

SAGINAW VALLEY STATE UNIVERSITY

BOARD OF CONTROL

MAY 5, 1989
REGULAR MONTHLY MEETING

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MINUTES

BOARD OF CONTROL

SAGINAW VALLEY STATE UNIVERSITY

Regular Meeting

9:30 a.m.

Board of Control Room - Wickes Hall

May 5, 1989

Present: Braun
Clark
Curtiss
Klykylo
Ryder
Saltzman
Ward
Woods

Absent: Munoz

Others

Present: P. Crawley
A. Dickey
G. Eastland
M. Frahm
E. Graham
R. Hanes
J. Krawczyk
T. Kullgren
C. Lange
K. Nowaczyk
R. Powell
W. Rathkamp
J. Stanley
R. Thompson
L. Tucker
J. Woodcock
R. Yien
Press (2)

I. CALL TO ORDER

Chairperson Saltzman called the meeting to order at 9:35 a.m., with Board members Braun, Clark, Curtiss, Klykylo, and Woods in attendance. She noted that a quorum was present, and welcomed Terry Clark to the Board.

II. PROCEDURAL ITEMS

A) Approval of minutes of March 13, 1989 Regular Meeting

It was moved and supported that the minutes of the March 13, 1989 regular meeting be approved.

The minutes were unanimously approved as written and were ordered filed in the President's Office and in Zahnow Library.

B) Recognition of the new Student Government President

Chairperson Saltzman welcomed Mr. Roger Powell, new President of the Saginaw Valley State University Student Government. Mr. Powell thanked the Board for the opportunity to represent the students of SVSU and stated that he looked forward to working with them over the next year. He added that he hoped to maintain the standards which had been set by previous Student Government Presidents.

C) Recognition of the official representative of the Faculty Association

Chairperson Saltzman recognized Dr. Walter Rathkamp, President of the SVSU Faculty Association, and asked whether he had any comments. He did not.

D) Communications and requests to appear before the Board

Chairperson Saltzman asked whether there had been any communications or requests to appear before the Board. There were none.

E) Additions and deletions to the agenda

Chairperson Saltzman asked whether there were any additions or deletions to the agenda. There were none.

III. REMARKS BY THE PRESIDENT

President Ryder welcomed Roger Powell, who has served as Vice President of Student Government and has been very active in the affairs of the institution. He added that Roger is an exceptional individual, as were many of our other Student Government leaders in the past.

Dr. Ryder expressed his appreciation to the Board for the "Tribute to Jack and Lila Ryder" which was held on April 23rd, 1989 in the new Health and Physical Education Center. It was a wonderful evening.

President Ryder noted that the House has acted on the appropriations bill for higher education: it was improved somewhat over the Governor's recommendation. Some things are still unknown regarding the distribution of funds. The Senate Higher Education Appropriations Subcommittee recently held the hearing for SVSU. It is hoped that some modifications will be made that will enable us to keep tuition rates as low as possible. He added, "We went to the Legislature this year, recognizing that there would be a minimal tuition rate increase of at least six percent."

In addition to the regular General Operating Budget, a hearing is being held in the Senate this morning on the Supplemental Appropriations Bill for universities in the state, which includes two pieces. One is an additional \$5 million for remodeling and renovation. Last year's budget was \$20 million. This year's budget (which has been approved by the Legislature for the current year) was \$16 million, which leaves a \$4 million shortfall. The supplemental appropriation would add back \$5 million, if it is approved. SVSU would get only a small portion of that, because it is formulized and it relates to the number of buildings on each campus, the age of the buildings and the need for repair and remodeling. Since SVSU has relatively new facilities, we are not in the position to receive much of this money. The other piece of the Supplemental Appropriations Bill concerns building openings. The Legislature recognized that the ten institutions involved had a \$6 million need; they appropriated 50 percent of that. This makes it very difficult for all of the universities to deal with building openings. The Supplemental Appropriations Request includes the other 50 percent. If the bill passes the Senate, this year's appropriation needs for building openings would change.

(Board member Ward joined the meeting at this time.)

President Ryder then introduced Mr. Richard P. Thompson, Dean of Student Affairs, who announced that two SVSU students, Penny Crawley of Saginaw and Thomas Nellenbach of North Branch, were among the 21 selected state-wide to participate in the Governor's

Executive Internship Program. The newly-established program gives outstanding students an opportunity to learn first-hand about governmental operations. Ms. Crawley will be assigned to the Department of Management and Budget, while Mr. Nellenbach will work in the Department of Commerce. More than 500 students applied for the 21 available positions. Two hundred and ten were interviewed. Mr. Thompson noted that the fact that two of the 21 positions were awarded to students from SVSU speaks very well of the quality of student attending the University.

IV. ACTION ITEMS

1) Resolution Approving Promotions for Selected Faculty Members, July 1, 1988

RES-833 It was moved and supported that the following resolution be adopted.

WHEREAS, the Reappointment and Tenure Commission for 1987-88 recommended that Dr. Anna R. Dadlez of the Department of Modern Foreign Languages be promoted to the rank of Professor of Polish and the Administration concurs, and

WHEREAS, the Reappointment and Tenure Commission for 1987-88 recommended that Mrs. Margaret M. Flatt of the Department of Nursing be promoted to the rank of Associate Professor of Nursing and the Administration concurs,

NOW, THEREFORE, BE IT RESOLVED, THAT the respective promotions be granted effective July 1, 1988.

Dr. Robert S.P. Yien, Vice President for Academic Affairs, noted that these promotions are retroactive to July 1, 1988. Salary increases are reflected in these promotions.

The motion was APPROVED unanimously.

2) Resolution Approving Promotions for Selected Faculty Members, July 1, 1989

RES-834 It was moved and supported that the following

resolution be adopted.

WHEREAS, faculty promotions to various professional ranks represent formal and traditional recognitions of faculty accomplishments, and

WHEREAS, the Faculty of Saginaw Valley State University is evaluated in the areas of teaching performance, scholarly activities, and university services and leadership in student activities, and

WHEREAS, the Administration recognizes excellence in teaching and supports faculty research and scholarly activity with the SVSU Foundation grants,

NOW, THEREFORE, BE IT RESOLVED, THAT the following faculty members be granted promotions to the ranks specified, effective July 1, 1989:

Rank of Assistant Professor

Ms. Margaret Krawczyk
Mr. Tirumale Ramesh

Nursing
Electrical Engineering

Rank of Associate Professor

Dr. Sachiko Claus
Mr. Ghulam Raz
Dr. Kerry Segel
Dr. Jill Wetmore

Nursing
Electrical Engineering
English
Finance

Rank of Professor

Dr. Tyler Haynes
Dr. Mahendra Kanthi
Dr. Altaf-Ur Rahman
Dr. Elaine Stephens
Dr. Gary Thompson

Mathematical Sciences
Economics
Electrical Engineering
Education
English

Chairperson Saltzman asked for questions or comments. There were none.

