



Saginaw Valley State College

TO: Members of the Board of Control
FROM: President Jack M. Ryder *Jack M. Ryder*
DATE: April 3, 1987
RE: BOARD OF CONTROL MEETINGS OF APRIL 13, 1987
BOARD ROOM, PIONEER HALL

Enclosed is the agenda for a special meeting I am calling for the purpose of discussing collective bargaining in executive session. The special meeting will begin at 9:30 a.m. and should be completed by 10:30 a.m. Committee meetings will be held from 10:30 a.m. until 12:00 noon.

For lunch we will go to the Large Private Dining Room in Doan Center to help Frank Andersen celebrate his 98th birthday.

From 1:30 p.m. to 3:00 p.m. we will hold a Committee of the Whole meeting to continue our discussion of Board Operating Policies beginning with Guideline 3.0-24. We will try to complete the balance of the Operating Policy which has not yet been reviewed. Please bring your policies notebook with you.

As you know, the Luncheon and Dedication Ceremonies for the Melvin J. Zahnow Library, Maurice E. Brown Hall, and the Science Building will be held on Sunday, April 12. I look forward to seeing you there and at the meeting on the 13th.

JMR:nes

Part-time groups - Andy
Coalition check with

AGENDA

SAGINAW VALLEY STATE COLLEGE

BOARD OF CONTROL

Special Meeting
April 13, 1987

9:30 a.m.

Pioneer Hall Board Room - Pioneer Hall

I. CALL TO ORDER

- A. Motion to move to executive session for the purpose of discussing collective bargaining

II. ADJOURNMENT

SPECIAL MEETING
SAGINAW VALLEY STATE COLLEGE

BOARD OF CONTROL
APRIL 13, 1987

INDEX OF ACTION

BM-712

MOTION TO MOVE TO EXECUTIVE SESSION
FOR THE PURPOSE OF DISCUSSING
COLLECTIVE BARGAINING
APPROVED

MINUTES

BOARD OF CONTROL

SAGINAW VALLEY STATE COLLEGE

Special Meeting

9:30 a.m.

Pioneer Hall Board Room - Pioneer Hall

April 13, 1987

Present:

Braun
Curtiss
Gilmore
Klykylo
Ryder
Saltzman
Woods

Others

Present:

Dickey
Fitzpatrick
Frahm
Stanley
Thompson
Woodcock
Yien

I. CALL TO ORDER

The meeting was called to order by Chairman Richard H. Gilmore at 9:40 a.m.

BM-712 It was moved and supported that the Board move to executive session for the purpose of discussing collective bargaining.

The motion was **APPROVED** unanimously.


II. ADJOURNMENT

The special meeting of the Board was adjourned at 10:45 a.m.

Respectfully submitted:

Dr. Richard H. Gilmore
Chairman

Mrs. Joyce K. Woods
Secretary

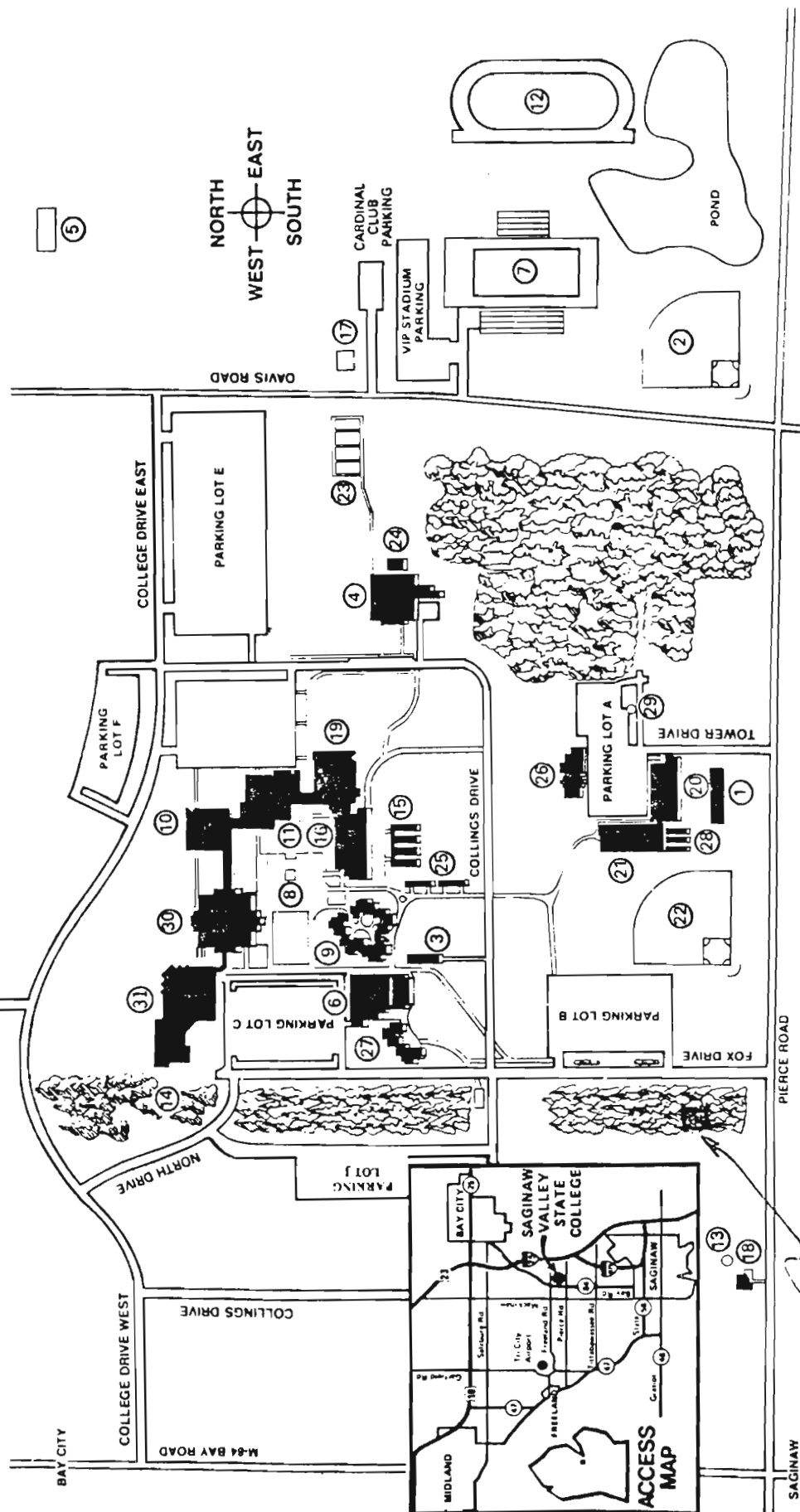


Mrs. Jo Stanley
Recording Secretary

TO STUDENT APARTMENTS

Item no. 1

Page no. 1 of 3



- 24. T. Gym Classrooms
- 25. T. Physics Classrooms
- 26. Theater
- 27. Tranquil Hall
- 28. T. 68 Classrooms
- 29. Walrus Tower
- 30. Wickes Hall
- 31. Fine Arts Building

