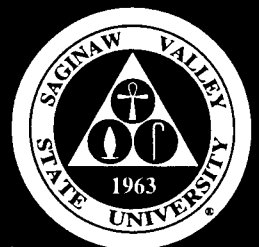


**SVSU®**

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**BOARD OF CONTROL  
MINUTES**

**JUNE 22, 1998**



SAGINAW VALLEY STATE UNIVERSITY  
BOARD OF CONTROL  
June 22, 1998

RES-1322	RESOLUTION TO ADOPT GENERAL FUND OPERATING BUDGET FOR 1998-99 APPROVED .....	2
RES-1323	RESOLUTION TO APPROVE ADDITION OF SEVENTH AND EIGHTH GRADES TO CREATIVE LEARNING ACADEMY APPROVED .....	6
RES-1324	RESOLUTION TO APPROVE ADDITION OF SEVENTH AND EIGHTH GRADES TO NEWLAND ACADEMY APPROVED .....	6
RES-1325	RESOLUTION TO APPROVE CONFIRMATION OF BOARD MEMBERS FOR PREVIOUSLY AUTHORIZED CHARTER SCHOOLS APPROVED .....	7
RES-1326	RESOLUTION TO APPROVE REAPPOINTMENTS OF ANNE THOMPSON AND RICHARD STRICKLAND AND APPOINTMENTS OF SUKI FREDERICKS AND DON B. GILL TO THE MARSHALL M. FREDERICKS SCULPTURE GALLERY BOARD .....	8
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RES-1328	RESOLUTION TO ADOPT REVISED SVSU STUDENT CODE OF CONDUCT APPROVED .....	10
BM-908	MOTION TO MOVE TO EXECUTIVE SESSION TO DISCUSS PERSONNEL EVALUATION APPROVED .....	14
BM-909	MOTION TO ADJOURN APPROVED .....	15

MINUTES  
BOARD OF CONTROL  
Regular Meeting  
1:30 p.m.  
Board of Control Room - Wickes Hall

Present: Braun  
Gilbertson  
Kelly  
Rush  
Sims  
Vitito  
Walpole

Absent: Escobedo  
Law

Others

Present: L. Engel  
S. Galloway  
C. Graham  
G. Hamilton  
S. Hocquard  
C. Jerome  
C. Lange  
L. Lipinski  
S. Manke  
R. Maurovich  
C. Maxwell  
J. Muladore  
C. Munger  
R. Payne  
P. Saft  
E. Sparapani  
J. Stanley  
R. Thompson  
J. Woodcock  
R. Yien  
Press (3)

I. CALL TO ORDER

Chairman Walpole called the meeting to order at 1:32 p.m.

II. PROCEDURAL ITEMS

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

The agenda was approved as distributed.

B. **Approval of May 8, 1998 Regular Meeting Minutes**

The minutes were unanimously APPROVED as written.

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

Professor Ervin F. Sparapani, President of the SVSU Faculty Association, told the Board he thought the Faculty Association Appreciation Breakfast on June 10th had gone really well. They had received a great deal of positive feedback. Approximately 50 people attended, including faculty, administrators, SVSU Foundation Board members and members of the Board of Control. He added he would like to see this become an annual event.

Dr. Sparapani stated that President Gilbertson had reviewed the proposed budget with the Faculty Budget and Policy Advisory Committee, with whom he usually meets five or six times a year to discuss the budget and plans for the future. Dr. Sparapani noted: "Even though we would all like it to be more, I think this is a fiscally sound budget, and it's a little higher than we had expected."

On behalf of all those invited, Dr. Gilbertson thanked the Faculty Association for the Appreciation Breakfast, and noted it was a very nice event.

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

Chairman Walpole welcomed Trustee Sims to her first meeting as a member of the Board of Control.