The motion was APPROVED unanimously.

3) Resolution Approving Tenure for Selected Faculty Members, July 1, 1989

RES-835 It was moved and supported that the following resolution be adopted.

WHEREAS, Faculty tenure provides continuous employment of a faculty member of at least a basic two-semester appointment during each fiscal year, and

WHEREAS, Tenure status is achieved when a faculty member is recommended by the Professional Practices Committee and is recommended by the Administration for continuous appointment henceforth,

NOW, THEREFORE, BE IT RESOLVED, THAT the following faculty members be granted tenure effective July 1, 1989.

Mr. Ghulam H. Raz

Electrical Engineering
and Technology

Dr. Arnold M. Melnick

Accounting

Dr. Yien noted that it normally takes five years of consecutive service at the rank of Assistant or Associate Professor to be eligible for tenure. In these two cases, the review was delayed because special evaluation teams were involved. At the completion of the review process, these two faculty members are recommended to the Board for action.

Chairperson Saltzman asked for questions or comments. There were none.

The motion was APPROVED unanimously.

4) Resolution Approving Faculty Research and Development Projects, 1989-1990

RES-836 It was moved and supported that the following resolution be adopted.

WHEREAS, Faculty Research and Scholarly Activity is an integral part of faculty development and is vital to effective and updated teaching-learning processes, and

WHEREAS, the Administration encourages and supports faculty continuing scholarship by seeking funds from the Saginaw Valley State University Foundation, and

WHEREAS, the College Unit Research and Development Committees consisting of the five deans and their respective chairpersons

reviewed and recommended the following faculty proposals for funding and/or release time,

NOW, THERE, BE IT RESOLVED, that the attached recommendations of faculty research and development proposals be approved for 1989-1990. (See Appendix One: Research)

President Ryder noted that faculty research and development is a very important project which SVSU has had in place for many years. It allows our faculty to carry on various types of research and scholarly activities. He commended the Board for their support of this project in the past.

Dr. Yien added that, starting this year, the proposals have been reviewed and recommended to the Board by the College Unit Research and Development Committees which consist of the five deans and their respective chairpersons, instead of by a university-wide committee, as in the past. This conforms to a suggestion made by the Faculty Association to decentralize decision making.

The motion was APPROVED unanimously.

5) Resolution Recognizing Lisa Tucker

RES-837 It was moved and supported that the following resolution be adopted.

WHEREAS, Ms. Lisa Tucker has contributed to the continuing growth and development of Saginaw Valley State University in her role as President of the Saginaw Valley State University Student Government; and

WHEREAS, Ms. Tucker is the first student to have served in this role for two consecutive terms; and

WHEREAS, Ms. Tucker has uniformly and consistently gone beyond the conventional expectation of her role in service to the University; and

WHEREAS, Ms. Tucker has set new standards of commitment and performance for all future leaders; and

WHEREAS, Ms. Tucker's involvement has served to keep student issues and concerns in the minds of all who work within the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Control of Saginaw Valley State University commends Lisa Tucker on the occasion of the completion of her term of office as President of Saginaw Valley State University's Student Government, and wishes her well in all her future endeavors.

Chairperson Saltzman presented Ms. Tucker with the framed resolution. Ms. Tucker thanked the Board.

The motion was APPROVED unanimously.

6) Ratification of Resolution Recognizing Dr. Jack M. Ryder

RES-838 It was moved and supported that the following resolution be ratified.

WHEREAS, Dr. Jack McBride Ryder has been president of Saginaw Valley State University since November 1974, and

WHEREAS, Dr. Ryder has successfully and faithfully served as the president for nearly 15 years, and

WHEREAS, Dr. Ryder served as chairman of the Presidents Council of State Colleges and Universities in Michigan during 1984-1986 and was instrumental in the enhancement of high school preparation for college education, the encouragement of research among Michigan's universities through the Research Excellence Fund, and

WHEREAS, Dr. Ryder initiated the Bachelor of Science in Nursing in 1976 and the program received accreditation from the National League for Nursing in 1982, and

WHEREAS, Dr. Ryder successfully began the construction of the Maurice E. Brown Hall, Melvin J. Zahnnow Library, and Science Building in 1983, and

WHEREAS, Dr. Ryder was instrumental in raising private contributions for the construction of the Pioneer Hall of Engineering and Technology beginning in 1976 and the Morley Track and Field in 1980, and,

WHEREAS, Dr. Ryder implemented faculty and student exchange programs with the University of Poznan of Poland in 1979, Kyung Hee University of the Republic of Korea in 1980, Shikoku Women's University of Japan in 1980, Suzhou University of China in 1985,

Universidad De Las Americas--Puebla, Mexico, in 1986, Polytechnicum De Lille of France in 1987, Juhasz Gyula Teacher Training College of Hungary in 1987, and Kansai Gaidai, Kansai University of Foreign Studies of Japan in 1989, and

WHEREAS, Dr. Ryder successfully obtained private funds for the construction of the Arbury Fine Arts Center and Marshall M. Fredericks Sculpture Gallery in 1986, and state support for the construction of the Health and Physical Education Center in 1987, and

WHEREAS, Dr. Ryder has consistently supported faculty research and scholarly activity and has served from inception on the Board of Directors for the Valley Library Consortium, and

WHEREAS, Dr. Ryder has impressively encouraged and obtained the support and contributions of donors throughout the state of Michigan and provided leadership in regional economic development, and

WHEREAS, Dr. Ryder provided the leadership in the initiative to elevate the status of Saginaw Valley State College, Grand Valley State College, Ferris State College and Lake Superior State College to universities all of which were approved by the legislature and signed into law on November 4, 1987, and

WHEREAS, Mrs. Ryder has contributed immeasurably to the advancement of the University through her volunteer efforts as coordinator of the Marshall M. Fredericks Sculpture Gallery project and her work with SVSU students and in community organizations, and

WHEREAS, Dr. and Mrs. Ryder have been instrumental to the success of SVSU intercollegiate sports programs, and

WHEREAS, Dr. and Mrs. Ryder have accomplished these achievements with unsurpassed leadership for both the University and the Saginaw Valley,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Control of Saginaw Valley State University commends Dr. and Mrs. Ryder for their fifteen years of dedication and efforts for the development of the University.