- 16. Pioneer Hall
- 17. Psychology Lab
- 18. Public Safety
- 19. Science Building
- 20. 66 Building
- 21. 68 Building
- 22. Softball Field
- 23. Tennis Courts

- 8. Fountain
- 9. Grand Lakes Hall
- 10. Maurice E. Brown Hall
- 11. Martin J. Zahnow Library
- 12. Morley Field
- 13. Observatory
- 14. Owsley Grove
- 15. Pioneer Annex*

- 1. Administrative Services Building
- 2. Baseball Field
- 3. Bookstore
- 4. Cardinal Gymnasium
- 5. Children's Center
- 6. Dean Center
- 7. Football Stadium

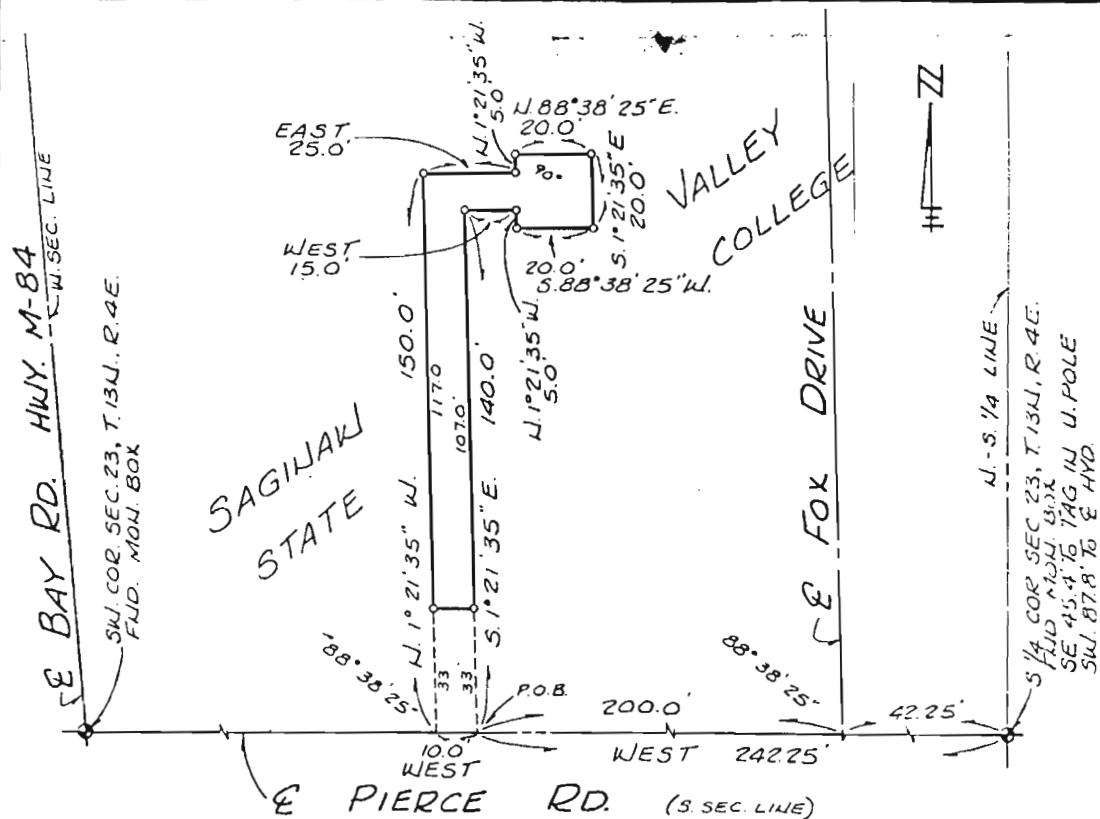
* Admissions & Financial Aid
1 Under Construction

CAMPUS MAP

Saginaw Valley State College
 2250 Pierce Road
 University Center, Michigan 48710-0001
 Phone (517) 790-4000



Approximate location of Mini-Hut

SURVEY FOR:

Michigan Bell
3911 Bay Road
Saginaw, Michigan 48603
Attn: Mary E. Haley-Whismas

PROPOSED EASEMENT DESCRIPTION:

Commencing at the South 1/4 corner of Section 23, Town 13 North, Range 4 East, Kochville Township, Saginaw County, Michigan; thence West 242.25 feet, along the South Section line, to the Point of Beginning; thence West 10.0 feet along the South Section line; thence North 1°21'35\" W. 150.0 feet; thence East 25.0 feet; thence North 1°21'35\" W. 5.0 feet; th. N. 88°38'25\" E. 20.0 ft.; th. South 1°21'35\" E. 20.0 ft.; th. S. 88°38'25\" W. 20.0 ft.; th. N. 1°21'35\" West 5.0 feet; thence West 15.0 feet; thence South 1°21'35\" East 140.0 feet, to the Point of Beginning. Subject to Right of Way for Pierce Road along the South side thereof. Also subject to easements, Rights of Way and restrictions, if any, of record.

o - Set Iron

• - Found Iron

- Monument

x - x - x Existing Fence

This survey was made from the legal description of the parcel furnished to us. Both map and description should be compared with the Abstract or Title or Title Policy for any exceptions, easements or differences in description.

I hereby certify that this survey and description shown hereon complies with the requirements of Public Act 132 of 1970 as amended. That the ratio of closure on the boundary of said survey exceeds 1' in 5000' and is within the acceptable limits of the surveying profession. There are no encroachments on said survey.

Michael J. MacDonald 31 Jan 86
Michael J. MacDonald, R.L.S. #22438



Edmands Engineering, Inc.