**III. ACTION ITEMS**

- 1) Resolution to Adopt General Fund Operating Budget for 1998-99

**RES-1322 It was moved and supported that the following resolution be adopted:**

**WHEREAS, The Administration and Board of Control of the University have analyzed the level of General Fund expenditure allocations required for personnel, services, supplies and equipment to maintain the quality of instructional and support services provided to students;**

**NOW, THEREFORE, BE IT RESOLVED, That the attached General Fund Budget Summary, including the Tuition and Fees Schedule to be effective beginning with the Fall Semester 1998, be adopted as the General Fund Operating Budget for Saginaw Valley State University's 1998-99 fiscal year. (See Appendix One: Budget)**

President Gilbertson stated: "The biggest share of our revenue budget, the General Fund, comes from the State of Michigan. This is approximately 52% of our operating funds. It is also the biggest uncertainty this year. We are still awaiting final action by the Legislature. The House and the Senate have each passed separate versions of the Appropriations Bill. Each of their versions differs from the Executive Recommendation from the Governor. . . . We are reasonably comfortable with the projection we are going to recommend to you, but I wanted to advise you that it is a projection. In this budget model we are projecting a 3.58% increase in State support. This is roughly the amount that was recommended by the Senate Appropriations Committee and adopted by the Senate. The House adopted a budget with a somewhat higher amount -- nearly 5%. The Governor's recommendation was 1.5%. We haven't projected an increase exactly in the middle, but

... we're reasonably comfortable that this is a good estimate. We expect the Conference Committee to meet this week, and once it has, we can resolve the revenue projections. Had this Board meeting taken place a week from now, we probably could have given you ... the final numbers, but for now we have to ask you to adopt a budget, and our recommendation is that you include that projection for State support.

"On the tuition and fees budget, I hasten to apprise everyone this does not mean a 5.56% tuition increase. It is simply the gross amount by which we expect tuition income to increase in the coming year. This is made up of both volume and rate increases. The rate increase that we propose ... is 2.3% for undergraduate tuition, and a slightly higher amount for graduate level tuition. The State has certified the Consumer Price Index (CPI) for purposes of its tax credit at 2.3%. We believe this is consistent with what our sister institutions will do, except for a few who will go considerably higher than that. This will make our students eligible for the State tax credit, and given that it roughly parallels the CPI, it represents no increase in real costs to students in terms of real dollars.

"The other reason this number (5.56% net change in tuition) looks so large is because we are recognizing some enrollment growth from last year. The number on the chart for tuition for Fiscal Year 1998 (\$18,608,000) was the last budgeted number. It is not the actual number -- the actual number will not be available until the end of the fiscal year, which is July 1st. It will be higher than this. For purposes of tuition income, we are projecting an enrollment growth of 2%."

Dr. Robert Maurovich, Vice President for Student Services and Enrollment Management, reviewed the attached chart comparing Fall, 1997 actual enrollments with those projected for Fall,

1998. (See Appendix Two: Enrollments) He noted that a 2.74% increase in total enrollments was being projected, for a 3.09% increase in credit hours.

President Gilbertson stated: "Although our best estimate is a 2.74% increase in total enrollments, we're building this budget based upon a 2% rate of growth. Given the uncertainty about the State appropriation, we thought it best to take a very prudent, conservative approach to enrollment estimates. We will come back to you in November with our actual fall semester enrollments and ask you to modify the budget. We hope it will be a modification upward, as it's easier to modify it upward than to pull back funds that have been allocated.

"Miscellaneous income is a relatively small share of the overall budget. It's comprised of items such as overhead on grants, interest income and cash investments. The drop in that category recognizes the loss of the lease from CIESIN as of July 1st. There is an off-setting write-down of supplies and services. . . . This does not really impact on the normal allocated expenditures.

"The overall increase that we would project for purposes of this budget model is 3.58% in revenues and likewise in expenditures. On the expenditures side compensation remains our biggest single item. Approximately 73% of our General Fund budget goes toward paying people. The Budget Summary indicates a 5.71% increase in overall payroll and benefits. This is not to suggest compensation increases of 5.71%. This number is comprised not only of the (compensation) increases, but also of . . . the number of people we propose to hire. We are in the third year of a contract with the Faculty Association, and it sets the rates for the increase in faculty total compensation at approximately 3.7% this year. We are in the fourth year of a five-year contract with

the support staff, and the rate increase there is about 3.4%. We have budgeted an increase of approximately 3.5% for the administrative/professional staff. The difference between those rate increases and the 5.71% is the number of people we propose to hire. This budget contains seven new full-time faculty positions, two new positions in Computer Services, one in Administrative Programming and one in response to a recommendation from the Faculty Budget and Policy Advisory Committee for more and better on-going support with academic computing for faculty. A few clerical positions are included as well.