The motion was APPROVED unanimously.

7) Ratification of Resolution Recognizing Dr. Ann K. Dickey

RES-839 It was moved and supported that the following resolution be ratified.

WHEREAS, Dr. Ann K. Dickey has served Saginaw Valley State

University since its inception, beginning as an assistant to its first president in 1964; and

WHEREAS, she has served in numerous capacities in the intervening years, including successive appointments as Registrar, Dean for Student Services, Director of Institutional Research, and Director of Institutional Research and Planning; and

WHEREAS, to each of these assignments, Dr. Dickey has brought an exceptional dedication to excellence, a commitment to the advancement of the institution and a high standard of performance; and

WHEREAS, Dr. Dickey has served for many years on the University's Executive Committee and Administrative Council advising the President and helping to establish and implement institutional policy; and

WHEREAS, through her leadership in developing and implementing a planning process and in chairing the Planning Resource Council, individual units of the University have been guided in setting goals and devising strategies to meet them; and

WHEREAS, Dr. Dickey has served on numerous committees and boards related to the University, including the Board of Fellows, and the Analytical Studies Committee of the Presidents Council of Michigan Universities, and was a member of the steering committee that organized the Michigan Association for Institutional Research; and

WHEREAS, Dr. Dickey, along with her husband Clayton, have supported the University through their participation in events and activities, and in countless other ways;

NOW, THEREFORE, BE IT RESOLVED that, as Dr. Dickey prepares to retire from her responsibilities at SVSU, the Board of Control of Saginaw Valley State University gratefully acknowledges her service and expresses gratitude and appreciation for her dedication; and

BE IT FURTHER RESOLVED, that this resolution shall be presented to Dr. Ann K. Dickey as a token of appreciation and thanks.

The motion was APPROVED unanimously.

8) Ratification of Resolution Recognizing Dr. Frank N. Andersen

RES-840 It was moved and supported that the following

resolution be ratified.

WHEREAS, Dr. Frank N. Andersen will celebrate his 100th birthday on April 13, 1989; and

WHEREAS, Dr. Andersen has been a devoted contributor of his time and effort on behalf of Saginaw Valley State University having served as an active member of the Board of Directors of the SVSU Foundation for eight years and continues to serve with the distinction of being named as one of only two honorary members; and

WHEREAS, Dr. Andersen served as a member of the SVSU Board of Fellows from the early days of the University and still serves as an Emeritus member; and

WHEREAS, Dr. Andersen has had a profound effect upon the growth and development of the University through his philanthropic contributions to the Pioneer Hall of Engineering and Technology, the Morley Track and Field, the Arbury Fine Arts Center including the Marshall M. Fredericks Sculpture Gallery, and the Athletic Program; and

WHEREAS, Dr. Andersen was a recipient of the honorary degree, Doctor of Humanities from the University in 1975 for his outstanding civic contributions and philanthropic endeavors; and

WHEREAS, more specifically, Dr. Andersen has contributed leadership in the Saginaw area over many decades through his involvement with the Chamber of Commerce, Saginaw General Hospital, the United Way, the YWCA, the YMCA, the 4-H Club, the Boy Scouts, the Rotary Club, the Michigan National Bank, the International Torch Club and many other organizations; and

WHEREAS, Dr. Andersen has served as the major force in the Saginaw area in the development of the Andersen Pool, Andersen Hall at Saginaw General Hospital, the New Andersen Water Park, the new library facility in Bridgeport and the Tobico Marsh in Bay City, and

WHEREAS, Dr. Andersen has set an example for youth and adults of the community through his entrepreneurial efforts and unselfish devotion to others,

NOW, THEREFORE, BE IT RESOLVED, that the Saginaw Valley State University Board of Control does, through this resolution, convey to Dr. Frank N. Andersen its gratitude, appreciation and admiration on behalf of the University family for his commitment and service to the University on this 10th day of April, 1989 in the company of his many friends and upon the occasion of the celebration of his 100th birthday.

The motion was APPROVED unanimously

9) Ratification of the Resolution Recognizing Dr. O. Zeller Robertson

RES-841 It was moved and supported that the following resolution be ratified.

WHEREAS, the Saginaw Valley State University Board of Control recognizes distinguished services and outstanding contributions of the University's faculty, and

WHEREAS, Dr. O. Zeller Robertson, Jr. has served Saginaw Valley State University with distinction for twenty-one years and concludes his teaching career on June 30, 1989, and

WHEREAS, Dr. Robertson has distinguished himself by his research and publication in the field of Latin American Political Development, computer software program design and, in recent years, in the field of Judicial Behavior, and

WHEREAS, Dr. Robertson has served as Pre-Law Advisor to students throughout the University and instituted courses in quantitative analysis to social science students, and

WHEREAS, members of the faculty and Dean of the College of Arts and Behavioral Sciences recommend that the University officially recognize Dr. Robertson for his teaching and professional service since 1969,

NOW, THEREFORE, BE IT RESOLVED that Dr. O. Zeller Robertson, Jr. be awarded the status of SVSU Professor Emeritus.

The motion was APPROVED unanimously.

10) Motion Approving Baccalaureate and Master's Degrees for the 1988-89 Academic Year

BM-761 It was moved and supported that the Board approve the conferring of baccalaureate and master's degrees for the 1988-89 academic year as listed in the Commencement program for May 6th.

It was noted that 768 students would be graduating this year. This is the largest class in the history of SVSU.

The motion was APPROVED unanimously.

11) Motion Approving the Conferring of Honorary Degree

BM-762 It was moved and supported that the Board approve the conferring of the honorary degree to Dr. Richard H. Gilmore.

The motion was APPROVED unanimously.

12) Motion electing 1989-90 Board of Control Officers

Chairperson Saltzman turned the gavel over to Mr. Clark, who asked Mr. Braun, Chairperson of the Nominating Committee, to give the report. Mr. Braun stated that the Nominating Committee, which consisted of Mr. Ward and himself, had met and were proposing the following slate for officers of the Board of Control:

Chairperson	Jo Saltzman
Vice Chairperson	Joyce Woods
Secretary	George Ward
Treasurer	Henry Klykylo

Mr. Braun noted that he had contacted the candidates, and they each had indicated that if they were elected, they would be willing to serve.