P.O. Box 580 1501 West Thomas
Bay City, Michigan 48707 (517) 686-3100

Scale 1" = 40'

Job # ELS 2036 88
Book # 98-A Page # 20
Drawn D.H.F

Date 1/31/86

Surveyed J.M.M

Checked L.D.M

Sheet 1 of 1

EASEMENT Saginaw Valley State College
Mini-hut

Item no. 1

Page no. 3 of 3

For valuable consideration, the receipt of which is hereby acknowledged, the undersigned hereby warrant, grant, and convey to Michigan Bell Telephone Company, a Michigan Corporation, 444 Michigan Avenue, Detroit, Michigan, 48226, Grantee, its successors, assigns, lessees, licensees, and agents an easement to construct, reconstruct, maintain, operate, and/or remove underground communication facilities and other related fixtures, equipment, marker posts, and appurtenances which may from time to time be required, with the right of ingress and egress for the purposes of this grant, in, under, upon, over and across property located in the SW 1/4 of Section 23, Township of Kochville, T 13N, R 4E, County of Saginaw, State of Michigan and more fully described as follows:

Commencing at the south 1/4 corner of Section 23, Town 13 North, Range 4 East, Kochville Township, Saginaw County, Michigan; thence west 242.25 feet, along the south Section line, to the point of beginning; thence west 10.0 feet along the south Section line; thence north 1° 21' 35" west 150.0 feet; thence east 25.0 feet; thence north 1° 21' 35" west 5.0 feet; thence north 88° 38' 25" east 20 feet; thence south 1° 21' 35" east 20.0 feet; thence south 88° 38' 25" west 20.0 feet; thence north 1° 21' 35" west 5.0 feet; thence west 15.0 feet; thence south 1° 21' 35" east 140.0 feet, to the point of beginning. Subject to right of way for Pierce Road along the south side thereof. Also subject to easements, right of way and restrictions, if any, of record.

SAID EASEMENT to be located and described as follows: See Exhibit I, hereto attached and made a part thereof.

Michigan Bell Telephone Company hereby agrees to restore in a good and workmanlike manner, all property disturbed by its construction or maintenance activities from the date of execution of this document.

THIS GRANT IS hereby declared to be binding upon the heirs, successors, lessees, licensees, and assigns of the parties hereto.

IN WITNESS WHEREOF, the undersigned have hereunto set _____ hand and seal this _____ day of _____, 19 ____.

WITNESS:

GRANTORS:

STATE OF MICHIGAN

Address: _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 19 ____ by _____

Notary Public _____

County, Michigan

My Commission Expires _____

RESOLUTIONADOPTION OF REVISED
GENERAL FUND OPERATING BUDGET
1986-87

WHEREAS, The Board of Control adopted on August 11, 1986 the fiscal year 1986-87 General Fund Operating Budget, and

WHEREAS, Sufficient changes in revenues and expenditures have occurred to warrant amending that budget;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Control adopt the attached revised 1986-87 General Fund Budget.

GENERAL FUND BUDGET SUMMARY
SAGINAW VALLEY STATE COLLEGE
FISCAL YEAR 1986-87

	BOARD APPROVED AUGUST 1986	REVISED BUDGET MAY 1987	NET INCREASE <DECREASE>
REVENUES			
State Appropriation	\$12,159,140	\$12,195,255	\$36,115
Tuition & Fees	\$5,488,000		
Tuition	234,000	5,722,000	333,000
Fees			
Other Revenues			
Indirect Cost Recoveries	80,000	71,000	
Investment Income	80,000	60,000	
Departmental/Other	90,000	91,175	
Non-Recurring	94,150	44,150	
	344,150	266,325	(77,825)
Total Revenues	18,225,290	18,516,580	291,290
EXPENDITURE ALLOCATIONS			
Compensation	13,769,088	13,359,000	10,912
Less: Unfilled Position Savings	(421,000)		
Supplies, Materials & Services	4,575,302	4,589,000	13,698
Capital Expenditures	301,900	404,900	103,000
Total Expenditure Allocations	18,225,290	18,352,900	127,610
Revenue Over <Under> Expenditure Allocations	\$0	\$163,680	
FUND BALANCE			
Balance at Beginning of Year <Deficit>, 7/1/86	\$16,007	\$16,007	
Revenues Over <Under> Expenditures	0	\$163,680	
Balance at End of Year <Deficit>, 6/30/87	\$16,007	\$179,687	
OPTIONAL FUND BALANCE RESTATEMENT			
Balance at End of Year <Deficit>, 6/30/87	\$16,007	\$179,687	
Revenue Adjustment: Non-Recognition Forward Funding		\$179,687	
Restated Balance at End of Year <Deficit>, 6/30/87	1,598,000	1,598,000	
	(\$1,581,993)	(\$1,418,313)	

Item no. 2
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Business Officers
State Colleges and Universities

Insurance Task Force
REPORT AND PROPOSAL

December 4, 1986

I. INTRODUCTION

In August, 1985, the Institutional Business Officers recognized the development of significant problems in the ability to secure adequate liability insurance at reasonable costs and invited the Risk Managers to a special joint meeting to consider possible solutions. As the result of that meeting, a Task Force representative of both groups and also the Legal Affairs Officers was established to examine the problem in detail and to recommend remedies for consideration by the Presidents Council. (Task Force Membership is listed in Appendix 1.)

In January, 1986, the Task Force presented a report to the Council indicating that, during the past year, general liability insurance costs had escalated by as much as 581%, excess liability costs had increased by as much as 923%, and that Trustee's and Officers insurance costs had increased by as much as 620%.

Upon recommendation of the Task Force the Presidents Council approved an \$80,000 special assessment of its member institutions to engage the services of appropriate insurance and actuarial experts to assist in further study of the situation and the development of alternatives to existing commercial insurance. The Task Force subsequently engaged the firm of Johnson and Higgins which has provided actuarial and insurance consultation, and, more recently, the firm of Miller Canfield, Paddock, & Stone for legal advice. In the meantime, at the request of the Task Force,

the Presidents Council increased the funding authorization and special assessment to \$110,000.

While the Task Force has been engaged in its activities, all of the original problems have worsened. Insurance costs have increased. Deductions and coverage exclusions have been increased. Trustee's and Officers insurance has become both extremely expensive and practically worthless in terms of its coverage provisions. There appear to be no indications of any turn around of the situation in the foreseeable future.

During the course of its work, it has become apparent to the Task Force that, while cost control should be a major objective, measures which would result in improved quality of coverage and improved loss control would be of at least equal value to the institutions. The recommendations of the Task Force, therefore, are derived from a comprehensive assessment of all factors which should properly be considered in providing information which will permit each institution to make an informed judgment regarding its participation in a cooperative endeavor under the aegis of the Presidents Council.

II. PROPOSAL

The Task Force is pleased to recommend the following comprehensive Risk Management and Risk-Sharing Facility proposal for consideration by the Presidents Council and the individual member institutions. The Task Force believes that implementation

of the programs described herein will result in immediate improvement of insurance coverage provisions, reduced exposure to risk of loss, stability of insurance costs, and eventual cost reductions.

