valley State University congratulate Head Coach Michael O'Neill, Assistant Coach Tyler Channell, Assistant Coach James DeCosemo, Assistant Coach Joe White and team members Amy Babon, Sakura Bals, Larissa Barnett, MacCulley Barry, Brianna Bishop, Olivia Cogo, Carlee Davis, Abby Divozzo, Samantha Dunn, Whitney Fleming, Gracie Garrison, Valentina Giambanco, Rylea Grassmid, Mallory Hestwood, Sarah Ismail, Svenja Luedtke, Kylie Lukowski, Amanda Minissale, Jennifer Muana, Natalie Nitschmann, Zo Schultz, Allison Sims, Lindsay Stroebel, Hannah Tarnaski, Kayla Trevino, Molly Vanderhoff, and Alyssa Watts for attaining this high level of achievement and commend Coach O'Neill and the team for their outstanding performance on the field. Their commitment to excellence and performance has brought national distinction to the University and its Athletics programs.

The motion was APPROVED unanimously.

3. Resolution to Congratulate the 2018 SVSU Men's Cross Country Team and Head Coach Rod Cowan

RES-2299 It was moved and supported that the following resolution be adopted:

WHEREAS, The Saginaw Valley State University Men's Cross Country Team advanced to the 2018 NCAA National Championships, finishing in 6th place overall and Allison Dorr competed as an individual on the women's side; and Head Coach Rod Cowan was named the Men's Midwest Region Coach of the Year; and,

WHEREAS, Tom Goforth (Vassar), Nate Frasier (Holly, Michigan), Austen Mandernach, and Allison Dorr (Birch Run, Michigan) earned All-Region accolades from the U.S. Track and Field Cross Country Coaches Association (USTFCCCA), and Goforth, CarLee Stimpfel (Cass City, Michigan) and Dorr all earned All-American honors at the 2018 National Championships;

WHEREAS, Coach Cowan helped lead the men to a runner-up finish at the 2018 Midwest Regionals to give the Cardinals their best finish at regionals since 2009 and a four-spot improvement over the team's 2017 sixth-place finish, ending with a sixth-place national finish; and,

NOW, THEREFORE, BE IT RESOLVED, That the Board of Control of Saginaw Valley State University congratulate Head Coach Rod Cowan, Associate Head Coach Jason Hartmann, and Assistant Coach Aaron Wilkins, and team members Clyde Anderson, Branden Bohling, Andrew Bond, Dayton Brown, Sam Deardorff, Tellis Donajkowski, Zak Drews, Jordan Eisengruber, Parker Eisengruber, Riley Feeney, Nate Frasier, Tom Goforth, Alex Grifka, Owen Howard, Dakota Hundley, Timmy Kimball, Austen Mandernach, Brendan Nesbitt, Ethan Onweller, Luke Rambo, Austin Rippee, CarLee Stimpfel, Ryan Talbott, Jordan Walters and Women's Cross Country competitor Allison Dorr for attaining this high level of achievement and commend Coach Cowan and the team for their outstanding performance on the course. Their commitment to excellence and performance has brought national distinction to the University and its Athletics programs.

The motion was APPROVED unanimously.

4. Resolution to Congratulate the 2018 Student Association for their Leadership in the Battle of the Valleys Competition

RES-2300 It was moved and supported that the following resolution be adopted:

WHEREAS, Since 2003, students from Saginaw Valley State University and Grand Valley State University, led by their Student Association and Student Senate, respectively, have competed in a charitable fund-raising competition known as the Battle of the Valleys; and

WHEREAS, In 2018, SVSU students raised \$36,210 for this year's charity partner, the Saginaw-based Barb Smith Suicide Resource and Response Network, which will use the funds to expand its suicide awareness training sessions in the community and at higher education institutions across the state; and

WHEREAS, for the eleventh consecutive year, SVSU has won the week-long Battle of the Valleys fundraising competition with Grand Valley State University; and

WHEREAS, over the 15-year history of Battle of the Valleys, SVSU students have now supported community causes with a combined \$425,657 in donations; and

WHEREAS, in total, the two universities have collected \$652,385 since 2003;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Control of Saginaw Valley State University congratulate the 2018 Student Association and through them, the entire student body which they represent, for a successful and commendable fund-raising effort and for continuing a spirit of generosity and philanthropy on this campus and in the Great Lakes Bay Region.

Chair Velasquez and President Bachand expressed their appreciation to the Student Association for their outstanding effort and tremendous leadership in this year's "Battle of the Valleys" fundraising competition.

The motion was APPROVED unanimously.

5. Resolution to Grant Undergraduate and Graduate Degrees

RES-2301 It was moved and supported that the following resolution be adopted:

WHEREAS, Saginaw Valley State University is granted the authority to confer undergraduate and graduate 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 undergraduate and graduate degrees at the December 14 and December 15, 2018 Commencement ceremonies as certified by the faculty and Registrar.