BM-763 Mr. Braun moved for the adoption of the unanimous election of the slate of officers. Mr. Curtiss supported the motion.

Mr. Clark asked whether there were any other nominations from the floor. As there were none, he declared that nominations were closed.

The motion was APPROVED unanimously.

Mr. Clark returned the gavel to Chairperson Saltzman.

13) Motion to Elect Board of Fellows Nominees

BM-764 It was moved and supported that Walter I. Foss, III and David L. Clabuesch be elected as active members of the Saginaw Valley State University Board of Fellows.

President Ryder explained the function of the Board of Fellows, and described the candidates. He recommended the adoption of the motion.

The motion was APPROVED unanimously.

14) Resolution Reappointing Auditors for the Fiscal Year 1988-89

RES-842 It was moved and supported that the following resolution be adopted.

WHEREAS, It is a good management practice to have conducted an annual independent financial audit, and

WHEREAS, The Finance and Audit Committee is recommending the reappointment of Ernst & Whinney for the 1988-89 fiscal year,

NOW, THEREFORE, BE IT RESOLVED, That the CPA firm of Ernst & Whinney be reappointed to conduct the financial audit for the 1988-89 fiscal year.

Chairperson Saltzman asked President Ryder to comment. President Ryder stated that this is the first year that Ernst & Whinney have served as SVSU's auditors. He felt that they have done an excellent job. There were no further questions or comments.

The motion was APPROVED unanimously.

At this time, Congressman Bob Traxler (D-Bay City) joined the meeting to introduce two area high school students who will be spending a semester of their junior year in Washington, D.C., as Congressional Pages. Lori K. Shemka of Bad Axe and David John Shepardson of Essexville have been appointed to the posts by Congressman Traxler. Names of the winners, plus two alternates, were announced in a press conference at SVSU on May 5 by a

committee appointed by Traxler to evaluate the applications and make selections. Members of the committee included SVSU's Dr. G. Alexander Ross, Dr. David Weaver and Dr. Barbara Yarnold.

15) Resolution Adopting the Policy and Procedures for the Internal Audit Process

RES-843 It was moved and supported that the following resolution be adopted.

WHEREAS, Effective January 1989, the University has implemented an Internal Audit function, and

WHEREAS, To operate appropriately, having Board-approved policy and procedures for the internal audit process is imperative,

NOW, THEREFORE, BE IT RESOLVED, That the attached Policy and Procedures for the Internal Audit Process be adopted. (See Appendix Two: Audit)

Mr. Jerry Woodcock, Vice President for Administration and Business Affairs, introduced Mr. John Krawczyk, Internal Auditor. Mr. Krawczyk stated that he had been working on the internal auditing project since January, and that the attachment to the resolution outlined the policy and procedures for the internal audit process. Mr. Braun stated that the resolution had come through the Finance and Audit Committee.

The motion was APPROVED unanimously.

16) Receipt and Acceptance of the Report of Independent Auditors on Student Financial Assistance Programs

RES-844 It was moved and supported that the following resolution be adopted.

WHEREAS, The Finance and Audit Committee of the Board of Control has reviewed the Report of Independent Auditors on Student Financial Assistance Programs for the year ended June 30, 1988,

NOW, THEREFORE, BE IT RESOLVED, That the Board receive and accept the audit as submitted.

Mr. Woodcock stated that the audit had been reviewed by the Finance and Audit Committee of the Board, and will be placed on reserve in the library so that individuals who might want to review it can do so.

The motion was APPROVED unanimously.

17) Resolution Adopting the Purchasing Policy Regarding Price Variances Compared with the Amount Stated on Purchase Orders

RES-845 It was moved and supported that the following resolution be adopted.

WHEREAS, The current University purchasing policy does not address price variances compared with the amount stated on purchase orders, and

WHEREAS, The situation does occur and needs to be appropriately addressed,

NOW, THEREFORE, BE IT RESOLVED, That the attached Purchasing Policy Regarding Price Variance Compared with the Amount Stated on Purchase Orders be adopted. (See Appendix Three: Variances)

Mr. Woodcock stated that the price variance policy establishes guidelines for the reviewing of price or quantity variances related to University purchase orders and subsequent vendor invoices. According to the new guidelines, authorization must be received for payment of invoices ten percent or more over the purchase order total or \$100.00; if the invoice is higher than the bid amount indicated on the purchase order; or if the quantity invoiced exceeds the quantity ordered, except for printing, which allows for a ten percent variance.

Chairperson Saltzman asked for questions or comments. There were none.

The motion was APPROVED unanimously.

18) Resolution Modifying Parking Fines and Fees

RES-846 It was moved and supported that the following resolution be adopted.

WHEREAS, The schedule of parking fines has not been modified since October of 1973, and the daily parking fee for C Lot has been in effect for several years,

NOW, THEREFORE, BE IT RESOLVED, That the attached schedule of parking fines and fees be approved for implementation as soon as feasible after June 1, 1989. (See Appendix Four: Parking)

Mr. Woodcock stated that the present parking fines are the same as originally adopted in 1973; the parking fees in Lot C have remained the same since the lot was established. President Ryder added that this resolution would bring the charges up to date and would help in the administration of the parking lots.

The motion was APPROVED unanimously.

19) Resolution Adopting the Financial Conflict of Interest Policy

RES-847 It was moved and supported that the following resolution be adopted.

WHEREAS, The audit report prepared by the Office of the Auditor General for the period ending November 30, 1985, included a recommendation that Saginaw Valley State University develop a conflict of interest policy covering all university employees,

NOW, THEREFORE, BE IT RESOLVED, That the attached Financial Conflict of Interest Policy be adopted effective immediately. (See Appendix Five: Conflict)

President Ryder stated that a Financial Conflict of Interest Policy is included in the Board of Control Operating Manual: this pertains to Board members. The resolution on the table today would affect others in the institution.

Chairperson Saltzman asked for questions or comments. There were none.

The motion was APPROVED unanimously.

20) Resolution Discontinuing the Electrical Engineering Technology and Mechanical Engineering Technology Programs

RES-848 It was moved and supported that the following resolution be adopted.