A. SUMMARY OF PROPOSAL

The Task Force recommends the establishment of a first phase Risk-Sharing Facility covering those specific risks in which the greatest difficulties have been experienced: Trustees and Officers Liability, Comprehensive General Liability, Dram Shop Liability, and Police Professional Liability.

These coverages can be provided most economically by a multi-tiered approach wherein the first level of regularly anticipated losses is covered internally by the individual institutions; the intermediate level of losses is covered by the Facility; and, if desired on an optional basis (and if commercially available), higher loss levels are marketed to existing commercial underwriters.

First level coverage retentions or deductibles will be individually specified to reflect variances of size and loss expectancies among the institutions (schedule, page 13).

At the second level, the Facility will provide \$3,000,000 aggregate Trustees and Officers coverage and \$10,000,000 aggregate General Liability, Dram Shop and Police Professional

Coverage. Institutional financial participation in the second level will consist of three parts: cost of coverage, capitalization, and administrative costs. These amounts will also be allocated according to individual institutional circumstances. Individual contributions to the Facility may be subject to adjustment in future years based upon actual loss history.

The savings to be realized through the risk-sharing concept will be further enhanced by a cooperative program of expanded emphasis upon internal risk avoidance.

An optional second phase would add property coverages into the Facility. In recognition of the fact that property insurance costs have not escalated at the same rate as other coverages: the Task Force recommends implementation of this phase be postponed.

B. BENEFITS OF FACILITY

The Facility will provide several significant benefits to the participants:

- Greater control over availability of insur. coverage
- Broad based Trustee's and Officers Coverage
- Less exclusions in other coverages
- Higher upper limits on all coverages
- Enhanced stability of total insurance costs
- Participation in investment income benefits
- Participation in management of the Facility
- Increased emphasis upon risk avoidance

C. OPTIONS FOR POOLING VEHICLE

The Task Force has considered several alternative vehicles to provide the structure for the second layer risk-sharing program. The three most viable options and a recommendation for analysis and eventual selection of the most appropriate vehicle for this pool are discussed in this section.

1. Constitutional Authority

At the outset, the Task Force has been advised by Miller, Canfield, Paddock and Stone that state institutions of higher education have the authority, derived directly from the Michigan Constitution of 1963, to pool risk among themselves, as contemplated by the Task Force and discussed herein.

Const. 1963, art. 8, §5 and 6, provide, with respect to all state institutions of higher education, that:

"[Each] board shall have general supervisions of the institution and the control and direction of all expenditures from the institution's funds."

Numerous cases have interpreted this power broadly, construing the state institutions of higher education as co-equal with other branches of the state government. Typical is William C. Reichenbach v State of Michigan, 94 Mich App 178 (1979), where the Michigan Court of Appeals stated:

"These constitutional provisions ... have been interpreted by Michigan appellate courts to give to the trustees entire control and management over university affairs; including management of property and the expenditures of funds to the exclusion of all other of the state departments"

This broad grant of exclusive power includes the power to purchase insurance or to self insure for liability exposures and other losses. When Article 8 institutions purchase insurance, they effectively are pooling risk with other policy holders of their insurer. To pool risk among Article 8 institutions, then, merely changes the class of risk-sharers from unrelated persons and entities to known entities, namely, Article 8 institutions. In sum, it appears that Article 8 institutions do have the constitutional authority to pool risk (A more extensive treatment of this question is contained in Appendix 2.)

2. Alternative Vehicles

The Task Force considered three general types of vehicles to accomplish risk-sharing. They are: (1) a Michigan Higher Education Risk-Sharing Facility; (2) a higher education pool under 1982 PA 138; and (3) a captive insurance company under the laws of one of the United States or a foreign jurisdiction.

The Risk-Sharing Facility would be created as an instrumentality of the respective Article 8 institutions pursuant to their constitutional authority and autonomy. It would not be statutorily based. Legal counsel advised that the establishment of the Facility would be lawful and that the Michigan Insurance Code should not be held to be applicable to the Facility. Legal counsel also suggests, however, that a ruling from the Attorney General or some other appropriate state official would be desirable to confirm the inapplicability of the Code.

1982 PA 138 is the statute which authorizes municipalities, by intergovernmental contract, to pool their property and casualty exposures. If statutory authority for Michigan colleges and universities to pool their exposures was deemed desirable, this statute would provide a convenient vehicle. A statutory amendment would be required.

These 1982 PA 138 pools are specifically exempted from the application of the Michigan Insurance Code and operate essentially as assessable, mutual insurance companies: the pool provides coverage; the pool collects premium from members; the pool attempts to (and does) obtain reinsurance; and the pool adjusts, settles, and litigates claims.

The state colleges and universities may form a captive insurance entity located outstate but within the United States or located outside the United States. Several states, most notably Vermont, have special statutes which provide many of the advantages formerly obtainable only offshore.

Forming a captive means creating an entity owned by the participant risk-sharers which behaves just like an unattached insurance company. Participants pay premiums to the captive, and the captive funds its management and administrative costs out of premiums. When losses occur, the captive pays according to the policy held by the loss bearing participant.

3. Analysis of Alternative Vehicles

There are a number of mixed legal and business considerations which obtain in assessing the various possible Risk-Sharing Vehicles. Among those considerations are; (1) the extent of traditional insurance regulation applicable to the vehicle; (2) the extent of regulation of investment practices; (3) the "cost of doing business", including the federal tax status of the entity, applicable premium taxes, applicable federal excise taxes, fronting fees, and general administrative costs; (4) legal capital requirements and practical, business-related capital requirements; and (5) programmatic considerations (such as reinsurance availability and cost).

It appears that a Michigan Higher Education Risk-Sharing Facility is equal to or superior to the other alternatives with respect to each of the above considerations, provided that it would not be subject to the Michigan Insurance Code. Such a Facility would not be subject to regulation, would have a cost of doing business equal to or less than the other alternatives, and would be equal to the other alternatives with respect to capital requirements and reinsurance availability and cost. A close second in order of preference is a PA 138 pool; however, a PA 138 pool would be subject to other statutory constraints of uncertain effect which could prove problematic. In addition, as a creature of statute, a PA 138 pool could be subjected to additional restrictions by future amendatory legislation. Finally, a captive, too, is a

viable vehicle, but would be subject to greater regulation than the other alternatives and to the possibility of greater costs of doing business.

4. Vehicle Recommendations

The Task Force prefers the Higher Education Risk-Sharing Facility followed, in order, by a PA 138 pool and a traditional captive. However, the status of the Facility as outside the scope of the Michigan Insurance Code should be confirmed by an opinion of the Attorney General. Similarly, to construct a PA 138 pool requires legislation. Given the tight time constraints which are present if a pooling arrangement is to be operational by July 1, 1987, the Task Force believes that implementation work should commence on the three alternatives simultaneously. That is, we should make contact with the Attorney General for the necessary ruling, request amendments to PA 138, and Commence the exploratory work on a captive at the same time. In this way, we will have fall back positions available if our preferred vehicles prove to be problematic.