President Bachand commented that nearly 556 students are expected to participate in the December 2018 Commencement ceremonies.

President Bachand noted that this includes the awarding of an honorary posthumous degree to Joseph DuCharme who was a student in the College of Science, Engineering and Technology. Mr. DuCharme was near completion of his Mechanical Engineering degree and was in excellent academic standing, having obtained a GPA of 3.55.

The campus community grieves the loss of Mr. Joseph DuCharme, stated President Bachand, and the university expresses sympathy and compassion to his family and friends.

The motion was APPROVED unanimously.

6. Resolution to Approve Confirmation of Board Members for Previously Authorized Public School Academies

RES-2302 It was moved and supported that the following resolution be adopted:

WHEREAS, the Saginaw Valley State University Board of Control, the academy's authorizing agent, requires that University Chartered Schools' Board of Directors have a minimum of five members and a maximum of nine members; and

WHEREAS, individual Charter Schools have a desire to replace Board members who have submitted their resignation; and

WHEREAS, certain Charter Schools have a desire to have parents of students represented on their Board of Directors; and

WHEREAS, certain Charter Schools desire to reappoint a board member whose term of office has expired;

NOW, THEREFORE, BE IT RESOLVED, that the individuals listed below be appointed by the Saginaw Valley State University Board of Control as new or reappointed members of the Board of Directors of the following Charter Schools:

Branch Line School, Livonia

Samantha Stone Appointment Term Expires: 6/30/21

Ms. Stone earned a Bachelor's in Psychology from Eastern Michigan University and her Master's in Criminal Justice from Boston University. She recently obtained a Master's in Education with a focus on Applied Behavior Analysis from Arizona State University. She currently serves as Behavior Clinician and Lead for Momentum Therapy of Plymouth. Ms. Stone believes her education experiences and her ability to respond rather than react in high-pressure situations will be an asset to the Academy board.

White Pine Academy, Leslie

Edward Corbett Appointment Term: 1/1/19 – 6/30/19

Mr. Corbett currently serves as a Head Fitter/Fabricator at H & H Welding and Repair of Mason. Mr. Corbett will be a parent representative on the Academy board. His children have attended the school for the last eight years and he believes he can help foster continued growth at the school.

Woodland School, Traverse City

Stephanie Volz Appointment Term: 1/1/19 – 6/30/20

Ms. Volz earned her Bachelor of Science from Western Michigan University. She currently serves as Client Service Manager for Craig Wealth Advisors of Traverse City. Ms. Volz believes her financial/banking background, project planning, conflict resolution, customer service, communication and management skills will be an asset to the Academy board.

Tara Dennis Appointment Term: 1/1/19 – 6/30/21

Ms. Dennis earned her Bachelor of Arts in Education from St. Norbert College. She currently serves as an ACT Consultant to school districts. Ms. Dennis believes her experience in secondary education and her skills as a creative problem solver, excellent communicator and organizer will be an asset to the Academy board.

Dr. David Lewis, Director of School and University Partnerships, noted that the individuals being recommended for appointment have been thoroughly vetted. He stated that background, criminal record, and reference checks were conducted on each of the applicants.

The motion was APPROVED unanimously.

7. Resolution to Approve Faculty Sabbaticals for 2019-2020

RES-2303 **It was moved and supported that the following resolution be adopted:**

WHEREAS, Saginaw Valley State University is committed to quality education and provides the faculty with opportunities to maintain and enhance their professional knowledge and expertise, and

WHEREAS, The University administration supports faculty sabbatical leaves as an integral part of the SVSU Faculty Development Program,

NOW, THEREFORE, BE IT RESOLVED, THAT the following faculty members be granted sabbatical leaves as specified below for the academic year of 2019-2020.

Name	Department	Leave Request	Brief Title of Project
Boles, Elson	Sociology	Winter 2020	Open Education Resource Textbook: Introduction to Modern Society
Drake, Veronika	English	Fall 2019	Grammars of American English dialects
Giesler, Mark	Social Work	Fall 2019	The Intersection of Public Libraries and Social Work: Enhancing the Competence of Librarians Who Interact with Persons with Mental Health Disorders
Hillman, Susan	Teacher Education	Fall 2019	Knowledge, Practices, and Curriculum for Improving the Quality of Education
Johns, Garry	Mathematical Sciences	Winter 2020	Generalized Derived Graphs with Applications to Molecular Structure
Kantak, Gail	Biology	Winter 2020	Mosses of the Tropical Andes
Keil, Julie	Political Science	Winter 2020	The Relationship Between Trust Improvement and Transitional Justice in Sub-Saharan African Countries
Lacey, Kimberly	English	Winter 2020	Disrupted Rhetorics: Techne, Manipulation, and Rhetorical Misuse
Miller, Andrew	Geography	Fall 2019, Winter 2020	Distance to Overdose: Opioid Overdoses in Saginaw, MI
Shaw Draves, Conor	English	Winter 2020	Twitter, Fringe Radicals, and the Rhetoric of Building Political Empire
Skrocki, Marilyn	Health Sciences	Winter 2020	Mobile Health Data as Part of the Medical Record

Dr. Deborah Huntley, Vice President and Provost, stated that each of the proposed sabbaticals support the university's teaching mission and she fully supports the individuals being recommended.