WHEREAS, The enrollments in Electrical Engineering Technology and Mechanical Engineering Technology programs have been very small and the prospects for new students are not very encouraging, and

WHEREAS, The costs of maintaining both engineering and technology programs are prohibitive, and

WHEREAS, The technology programs will hinder the institution's ability to accredit the Engineering programs, and

WHEREAS, The faculty members of Electrical Engineering and Mechanical Engineering Departments have recommended to discontinue both programs,

NOW, THEREFORE, BE IT RESOLVED, That effective with the beginning of Fall 1989, no more students will be admitted to these programs, and

BE IT FURTHER RESOLVED, That the Engineering faculty investigate the restructuring and strengthening of the Industrial Technology and Supervision Program to include the possibility of a manufacturing emphasis.

President Ryder noted that the discontinuation of any academic program is always a very serious matter, because programs are put in place to serve our students and to meet the needs in this area of the state and throughout the state. He introduced Dr. Thomas Kullgren, Dean of the College of Science, Engineering and Technology, and asked him to comment on the rationale for discontinuation of the two programs.

Dr. Kullgren reported that the Engineering Programs at SVSU

were approved in 1984. At that time, many of our Technology students transferred over to our Engineering Program. Technology and Engineering Programs must be separated before the Engineering Programs can be accredited. Students can no longer be mingled in the same classrooms and present full-time faculty must be dedicated to the Engineering Programs to meet minimum requirements.

Discussions have been conducted with regional industry, Delta College (our biggest pipeline into Technology and Engineering), ABET consultants, and area engineers. All agencies understand the potential closing of SVSU's MET and EET Programs. Area engineers encouraged SVSU to maintain our strong emphasis on hands-on laboratory experiences. One of our ABET (Accreditation Board for Engineering and Technology) consultants predicted the demise of all four-year Technology Programs within ten years at institutions similar to SVSU.

Dr. Kullgren showed an overhead detailing the declared majors in the Engineering and Technology Programs, as of October, 1988.

<u>MAJOR</u>	<u>NUMBER OF STUDENTS</u>
Pre-Engineering	71
Electrical Engineering	80
Mechanical Engineering	109
Electrical Technology	6
Mechanical Technology	25
Industrial Technology and Supervision	8

SVSU students currently enrolled in the Technology Programs would be allowed to continue through graduation, but no new students will be accepted in the discontinued majors.

Dr. Kullgren showed overheads detailing a survey he had done

of area industry, which showed that there will be very little demand for technologists or technicians in this area in the future. He noted that there is a lack of understanding of how the four-year technologist fits into an engineering team. Technologists are not actively recruited by large industries, but are nonetheless hired by some. Technologists in large industries are hampered by placement with hourly technicians and are frequently underemployed. Small-to-medium sized industries frequently hire technologists, thinking they are hiring engineers. One major producer of technologists reports no graduates holding technologist job titles; most are employed as engineers. Students are therefore being counselled to consider moving from Mechanical Engineering Technology and Electrical Engineering Technology to Mechanical Engineering, Electrical Engineering or Industrial Technology and Supervision Programs.

The motion was APPROVED unanimously.

V. INFORMATION AND DISCUSSION ITEMS

21) Michigan Association of Governing Boards Report

Mr. Curtiss reported that the MAGB Awards Banquet in Lansing had been well attended.

The last meeting of the MAGB included discussions with Shelby Solomon, Director of the Department of Management and Budget, and Thomas Baldini, the Governor's representative to the Department of Higher Education. The discussion was very helpful, although nothing specifically was resolved. Some suggestions were given as

to where additional funding might be sought. They clearly felt that the nature of Michigan's economy has been changing dramatically through this decade, that the natural revenue growth is going to be somewhere around \$200 million per year, and that each new job created in Michigan is generating less revenue for the state because the jobs being generated are not at the same pay scale as many jobs were in the past. With the switch to a more service-oriented economy, they also felt that the cycles in Michigan's economy are going to be significantly less than had been in the 60's and 70's. During those cycles, education had been seriously hurt. Currently, they are attempting to level out the cycles, with less extravagant expenditures at the peaks and significantly less depth in the troughs.

Mr. Curtiss added that he felt the discussions were good, and that he felt there would be more of them in the future. The next meeting of MAGB will be June 6, 1989, on the SVSU campus. All members of the Board are welcome.

Chairperson Saltzman noted that she and Mr. Curtiss are representatives to the MAGB. Mrs. Woods is the alternate.

22) Michigan Association of Governining Boards "Report on Status of Women Faculty in Michigan Public Universities."

Mrs. Woods stated that an October, 1988 report showed that the State of Michigan has an abysmal record in terms of the national statistics. The ad hoc committee which published the report was to address the imbalance of women faculty as it relates to the ratio of women students. The report indicates that women

faculty tend to be concentrated in the traditional fields. There is also a problem in terms of the availability of women for faculty positions. Nationally, over a five-year period, there was an average 6.2 percent increase in the number of women in faculty positions. Michigan's accomplishment during that same period was 1.4 percent.

To improve its record, Michigan must:

1. recruit more women faculty members
2. retain women faculty members
3. promote women faculty members.

(Women are also under-promoted)

Mrs Woods recommended that Board members take the time to read the report, if they have not already done so. Unless there are some very precise actions taken, improvements will not be forthcoming. In order for any changes to occur, governing boards are going to have to take an active role in seeing that they occur. Presidents and chief academic officers will have to take very definite actions, as will deans and department chairs.

23) Association of Governing Boards Report

Mrs. Woods reported that the conference in Boston was an exceptionally good one. She named the speakers at the conference and briefly reviewed the topics of their talks. She will bring tapes of two of the speakers to the President's Office, should any of the Board be interested in hearing them. The speeches were very much on target and thoughtful.

Mrs. Woods discussed the competencies of an effective Board. She said that it was pointed out that Boards are fairly immune from public scrutiny, and rarely ask themselves tough questions, such as "How good are we?" The capacity of the Board to understand the mission of their institution is very important. She noted that SVSU is very fortunate, in that it is a relatively young institution, and can rely on Mr. Curtiss to supply its history at any given moment. Orientation of the Board is important. The need to learn should be emphasized. Feedback on Board performance should be sought. The Board should not be so much concerned about making mistakes, but rather ask whether it has learned anything from them. A sense of group action should be developed. The Board must recognize complexities and tolerate ambiguities as it goes along. It must respect and guard the integrity of the governance process. It should avoid win/lose situations and accept that one of the primary responsibilities is to build healthy relationships with all of the various constituencies of the institution. The Board should direct itself toward a few priorities, rather than to a whole range on which they do not have time to follow-through. Current trends must be examined. Explicit priorities should be established, considering the vision of the institution, and then systems should be developed which would help the Board achieve those priorities. The Board should be spared volumes of insignificant mail; trivia should be avoided. Mrs. Woods reported that there was also a section on the campus role in

affecting the quality of public schools. Colleges should be concerned about this area because of an enlightened self-interest. Research shows that certain competencies of children must be developed at a very early age. By the year 2000, forty percent of the students will be minority and/or from impoverished circumstances. This situation must be faced, because there is a high cost in preparing under-prepared students. There must be a direct relationship between K-12 and higher education. Cross activities and an exchange of professors should be considered.