D. GOVERNANCE

It is recommended that the Risk-Sharing Facility be governed by an Executive Board composed of each of the participating institutions. Each institution would, in turn, appoint two representatives to that board: its Chief Financial Officer and its Risk Management Officer (or designees). Voting rights of the Board may be allocated by formula to recognize both the

individuality of the member institutions and also the significant variance in financial participation. The Board would elect officers and develop bylaws, administrative procedures, and coverage documents. The Board would also employ appropriate staff and consultants to operate the insurance program. The Board would also appoint, from its membership, appropriate management committees such as Administrative Committee, Underwriting Committee, Loss Prevention and Claims Committee, Research and Development Committee, and Investment Committee. (A possible organizational chart for the Board and its committees is displayed in Appendix 3.) (A Miller, Canfield, Paddock and Stone paper discussing Documents of Creation for the Risk-Sharing Facility is attached in Appendix 4.)

All funds would be under the exclusive control of the Board and could be expended only for paying claims against the Facility, defending claims, administrative costs, and consulting costs. No reimbursements would be made to member institutions except in the form of reduced premiums or upon dissolution of the Facility.

The Board would be established immediately upon decision by an adequate number of institutions to create a viable pool and would develop, with appropriate legal and insurance counsel, all governing and operating statements, documents, etc.

E. ADMINISTRATIVE MANAGEMENT

The Task Force anticipates that the Board would consider it appropriate to employ a staff consisting of one full-time administrator and one full-time secretary. The Board would engage consultants for legal services, claims services, loss prevention services, and audit services. All of those costs have been included in the cost estimates contained herein. It is anticipated that the Board would instruct the administrative staff to work aggressively to encourage loss prevention programs by each of the participating institutions in order to reduce claims against the Facility.

F. COVERAGES TO BE PROVIDED

Phase 1:

Group A:

Trustees and Officers Liability (\$3,000,000)
(including related legal expenses)

Group B:

Comprehensive General Liability (\$10,000,000)
(including related legal expenses)
Bodily Injury and Property Damage
Premises Liability (all operations)
Products - Completed Operations
Explosion, Collapse and Underground
Care, Custody, and Control
Unlicensed Mobile Equipment
Fire Legal Liability
Host Liquor Liability
Owned and Non owned Watercraft
Personal Injury (libel, slander, &
defamation, false arrest, malicious
persecution, wrongful eviction)
Independent Contractor
Contractual Liability
Incidental Medical Malpractice
(non professionals)
Sudden and Accidental Pollution
Employee Benefit Errors and Omissions
Athletic Participation
Dram Shop Liability (liquor license)
Police Professional Liability (deputized)

Phase 2:

Property (exact coverages to be determined later)

G. FINANCIAL CONSIDERATIONS

Since the individual institutional decision to participate in the Facility will be, to a great extent, a financial one, the Task Force has endeavored to develop reasonable cost projections. The estimates in this section have been developed with the assistance of Johnson & Higgins on the assumption that all thirteen institutions will participate. If a lesser number should elect to do so, it will be necessary to adjust these estimates somewhat.

1. Individual Institutional Annual Retentions

Each participating institution will agree to retain, as an annual deductible, a dollar amount equal to its expected level of losses according to the Johnson & Higgins actuarial analysis of that institutions most recent five year actual loss history. By doing so the institutions will avoid commercial insurance administrative expenses and will also have a built-in incentive to conduct their own loss avoidance programs.

The extent to which any particular institution will experience actual loss costs chargeable to the retention in any year will, of course, depend upon actual loss experience. No institution will experience actual annual aggregate loss costs greater than its retention amount in a particular group category as these additional costs will be reimbursed by the Facility. (All data relative to retentions, pool contributions, and capitalization have been developed actuarially on a 95% confidence level. There is, therefore a 1 in 20 chance that actual claims against the

pool might exceed the capacity of the pool to pay in the early years. In this case, it would be necessary for the Facility to make a mandatory assessment against all participating institutions.)

The actual individual aggregate retentions recommended by Johnson & Higgins are detailed as follows:

Recommended Institutional Retention Levels

Inst.	Group A T & O	----- C G L	Group B D S	----- P P	Group B Total
CMU	\$ 128,000	\$ 73,500	\$ 600	\$ 7,800	\$ 81,900
EMU	128,000	76,500	500	8,300	85,300
FSC	110,500	53,000	n.a.	5,800	58,800
GVSC	83,000	34,000	n.a.	3,400	37,400
LSSC	58,500	15,500	1,400	n.a.	16,900
MSU	188,000	283,000	6,100	20,600	309,700
MTU	89,500	61,000	700	4,400	66,100
NMU	87,000	36,500	1,600	6,300	44,400
OU	104,000	73,500	2,900	7,800	84,200
SVSC	64,500	21,000	n.a.	5,800	26,800
UM	201,000	326,000	16,250	n.a.	342,300
WSU	142,500	102,000	1,000	18,900	121,900
WMU	130,000	101,000	1,000	12,100	114,100

2. Annual Premium Contributions to Facility

The Facility will provide second layer coverage above the individual aggregate retention amount. The second level coverage totals will be an annual pooled aggregate of \$3,000,000 for Group A coverage (Trustees and Officers) and an annual pooled aggregate of \$10,000,000 for the Group B coverages (Comprehensive General Liability, Dram Shop Liability, and Police Professional Liability). Each institution will contribute annually to the Facility an amount actuarially calculated to be equivalent to its premium for the insurance value provided by the Facility. After

the first year, the contribution may be subject to adjustment according to actual loss experience. Any adjustment will be calculated according to an actuarial revaluation of long-term loss history and will, therefore, not be directly proportional to one unusual loss.

The actual individual annual premium contributions calculated by Johnson & Higgins are as follows:

Inst.	Group A T&O	Group B CGL,DS,PP	Total
CMU	\$ 126,250	\$ 88,400	\$ 214,650
EMU	126,250	91,800	218,050
FSC	93,000	63,500	156,500
GVSC	80,500	40,500	121,000
LSSC	54,000	18,500	72,500
MSU	184,750	334,900	519,650
MTU	86,750	71,300	158,050
NMU	84,750	47,200	131,950
OU	102,250	90,400	192,650
SVSC	60,750	28,300	89,050
UM	193,250	374,700	567,950
WSU	141,000	129,800	270,800
WMU	128,000	122,800	250,800
Totals	\$1,461,500	\$1,502,100	\$2,963,600

3. One-Time Capital Contributions to Facility

Johnson & Higgins has calculated the individual and aggregate capital contributions to the Facility in addition to first year premiums in order to provide an actuarially sound pooled facility. These amounts are one-time investment requirements of all institutions electing to participate in the Facility. First year total costs for participants will, therefore, be somewhat higher than costs for succeeding years. Upon eventual dissolution

of the pool, and after final payment of all claims, the residual capital will be refundable to the participants.