The motion was APPROVED unanimously.

IV. INFORMATION AND DISCUSSION ITEMS

V. REMARKS BY THE PRESIDENT

President Bachand formally thanked Board Chair Jenee Velasquez for agreeing to deliver the December Commencement address.

VI. OTHER ITEMS FOR CONSIDERATION

8. Motion to Move to Informal Session to Discuss Personnel and Other Related Legal Matters

BM-1211 It was moved and supported that the Board move to Informal Session To Discuss Personnel and Other Related Legal Matters

The motion was APPROVED unanimously.

The Board moved to Informal Session at 3:15 p.m. and reconvened in Regular Formal Session at 4:45 p.m. with Board members Carmona, Crary, Durco, Eggers, Kulkarni, Kunitzer, Rupp and Velasquez. Also, in attendance: Mary Kowaleski and Ellen Crane.

Trustee Kunitzer made a formal motion to establish compensation for the University President and Vice Presidents. Trustee Carmona supported the motion.

9. Resolution to Establish Compensation for the University President and Vice Presidents

RES-2304 It was moved and supported that the following resolution be adopted:

WHEREAS, The Board of Control retains unto itself the authority to establish compensation levels for the University's President and Vice Presidents; and

WHEREAS, The Board of Control has received and accepted favorable performance evaluations from the President; Dr. Deborah Huntley, Provost and Vice President for Academic Affairs; and Mr. James Muladore, Executive Vice President for Administration and Business Affairs; and

WHEREAS, That the President's and Vice President's base salaries for the 2019 calendar year be set as follows:

Dr. Donald J. Bachand	\$ 293,400	
Dr. Deborah Huntley	\$ 234,600	(deferred compensation - \$15,000)
Mr. James G. Muladore	\$ 224,000	(deferred compensation - \$15,000)

NOW, THEREFORE, BE IT RESOLVED, That the Board of Control of Saginaw Valley State University award the maximum amount of deferred compensation (\$25,000) to the President in accordance with the President's employment contract dated January 1, 2016.

The motion was APPROVED unanimously.

10. As the last order of business, Chair Velasquez, established a Presidential Contract Review Committee that consists of Trustee Rupp (Chair), Carmona and Kunitzer. She noted that the committee will report their recommendations to full Board by February 18, 2019.

VII. ADJOURNMENT

11. Motion to Adjourn

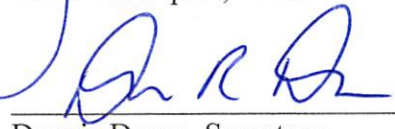
BM-1212 **It was moved and supported that the meeting be adjourned.**

The motion was APPROVED unanimously.

The meeting was adjourned at 5:05 p.m.

Respectfully submitted:


Jenée Velasquez, Chair


Dennis Durco, Secretary


Mary Kowalecki
Recording Secretary

Andrea Hamlin

Director of Student Wellness Programs • October Staff Member of the Month

Keeping the living healthy and nourished comes natural for Andrea Hamlin.

At the age of 8, the SVSU alumna began tending to the greenhouse used for her mother's business in Oscoda. It was Hamlin's responsibility to make sure the flowers blossomed to their full potential. That same desire to watch those gardens thrive now also applies to the students whose health and wellness she oversees.

As director of Student Wellness Programs, Hamlin coordinates educational and fitness-oriented programming that aim to strengthen participants' mental and physical health. As part of her responsibilities, she coordinates education programs relating to sexual assault prevention. She leads a team of 25 volunteers, 15 student employees, 15 fitness instructors and five personal trainers.

"There's a lot of communication going on, but there are a lot of people who are supporting me," Hamlin said of those she leads as well as her mentors including Sidney Childs, the associate provost for Student Affairs and dean of students, and Josh Ode, the associate vice president for Academic Affairs who led many of her exercise science-related classes when he was a faculty member and she was an undergraduate.

Around the time she was still caring for her mother's flowers, Hamlin envisioned herself in a different profession. She wanted to become a meteorologist. She remained on the path to such a job when she arrived as a student at SVSU. But, partway through

her undergraduate experience, she was inspired by a classmate suffering from Stage IV Hodgkin's lymphoma.