If anything is going to be done about the quality of education in the public schools, money is probably one of the best places to look. Status of people in our society is directly related to a person's financial well-being. If we really intend to address our concerns about public education, the financial aspect of teaching must be improved.

Mrs. Woods noted that by the year 2025, 40 percent of our population between 18-24 will be minorities. More women are achieving degrees.

She concluded by stating that attending the AGB conference was a wonderful experience and that having the opportunity to talk with people from other institutions throughout the United States is one of the real advantages of this kind of gathering.

24) Association of Governing Boards Academic Affairs Report

Mr. Ward reported that he and Dr. Yien had gone to Washington in February, and that he had come away with three distinct ideas:

1. How does a Board of generalists relate to academic affairs that come to them in the form of recommendations that are typically devised and prepared by professional, specialist university faculty who have spent their lives in this area? The Board must be very slow in trying to substitute its judgement for some of the wisdom that is found in these proposals. He described the "consent docket" concept which one of the directors from the University of Houston spoke about regarding the method their Board utilized in handling the many academic affairs matters which came before them. Since they can't take each of these matters up individually, they create a "consent docket." When items come up on the consent docket, if they appear to the Board to be regular, they automatically take effect. Only if an item is flagged by someone, does it become a formal agenda item. The conference was a good opportunity to consider the different functions between the body that ultimately approves policy and the experts in these various areas of discipline at the faculty and administrative level who carefully prepare the recommendations

that come before the Board. To a great extent this was the theme of the conference--how the Board interfaces with the academic people.

2. How does the Board assure the quality of the programs taught in our classrooms? This subject was covered by the President of Earlham College in Indiana. At Earlham, every five years a three-person team, constituted of two people from inside the university (one from a discipline from the same school as the one being reviewed, and one totally unrelated to it) as well as a team member from a sister university from the same discipline as the one being reviewed, is selected. Classes are observed and judged in a manner hopefully free of conflict of interest in a objective way. SVSU conducts these reviews every ten years. The teams are set up in a similar manner.
3. The President of Earlham suggested that every university should have a financial emergency contingency plan. Mr. Ward asked whether SVSU had such a plan. Dr. Ryder replied that SVSU has had an experience upon which it could draw, if necessary. The same pattern which was followed in 1978 could be utilized. He noted

that there are many pluses and negatives to an explicit plan. The negatives are that if you spell out which people will be let go in an emergency financial situation, those people will start looking for another position as soon as they know they are on the "hit list." This is a very destabilizing circumstance. Administratively, this is a very sensitive, difficult area.

Chairperson Saltzman stated that going to conferences is a provocative and stimulating experience. President Ryder added that he encouraged the attendance of conferences.

25) Heat and Air Movement in Board of Control Room

Robert Hanes, Director of Engineering Services, stated that when the State Bonding Authority authorized the money for IF2 and the renovation of Wickes Hall, they did it in two phases. Initial expenses for IF2 were higher than were expected. By the time the construction of IF2 was completed, expenses for the renovation of Wickes had increased dramatically because of inflation. This made it necessary to cut costs in Wickes. Therefore, much of the heating and cooling system was kept, although it was originally planned to completely revise and remodel it. Special precautions were taken in the Board Room, the conference rooms, and the reception area. The building has a very complicated heating and cooling system.

Mr. Hanes then reviewed the air flow system in the Board Room.

26) Report of the College of Science, Engineering & Technology

Because of a lack of time, Chairperson Saltzman asked that the report of the College of Science, Engineering and Technology be rescheduled for a later meeting.

VI. OTHER ITEMS FOR CONSIDERATION

Chairperson Saltzman expressed the Board's appreciation to Dr. Yien for chairing the committee for the "Tribute for Jack and Lila Ryder." Dr. Ryder again expressed his appreciation.


VII. ADJOURNMENT

Chairperson Saltzman adjourned the meeting at 11:58 a.m.

Respectfully Submitted:

Florence F. Saltzman
Chairperson

Hugo E. Braun
Secretary


Jo Stanley
Recording Secretary

1989-1990 FACULTY RESEARCH AND SCHOLARLY ACTIVITY PROJECTS

College of Arts and Behavioral Sciences

Dr. John Jezierski	Professor of History Topic: Canadian Photographs \$1,253 3 hours released time
Dr. Kay Harley	Professor of English Topic: Writing Across the Curriculum 3 hours released time
Dr. Thomas Renna	Professor of History Topic: History of Jerusalem \$2,300
Dr. Rosalie Troester	Associate Professor of English Topic: Voices from the Catholic Workers Movement \$755
Mr. Hideki Kihata	Assistant Professor of Art Photography Exhibitions for 1989-90 \$500
Dr. Ricardo Pastor	Professor of Spanish Topic: Study of Twentieth Century Bolivian Novels \$245

College of Business and Management

Dr. Sam Sarkar	Professor of Economics Topic: Bank Profitability and Risk Since DIDMCA \$1,993 6 hours released time
Dr. Deborah Bishop	Assistant Professor of Management Topic: Contingent Employment in U.S. Companies \$1,411
Dr. Louis Jacoby and Mr. Larry Kickham	Assistant Professor of Accounting Associate Professor of Accounting Topic: Attitudes Towards Examination Requirements for Continuing, CPA Licensure \$990

Dr. Russell Gingras and
Dr. Louis Jacoby

Professor of Accounting
Assistant Professor of Accounting
Topic: Comprehension of
Governmental Financial Statements
by Laymen and Others
\$246

College of Education

Dr. Stephen P. Barbus

Assistant Professor of Education
Topic: Conduct Study on the
Assessment and Intervention of
Preschool Children
\$1,070.20

Dr. Jennifer Bridges

Assistant Professor of Physical
Education
Topic: Conduct Research for the
Human Performance Laboratory at
SVSU
\$431.20

Dr. Sally Edgerton

Assistant Professor of Education
Topic: Plan and Develop a Micro-
Computer Instructional Program
for Young Children Entitled
LEGO-LOGO
\$1,300