The actual individual one-time capital contributions as calculated by Johnson & Higgins are as follows:

Inst.	Group A T&O	Group B CGL,DS,PP	Total
CMU	\$ 84,750	\$ 29,000	\$ 113,750
EMU	84,750	30,600	115,350
FSC	73,000	21,200	94,200
GVSC	55,000	13,500	68,500
LSSC	37,500	6,100	43,600
MSU	124,250	111,600	235,850
MTU	58,750	23,800	82,550
NMU	57,250	15,800	73,050
OU	68,250	30,100	98,350
SVSC	41,750	9,500	51,250
UM	132,750	124,900	257,650
WSU	94,500	43,300	137,800
WMU	86,000	41,000	127,000
Totals	\$998,500	\$500,400	\$1,498,900

4. Annual Administrative Expense Contributions to Facility

Annual administrative expenses of the Facility are estimated as follows:

Estimated Administrative Expenses

Projected Fixed Costs

Management/Investment/Personnel	\$ 150,000
Audit Fees	15,000
Legal Fees	20,000
Actuarial Fees	25,000
Office Expenses	15,000
Misc., Travel, Communications	5,000

Projected Variable Costs

Claims Adjusting Fees: T & O	151,500
C.G.L.	161,000
(10% of expected losses)	
Loss Control/Engineering Fees	20,000
(Based on approx. 3 days/inst.)	-----

Total	\$ 562,500
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The above cost projections are for illustrative purposes only. Specific costs can be determined only after the required professional services have been quoted. Claims adjusting fees do not include actual damages paid to third parties nor defense costs associated with same.

These costs will be distributed among the institutions according to their other contributions to the pool. Johnson & Higgins have calculated the distribution as follows:

Inst.	Contribution
CMU	\$ 42,000
EMU	42,300
FSC	37,800
GVSC	32,700
LSSC	27,900
MSU	72,000
MTU	36,300
NMU	33,800
OU	39,700
SVSC	29,600
UM	76,800
WSU	47,700
WMU	43,900

Total	\$ 562,500

5. Total Annual Investment in Facility

The first year totals of the three individual elements of investment in the Facility are as follows:

Inst.	Ins. Costs	Admin.	Sub Total	Capital	1st Yr. Total
CMU	\$ 214,650	\$ 42,000	\$ 256,650	\$ 113,750	\$ 370,400
EMU	218,050	42,300	260,350	115,350	375,700
FSC	156,500	37,800	194,300	94,200	288,500
GVSC	121,000	32,700	153,700	68,500	222,200
LSSC	72,500	27,900	100,400	43,600	144,000
MSU	519,650	72,000	591,650	235,850	827,500
MTU	158,050	36,300	194,350	82,550	276,900
NMU	131,950	33,800	165,750	73,050	238,800
OU	192,650	39,700	232,350	98,350	330,700
SVSC	89,050	29,600	118,650	51,250	169,900
UM	567,950	76,800	644,750	257,650	902,400
WSU	270,800	47,700	318,500	137,800	456,300
WMU	250,800	43,900	294,700	127,000	421,700
<hr/>					
Totals	\$2,963,600	\$562,500	\$3,526,100	\$1,498,900	\$5,025,000

After the first year, the total annual will be reduced by the amount of the one-time capital contribution to the Facility (Sub Total column above).

H. Five Year Commitment

The Task Force recommends that the Presidents Council require an initial commitment of five years by each institution electing to take part in the Risk-Sharing Facility. This is considered a reasonable time in which to demonstrate the cost stabilization ability of the Facility and the value of cooperative efforts to achieve loss reduction results. At the end of the first four years, it is recommended that the Council formally evaluate the Facility and consider any appropriate revisions.

III. TIMETABLE

Because eight of the thirteen institutions will experience the need to renew or replace existing insurance coverages by July 1, 1987 and also because of the almost complete lack of Trustees and Officers insurance among all institutions, it is considered imperative that - should an adequate number of schools elect to participate - the Risk-Sharing Facility be in place and operating by July 1, 1987. In order to achieve that timetable, the Task Force recommends that individual institutions be required to complete their considerations and come to a decision whether to participate no later than April 1, 1987. It is believed that the remaining three months will be marginally adequate to complete development of the Facility.

If, in the opinion of the Council, there is initial indication that a simple majority of the institutions are likely to participate; the Task Force requests that it be authorized to begin thorough examination of all necessary legal and organizational issues required to implement a program. Although it is likely that additional costs will be incurred in this next phase, no additional funding is being requested now.

BOARD OF CONTROL

10.0

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BOARD OF CONTROL

1.0-1 ARTICLE I

ENABLING LEGISLATION
THE COLLEGE

Adopted

Replaces Bylaw 10/31/79

GWD

Page 1 of 1

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

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

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

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

BOARD OF CONTROL

1.0-2 ARTICLE II

ENABLING LEGISLATION
THE BOARD OF CONTROL

Adopted 10/31/79 BC

Replaces Bylaws 2/13/76

EDG

Page 1 of 2

Section 1. Membership and Terms of Membership.

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

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

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

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

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

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

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

SVC

SACIN VALLIE COLLEGE

BOARD OF CONTROL

1.0-2 ARTICLE II

ENABLING LEGISLATION
THE BOARD OF CONTROL

Adopted 10/31/79 BC

Replaces Bylaws 2/13/78

EDC

Page 2 of 2

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

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

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

BOARD OF CONTROL BYLAWS
MEETINGS OF THE BOARD

Adopted 10/31/79 BC

Replaces Bylaws 2/13/78

EDG

Page 1 of 1

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

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

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

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

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

BOARD OF CONTROL

2.0-2 ARTICLE IV

BOARD OF CONTROL BYLAWS OFFICERS OF THE BOARD

Adopted

Replaces Bylaws 2/13/78

EDG

Page 1 of 1

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

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

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

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

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

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

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

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

SVS

BOARD OF CONTROL

2.0-3 ARTICLE V

BOARD OF CONTROL BYLAWS
PRESIDENT OF THE COLLEGE

Adopted 10/13/79 BC

Replaces Bylaws 2/13/78

EDG

Page 1 of 1

Section 1. Election and Role of the President.