"He had promised himself that he would exercise regularly and eat healthy while going through chemotherapy," Hamlin said. "He knew the importance of being as healthy as possible while he was going through that. Seeing his dedication to that had a huge impact on me."

Her classmate went into cancer remission — he remains healthy to this day — and she chose exercise science as her academic major shortly thereafter.

After earning her bachelor's degree in 2010, Hamlin worked as a personal trainer in Midland for one year before accepting a job at SVSU overseeing fitness programs. She later earned a master's degree in sports administration and moved into her current role as Student Wellness Programs director.

While she began managing the health of humans, she never lost interest in the life she first cared for as a child: flowers. Five years ago, Hamlin began selling her garden-grown flowers alongside her Saginaw Township home. That hobby blossomed into a growing enterprise — now called Andie's Arrangements — that includes providing flowers for weddings, baby showers and other large events. She recently purchased two acres of land specifically to expand her garden.

"They say, 'If you enjoy something, it's not work,'" Hamlin said. "I'm enjoying what I'm doing."



Brooke Murray

Catering & Concessions Manager • November Staff Member of the Month

Brooke Murray speaks highly of the love she has for her job, her student employees and SVSU. She puts forth that care into every event that her catering and concessions office hosts.

As the catering and concessions manager, she is in charge of both the catering for events held on campus and the concessions sold during athletic events. Murray's compassionate attitude and work ethic prepares her for these various events.

"I consider myself kind of like a professional party-crasher," she said. "I am the eyes and ears of the parties that happen. I make sure that people get what they need before they even know they need it."

"With concessions, it's more about keeping up with that same game day energy. It's a pretty cool juxtaposition of the two jobs. Sometimes I'm handling someone's dream wedding day, and sometimes it's game day with hot dogs and brats."

Whether they are providing concessions for football games or catering high school proms and wedding days, Murray and her staff show their Cardinal pride by demonstrating her personal motto that she tells to all of her student employees.

"I always tell them, 'I want you to think of everyone you're taking care of like your grandma.' How would you want your grandma to be treated?" Murray said.

Murray puts her heart into everything she does, including going out of her way to make her customers' days better.

"For me, it's really important to be in a position where I can help people," she said. "I try to do little behind-the-scenes things that hopefully no one realizes is being done to help someone have a better day."

Not only does she give all of her customers the best possible experience at their events, she always wants to make sure that her student employees feel at home as well.

"I love my students more than anything," she said. "Sometimes I am like their surrogate sister figure or mother figure. It is really important for me to make sure that they are comfortable, happy and content."

When speaking about what SVSU means to her, Murray's excitement and love for the university shines brightly.

"I think that we're home. We're home to the people who have parties, and we're home for our students," she said. "I really like to get students as freshmen and sophomores and watch them grow and graduate and move on."

"We form a really big family, and I think that's more than just in my department, that's university wide."



Angela Bublitz

Graphics Center Manager • December Staff Member of the Month

Like the printing presses that continue churning out material for SVSU in her office, Angela Bublitz keeps adding pages to her story at the university.

Growing up in Bay City, she enrolled as an undergraduate in the 2000s, receiving a bachelor's degree in professional & technical writing in 2007.

During her last semester as a student, Bublitz earned an internship working in the Graphics Center. Since then, she has never looked back; she has only moved forward.

After receiving a full-time job there as assistant manager in 2007, Bublitz became the Graphics Center manager in 2016. It's a story she is happy to continue.

"I just like the whole culture of SVSU," Bublitz said. "I enjoy being here."

The Graphics Center is represented in a multitude of ways across the university.

From marketing materials for the Admissions office to flyers advertising events in the Performing Arts Center, the work flying off the presses in Bublitz's office can be found in all corners of campus. It's a labor of love for her.

"There isn't a typical day, which is one of the best parts," she said. "It's not just the printing. We need to do all of the finishing work — like cutting, folding and binding."

"We try to schedule all of that stuff out in the day as efficiently as possible so that everything gets done on time."

The office produces hundreds of jobs each month, some large and some smaller. The size of the job does not always mean simpler work, however.

"It's the smaller jobs that can throw a wrench in things," she said.

"The ones that you do all the time — the ones that repeat — you know what you're doing. It's the little ones — where you need 50 of this invitation or 25 of this little greeting card — but it still needs to be printed and cut out, scored and folded," she said.

"It's the same set up, whether we're doing 1,000 cards or five."

With jobs being submitted from everywhere on campus, Bublitz enjoys working with her office's clients in order to get these jobs done.

"I just want to do the best of my ability and help them get their jobs done to the best of their ability," she said. "Nobody is on an island around here. Everybody's got to work together, everybody's got their part to make things work and to get things done for the students."

"That's the whole point of being here."