Dr. Jean E. Brown

Professor of Education
Topic: Conduct Research and
Finalize Monograph on Secondary
Reading for the National Council of
Teachers of English
4 semester hours

College of Science, Engineering and Technology

Dr. George Eastland

Professor of Chemistry
Topic: The Absorption and Bio-
Transformation of Chromium in
Plants
\$590

Dr. Gail Kantak

Associate Professor of Biology
Topic: Habitat Analysis in
Eastern Chipmunk
\$2,960 6 hours released time

Dr. T. C. Lee	Associate Professor of Computer Science Topic: An R-Tree Structure for Engineering Database System Design \$790 6 hours released time
Dr. M. Marzjarani	Associate Professor of Computer Science Topic: Logarithmic Transformation 6 hours released time
Dr. Charles Pelzer	Professor of Biology Topic: Biochemical Genetics of the Mouse \$2,879 6 hours released time
Dr. Tirumale K. Ramesh	Associate Professor of Electrical Engineering Topic: Design of A PLA Using A NMOS Custom Design Approach \$2,145
Dr. Suk Koo Yun	Professor of Physics Topic: Research in Theoretical High Energy Physics \$1,575 6 hours released time

College of Nursing and Allied Health Sciences

Ms. Margaret Flatt	Assistant Professor of Nursing Topic: Doctoral Work in Elderly Care \$1,000
Ms. Sally Decker	Associate Professor of Nursing Topic: Planning for Nursing Care Interventions \$480 3 hours released time

POLICY AND PROCEDURES FOR THE INTERNAL AUDIT PROCESS

POLICY

This University has established and supports an Internal Audit Department as an independent appraisal function to examine and evaluate University activities as a service to management and the Board of Control. The Internal Audit Department has direct access to the President of the University, meets with and coordinates communication with the Finance and Audit Committee of the Board of Control, and is administratively supported by the Office of the Vice President for Administration and Business Affairs.

To accomplish its assigned responsibilities, the Internal Audit Department has full access to all University records, properties and personnel, except those exempted by law or University policies, relevant to the subject under review, and is free within the scope of the functions assigned to Internal Audit to review plans, systems, procedures and records.

While performing audits, the following standards will be used:

- 1) The State Manual for Uniform Financial Reporting for the State of Michigan Colleges and Universities.
- 2) The National Association of College and University Business Officers (NACUBO) reporting and operating requirements of financial affairs for higher education.
- 3) The requirements of the American Institute of Certified Public Accountants (AICPA) and the Financial Accounting Standards Board (FASB).
- 4) The requirements of the federal government applicable to grants, projects, contracts, etc.
- 5) The Code of Ethics and Statement of Responsibilities as adopted by the Institute of Internal Auditors (IIA).
- 6) The policies, bylaws and actions of the Board of Control of the University.

OBJECTIVE, SCOPE AND FUNCTIONS

The objective of Internal Auditing is to assist members of the University in the effective discharge of their responsibilities, and to promote effective controls by furnishing them with analysis, appraisals, recommendations, and information concerning the activities reviewed.

The scope of Internal Auditing encompasses the examination and evaluation of the adequacy and effectiveness of the University system of internal control and the quality of performance in carrying out assigned responsibilities.

In performing its functions, the Internal Audit Department has no direct responsibility for, nor authority over, any of the activities which it reviews. Therefore, the Internal Audit Review Appraisal does not in any way relieve other units in the organization of the responsibility assigned to them; nor are its audits binding on these units. They constitute the auditor's professional opinion about the practices and/or procedures being reviewed.

The functions of the Internal Audit Department are to:

- 1) Review units within the University at appropriate intervals to determine whether effective and efficient accounting and fiscal controls are applied to assure sound fiscal management.
- 2) Determine the adequacy and effectiveness of the University's system of internal accounting and operating controls.
- 3) Review the means of safeguarding assets and, as appropriate, verify their existence.
- 4) Review the reliability and integrity of financial and reporting information, and the means used to identify, classify and report such information.
- 5) Review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on the University's fiscal condition, and determine whether the University is in compliance.
- 6) Recommend improvements and identify opportunities to better utilize resources and to be cost effective.
- 7) Review the operation of computer-based systems to determine if adequate controls are incorporated in the system, and documentation is complete and accurate.
- 8) Develop an audit approach which supports and complements external audits.
- 9) Prepare an annual audit plan.
- 10) Prepare an annual report on the audits completed, and actions taken on audit findings and recommendations.
- 11) Conduct special audits as requested by the President of the University or the Finance and Audit Committee of the Board of Control.

AUDIT PROCEDURES

<u>Responsibility</u>	<u>Action</u>
Internal Auditor	<ol style="list-style-type: none"> 1. Conduct audit of Unit. 2. Schedule an exit meeting with Unit to review audit findings and conclusion.¹ 3. Issue a draft audit report to the head of the Audited Unit and the immediate supervisor.
Audited Unit	<ol style="list-style-type: none"> 1. Respond to issued audit report within 30 calendar days, specifically addressing the recommendation(s). 2. Forward written response to Internal Auditor.
Internal Auditor	<ol style="list-style-type: none"> 1. Review responses and identify any unresolved recommendations. 2. Discuss the unresolved recommendation(s) with the Audit Unit and, if appropriate, delete the finding. 3. Forward the audit and Audit Unit response(s) to: <ol style="list-style-type: none"> a. Audited Unit and the immediate supervisor b. Appropriate Executive Committee member c. Vice President for Administration and Business Affairs
Executive Committee Member	<ol style="list-style-type: none"> 1. Review the Audited Unit responses and approve/disapprove them. 2. Forward written report to Internal Auditor.

¹If the Internal Auditor during the course of the audit learns what that person deems is any serious impropriety, the Internal Auditor, upon notifying the appropriate member of the Executive Committee and the President, may inform the Finance and Audit Committee at the earliest opportunity.