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

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

SVSC
Saginaw Valley State College

BOARD OF CONTROL

2.0-4 ARTICLE VI

BOARD OF CONTROL BYLAWS COMMITTEES OF THE BOARD

Adopted 10/31/79 BC

Replaces Bylaws of 2/13/78 EDG

Page 1 of 1

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

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

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

BOARD OF CONTROL

2.0-5 ARTICLE VII

BOARD OF CONTROL BYLAWS
MISCELLANEOUS

Adopted 10/31/79 BC

Replaces Bylaws 2/13/78

EDG

Page 1 of 2

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

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

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

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

BOARD OF CONTROL BYLAWS
MISCELLANEOUS

Adopted 10/31/79 BC

Replaces Bylaws 2/13/78

EDG

Page 2 of 2

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

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

SVSC

BOARD OF CONTROL

3.0-1

ADOPTION, REVISION AND DELETION OF BOARD OPERATING GUIDES

Adopted 8/8/81

EDG

Page 1 of 1

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

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

BOARD OF CONTROL

3.0-2

FUNCTIONS OF THE BOARD OF CONTROL

Adopted

Replaces 8/8/81 BC

GWD

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

AUTHORITIES RESERVED FOR THE BOARD OF CONTROL

Adopted

Replaces 8/8/81

GWD

Page 1 of 3

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

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

AUTHORITIES RESERVED FOR THE BOARD OF CONTROL

Adopted

Replaces 8/8/81

GWD

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

BOARD OF CONTROL

3.0-3

AUTHORITIES RESERVED FOR THE BOARD OF CONTROL

Adopted

Replaces 8/8/81

GWD

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

BOARD OF CONTROL

3.0-4

RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS

Adopted

Replaces 8/8/81

GWD

Page 1 of 2

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

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

BOARD OF CONTROL

3.0-4

RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS

Adopted

Replaces 8/8/81

GWD

Page 2 of 2

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

SVS
SACIN VALLEY COLLEGE

BOARD OF CONTROL

3.0-5

SELECTION OF BOARD OFFICERS

Adopted

Replaces 8/8/81

GWD

Page 1 of 1

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

REFERENCE: Board of Control By-Laws, Article IV.

BOARD OF CONTROL

3.0-6

SECRETARY TO THE BOARD OF CONTROL

Adopted 8/8/81

EDG

Page 1 of 1

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

FUNCTIONS:

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

STANDING COMMITTEES

Adopted

Page 1 of 2

*(SEE FOLLOWING OPTIONS)

SVSC

SACRAMENTO VALLEY STATE COLLEGE

BOARD OF CONTROL

3.0-7

STANDING COMMITTEES

Adopted

Page 2 of 2

*(SEE FOLLOWING OPTIONS)

SVSC
SACRAMENTO STATE COLLEGE

BOARD OF CONTROL

3.0-8

REGULAR BOARD MEETING SCHEDULE

Adopted

Replaces 8/8/81

Page 1 of 1

The Board of Control shall meet in regular session on the second Monday of August, October, December, February or March, April or May, and June, except that for the month of the College Commencement, the Board shall meet on the day preceding the commencement.

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

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

BOARD OF CONTROL

3.0-9

PUBLIC NOTICE OF REGULAR BOARD MEETINGS

Adopted

Replaces 8/8/81

Page 1 of 1

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

REFERENCE: Public Act 267 of 1976

PUBLIC NOTICE OF SPECIAL BOARD MEETINGS

Adopted

Replaces 8/8/81

Page 1 of 1

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

REFERENCE: Public Act 267 of 1976

PUBLIC NOTICE OF RECONVENED BOARD MEETINGS

Adopted

Replaces 8/8/81

Page 1 of 1

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

REFERENCE: Public Act 267 of 1976

NOTICE TO BOARD MEMBERS FOR RECONVENED MEETINGS

Adopted

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Page 1 of 1

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

SVSC
SOUTH VALLEY STATE COLLEGE

BOARD OF CONTROL

3.0-13

REQUEST TO RECEIVE PUBLIC NOTICES OF BOARD MEETINGS

Adopted

Page 1 of 1

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

REFERENCE: Public Act 267 of 1976

APPEARANCES BEFORE THE BOARD OF CONTROL

Adopted

Replaces 8/8/81

Page 1 of 2

POLICY

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

REGULATION

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

APPEARANCES BEFORE THE BOARD OF CONTROL

Adopted

Replaces 8/8/81

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

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

BOARD OF CONTROL

3.0-15

DISTRIBUTION OF BOARD MEETING PACKETS

Adopted

Replaces 8/8/81

EDG

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

The packet of materials is to include:

1. Meeting agenda.
 2. Minutes of the prior meeting, if not sent earlier.
 3. Resolutions to be recommended by the administration.
 4. Support documents for agenda items.
 5. Other informational and support materials as deemed appropriate by the President.
2. The material will be distributed to:
 - a. Board members
 - b. College Executive Committee
 - c. Deans and Directors
 - d. Student Government President
 - e. President of Faculty Association
 - f. Director of Information Services
 3. The agenda is to be posted in these areas no later than seven days prior to the meeting:
 - a. Bulletin board near the Melvin J. Zahnow Library.
 - b. Bulletin board southwest entrance of Maurice E. Brown Hall, second-floor hallway.
 - c. Bulletin board in Pioneer Hall, adjacent to the Deans' Offices.
 - d. President's office area.
 - e. Bulletin board southwest entrance of the Science Building, second-floor hallway.

SVSC

BOARD OF CONTROL

3.0-16

DISTRIBUTION OF BOARD COMMITTEE MEETING PACKETS

Adopted

Materials to be considered at a meeting of a Board Committee should be mailed or distributed to the members of that Committee, the President, and designated members of the staff, no later than five working days prior to the scheduled meeting.

The packet of committee materials is to include:

1. Meeting agenda.
2. Resolution drafts and support documents related to agenda items.
3. Notes regarding the prior meeting, if not sent earlier.
4. Other informational and support material as deemed appropriate by the Committee Chairperson and the appropriate Vice President.

BOARD OF CONTROL

3.0-17

AGENDA FOR REGULAR MEETINGS

Adopted

Replaces 8/8/81

Page 1 of 1

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

I. CALL TO ORDER

II. PROCEDURAL ITEMS

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

III. REMARKS BY THE PRESIDENT

IV. ACTION ITEMS

V. INFORMATION AND DISCUSSION ITEMS

VI. OTHER ITEMS FOR CONSIDERATION

VII. ADJOURNMENT

BOARD OF CONTROL

3.0-18

AGENDA FOR SPECIAL MEETINGS

Adopted

Replaces 3.0-15

Page 1 of 1

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

REFERENCE: Board Bylaws, Article III, Section 2

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BOARD OF CONTROL

3.0-19

BOARD OF CONTROL MEETING MINUTES

Adopted

Replaces 8/8/81

Page 1 of 2

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

BOARD OF CONTROL

3.0-19

BOARD OF CONTROL MEETING MINUTES

Adopted

Replaces 8/8/81

Page 2 of 2

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

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

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BOARD OF CONTROL

3.0-20

QUORUM FOR BOARD MEETINGS

Adopted

Replaces 3/8/81

Page 1 of 1

BY-LAW

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

POLICY

Five members of the Board of Control shall constitute a quorum which may take action, except that five affirmative votes are required when legislation, a Board of Control by-law or a Board of Control policy states that action requires the support of a majority of its membership.

*(REVISION WILL BE READY FOR CONSIDERATION BY THE MAY 1, 1987 BOARD MEETING)

SVSC

BOARD OF CONTROL

3.0-21

PARLIAMENTARY RULES FOR BOARD MEETINGS

Adopted

Replaces 8/8/81

Page 1 of 1

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

VOTING

Adopted

Replaces 8/8/81

Page 1 of 1

POLICY

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

*RATIONALE

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

DEFINITION

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

SVSC

BOARD OF CONTROL

3.0-23

EVALUATION OF THE BOARD OF CONTROL AND THE PRESIDENT

Adopted

Replaces 8/8/81

Page 1 of 1

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

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

BOARD MEMBERS' CONTACTS FROM FACULTY,
STAFF AND ADMINISTRATION

Adopted

Replaces 8/8/81

Page 1 of 1

POLICY

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

DISCUSSION

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

BOARD OF CONTROL

3.0-25

BOARD MEMBERS' CONTACTS FROM STUDENTS

Adopted

Replaces 8/8/81

Page 1 of 1

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

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DEPARTMENT OF COMMUNITY COLLEGE

BOARD OF CONTROL

3.0-26

BOARD MEMBERS' CONTACTS FROM NON-COLLEGE PERSONNEL

Adopted

Replaces 8/8/81

Page 1 of 1

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

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

BOARD OF CONTROL

3.0-27

BOARD MEMBERS' CONTACTS WITH THE COLLEGE'S COUNSEL

Adopted

Replaces 8/8/81

Page 1 of 1

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

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

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

BOARD OF CONTROL

3.0-28

EXPENDITURE REIMBURSEMENTS FOR BOARD MEMBERS

Adopted

Replaces 8/8/81

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

BOARD OF CONTROL

3.0-29

CONFLICT OF INTEREST AND RELATED PARTY TRANSACTIONS

Adopted 8/8/81

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

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

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

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

SVSC

BOARD OF CONTROL

3.0-29

CONFLICT OF INTEREST AND RELATED PARTY TRANSACTIONS

Adopted 8/8/81

Page 2 of 4

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

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

CONFLICT OF INTEREST AND RELATED PARTY TRANSACTIONS

Adopted 8/8/81

Page 3 of 4

CONFLICT OF INTEREST QUESTIONNAIRE

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

Dear Mr. Ruth:

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

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

Yes _____ No _____

If the answer to the foregoing question is "yes", please attach a list of the names of such corporation or businesses, the office held, and the approximate dollar-amount of business involved with the College last year.

4. Do you, or does any member of your family, have a financial interest in, or receive any remuneration or income from, any business organization with which Saginaw Valley State College has business dealings?

Yes _____ No _____

CONFLICT OF INTEREST AND RELATED PARTY TRANSACTIONS

Adopted 8/8/81

Page 4 of 4

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

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

Yes _____

No _____

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

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

Very truly yours,

Signature_____
Date

BOARD OF CONTROL

3.0-30

APPROVAL AND EVALUATION OF INSTITUTIONAL OBJECTIVES

Adopted

Replaces 3/8/81

Page 1 of 1

1. Each October, the Administration shall submit for review by the Board proposed institutional goals for the next four fiscal years.
2. After reviewing the fiscal implications of the proposed goals, the Board shall adopt objectives for the next fiscal year at the May Board of Control meeting.
3. Progress toward attainment of institutional goals and objectives shall be reviewed with the Board when a fiscal year budget is presented for Board approval.

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BOARD OF CONTROL

3.0-31

NEPOTISM

Adopted 10/21/81 BC

Page 1 of 1

POLICY

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

REGULATIONS

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

DEFINITION

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

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

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

REFERENCE: SVSC Affirmative Action Plan

BOARD OF CONTROL

4.0-1

COLLEGE MISSION

Adopted

Replaces 3/12/79 Statement

Board Resolution 688

Page 1 of 2

Saginaw Valley State College was founded in 1963 primarily to meet higher education needs in east-central Michigan. The College offers a comprehensive array of traditional baccalaureate degrees. The same general education requirements support all of the undergraduate curricula. Master's degrees also are granted in fields for which there is substantial regional demand.

Approximately one-half of SVSC's students are in the traditional age range; the others are older students, most of whom are preparing for occupational advancement or leadership roles in their community. Nearly ninety percent of all students are commuters; many combine part-time study with full-time or part-time employment. The resident students live in convenient apartment-like dormitory suites or housekeeping apartments.

The primary mission of SVSC is to promote the intellectual and personal growth of students. A highly-qualified faculty, most of whom hold terminal degrees, teach in both day and evening classes. Classes are designed to be relatively small. Support services and co-curricular offerings are planned to meet the needs of both residential and commuting students. Periodic program review is used to monitor the quality and the impact of formal and informal learning opportunities.

As an important part of its mission, the College fosters research and creative activities. The goals of the research program are to extend knowledge, inspire superior teaching, and contribute to the intellectual life and social well-being of the region.

Community service is another element of the College mission. SVSC sponsors continuing education courses, conferences, workshops and technology transfer efforts. Cultural events, many campus activities, and the College library are open to the public. The library serves as the administrative center of a regional consortium formed to encourage resource-sharing. SVSC faculty and staff cooperate with area businesses and civic organizations in ways that contribute to the economic and cultural vitality of the region.

BOARD OF CONTROL

COLLEGE MISSION

Adopted

Replaces 3/12/79 State

Board Resolution 688

Page 2 of 2

Two commitments are common to the instructional, research and community service components of the College mission. First, SVSC actively cooperates with area community colleges to assure broad access to education and efficient use of resources. Second, SVSC is dedicated to helping students and area citizens acquire the knowledge and skills they need to function effectively in the increasingly interdependent nations of the world.