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|---|---|
| Internal Auditor | <ol style="list-style-type: none">1. Finalize audit report with the approved/disapproved response for distribution to:<ol style="list-style-type: none">a. President of the Universityb. Appropriate Executive Committee memberc. Vice President for Administration and Business Affairsd. Audited Unit and the immediate supervisor |
| President | <ol style="list-style-type: none">1. Review report.2. Forward written response to Internal Auditor |
| Internal Auditor | <ol style="list-style-type: none">1. Quarterly prepare a report for the Finance and Audit Committee.2. Specifically informs it of any unresolved issues. |
| Finance and Audit Committee of the Board of Control | <ol style="list-style-type: none">1. Review audit plan prepared by Internal Auditor.2. Receive and review quarterly report of audits completed.3. Review unresolved issues involving accounting and controls and advise the President as to disposition. If the President disagrees with the recommended disposition, the committee shall take the issue to the Board of Control. |
| President | <ol style="list-style-type: none">1. Inform following individuals of final disposition:<ol style="list-style-type: none">a. Appropriate Executive Committee memberb. Vice President for Administration and Business Affairsc. Audited Unit and the immediate supervisor |
| Internal Auditor | <ol style="list-style-type: none">1. Review recommendations after six months to determine if they have been implemented. |

ATTACHMENT A

INTERNAL AUDIT RESPONSE

Each response to an audit comment/recommendation is to be placed on a separate sheet of paper in typed form.

The following format should be used:

EXAMPLE

Title or subject under review

Audit Comment/Recommendation (repeat from audit report)

Audit Response

Responses should be submitted in the following format:

We agree with the auditor's comments, and the following action will be taken on . . . ; to improve the situation . . . ; or

We agree with the auditor's comments, however, under the circumstances [describe], we cannot comply because . . . ; or

We disagree with the auditor's comments because . . . and, therefore, will not comply with the recommendations; or

We agree with part and disagree with another part [describe each part and reason(s), give action to be taken].

JAW/mjc

jk2-12589

**PURCHASING POLICY REGARDING PRICE VARIANCES
COMPARED WITH THE AMOUNT STATED ON PURCHASE ORDERS**

POLICY AND GUIDELINES

Purpose

The price variance policy establishes guidelines for the reviewing of price or quantity variances related to University purchase orders and subsequent vendor invoices.

Guidelines

- A. Under the situations listed below, an invoice shall be sent by Accounts Payable to Business Services for payment authorization.
 - 1. If the invoice total is ten (10%) percent over the purchase order total or \$100.00.
 - 2. If the invoice is over the bid amount indicated on the purchase order.
 - 3. If the quantity invoiced exceeds the quantity ordered, except for printing which allows for a ten (10%) percent overage.
- B. Business Services may notify the account manager for approval in all situations listed above.
- C. Freight bills are to be submitted to Business Services for approval unless the purchase order indicates that freight is prepaid and to be added to the invoice.
- D. Policy Exceptions. The Director of Business Services is authorized to communicate in writing to the Controller exceptions to this policy.

JAW/mjc

pp-50589

PARKING FINES AND FEES

<u>Parking Fines</u>	<u>Current</u>	<u>Proposed</u>
Handicapped Violation	\$25	\$25
Parked in Street/Roadway	2	5
Parked in Firelane	5	5
Parked in Grass	5	5
Parked on Sidewalk	5	5
Parked in Reserved Area	2	5
Parked in No Parking Area	2	5
Parked in Violation of 15-minute Zone	5	5
Parked in Violation of 3-6 a.m. Limit	2	5
Parked in Violation of 1-hour Zone	5	5
Damage to Traffic Control Device	10	10
No Parking Permit	5	5
Unregistered Vehicle	10	10
Fail to Display Registration or Permit	10	10
One-Way Violation	5	5
Angle Parking Violation	2	5
Snow Removal	2	5
Unlawful Display of Permit	20	20
Improper Exit from Gates	5	5
Illegal Entry to Lot	5	5
Driving on Sidewalk	5	5
Crosswalk	5	5
Theater	5	5
Vehicle Blocked In	5	5
Improper Backing	5	5
All Other	5	5

Parking Fees

C Lot	\$.50	\$1.00
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JAW/mjc

pf-32989

SAGINAW VALLEY STATE UNIVERSITY

Financial Conflict of Interest Policy

The University respects the rights of its employees in their activities outside their employment at Saginaw Valley State University which are private in nature and which in no way conflict with or reflect upon the University. We believe that our administrators have been carefully selected, and that we can trust their integrity, their judgment and courage. To avoid any misunderstanding, the following statements of policy are made.

Administrative Policy Statement

Each employee must avoid incurring any kind of financial or personal obligation which might affect his judgment in dealing for the University with outside firms or individuals. Employees must examine their own activities and those of their families to be sure that no condition exists which creates a conflict of interest or apparent conflict of interest with respect to transactions of the University.

1. There are certain areas in which each individual must be specially concerned. Where there is any question about a conflict of interest, even though it may not exist in actuality, the particular situation should be disclosed in writing and filed with the Personnel Office. The area about which care should be exercised includes the following:
 - a. Holding a financial interest of 5% or greater (that is, any stake, including stockholder, partner, joint venture, creditor, guarantor, or director) in a firm which provides services or supplies, materials or equipment to the University.
 - b. Borrowing money from suppliers, individuals or firms with whom the University does business except for financial institutions.
 - c. Accepting gifts or favors for oneself or for any member of one's immediate family, or entertainment or other personal obligations, from an outside organization or individual which are substantial enough to influence one's selection of goods and services for the University. This does not apply to acceptance of perishable or consumable gifts of a nominal value of \$25 or less, nor reasonable personal entertainment, but care must be exercised to be sure that continuation of such matters does not gradually build up into an embarrassing obligation. In the case of gifts that are of a substantial nature, these should be returned to the donor with the explanation that University policy does not permit the acceptance of the gift. The University will take care of the expenses of returning such gifts.
 - d. Acquisition by purchase or lease of real estate in which it is known the University has an interest, or which may improve in value because of the University's interest in adjoining property.
 - e. The misuse or unauthorized release of information to which the employee has access by reason of his position, such as the disclosure of confidential information to competitors or others outside the University.

Financial Conflict of Interest Policy

Page 2

2. The holding of any security not exceeding 1% of any class of security of a publicly-traded corporation will not be deemed a violation of this policy.

Copies of this policy statement are to be sent to all officers, deans and other selected individuals once a year (February 1), with the request that they sign one copy and return it to the Personnel Officer of the University, indicating that they understand the policy, accompanying it with the disclosure of any possible conflict of interest on the part of themselves or their families which would include spouse, parents, brothers, sisters, children, nieces, nephews and spouses of brothers, sisters, children, insofar as they know. If a situation should develop during the year, a statement should be filed with the Personnel Office at that time. It shall be the responsibility of the president (or his designee) to determine whether conflicts of interest do occur, and to take such steps to protect the University as seem to be required.

I have read and understand this policy, and will observe it carefully.

Signature: _____

Date: _____

JAW/mjc

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