“The drop in the Supplies, Materials & Services budget corresponds to deleting the CIESIN revenue. Otherwise there is approximately a 2.5% increase on all other on-going expenditures. We’ve had a couple of items of good news. We think that the utilities budget need not be increased at all. Anticipated increases in energy costs remain relatively low, and some of our conservation efforts have taken effect. We have also had good news regarding some of our insurance programs. Workmen’s Compensation has actually dropped, so we were able to hold the line on that item. We propose to increase the Capital budget by \$155,000. This budget includes library books and major equipment acquisitions. We have also continued with our plan to develop a base budget for debt service and the operation of IF3. One hundred thousand dollars of this goes to building that base budget, so that at the time the debt service payments become due and the building opens, we will have a \$700,000 base available for those needs. The remainder of the \$155,000 is largely an inflationary increase on items such as library books and academic equipment.”

Chairman Walpole asked for discussion or questions. Hearing none, he called for the vote.



The motion was APPROVED unanimously.

2) Resolution to Approve Addition of Seventh and Eighth Grades to Creative Learning Academy

RES-1323 It was moved and supported that the following resolution be adopted:

**WHEREAS, The Saginaw Valley State University Board of Control has approved the charter school application for grades K-6 for the Creative Learning Academy: and**

**WHEREAS, The Creative Learning Academy must currently reject the application of seventh and eighth grade students; and**

**WHEREAS, The current students being served by the Creative Learning Academy and their parents have requested the opportunity to continue their education through seventh and eighth grades; and**

**WHEREAS, The Creative Learning Academy has a desire to provide an education service for all middle school youth;**

**NOW, THEREFORE, BE IT RESOLVED, That the Saginaw Valley State University Board of Control approve the application and program amendment providing for the addition of seventh and eighth grade students for the 1998-99 school year beginning August 1998.**

Larry Engel, Ed.D., Director of School & University Partnerships, told the Board the Creative Learning Academy at Beaverton had initially planned to add seventh and eighth grades in their charter as part of their long-term plan. He recommended that the Board approve the resolution, as it would afford students the opportunity to continue at the Creative Learning Academy, rather than having to move to a different school.

The motion was APPROVED unanimously.

3) Resolution to Approve the Addition of Seventh and Eighth Grades to NewLand Academy

RES-1324 It was moved and supported that the following resolution be adopted:

**WHEREAS, The Saginaw Valley State University Board of Control has approved the charter school application for grades K-6 for the NewLand Academy; and**

**WHEREAS, The NewLand Academy must currently reject the applications of seventh**

and eighth grade students; and

**WHEREAS, The current students being served by NewLand Academy and their parents have requested the opportunity to continue their education through seventh and eighth grades; and**

**WHEREAS, The NewLand Academy has a desire to provide an education service for all middle school youth;**

**NOW, THEREFORE, BE IT RESOLVED, That the Saginaw Valley State University Board of Control approve the application and program amendment providing for the addition of seventh and eighth grade students for the 1998-99 school year beginning August 1998.**

Dr. Engel told the Board the NewLand Academy, located in Manistee, had a vision to move all the way through 12th grade, thereby providing an opportunity for their students to continue at that school. He noted this is a very fine school, which has just completed a new building. He recommended they be allowed to add seventh and eighth grades.

The motion was APPROVED unanimously.

4) Resolution to Approve Confirmation of Board Members for Previously Authorized Charter Schools

RES-1325 It was moved and supported that the following resolution be adopted:

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

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

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

**WHEREAS, Certain Charter Schools desire to reappoint a Board member whose term of office has expired;**

**NOW, THEREFORE, BE IT RESOLVED, That the individuals listed below be appointed by the Saginaw Valley State University Board of Control as new members of the Board of Directors of the following Charter Schools.**

**NewLand Academy**

**Bonnie Kenny**

**Reappointment  
Term Expires: 6/30/01**

**Dr. Brian Allen**

**Reappointment  
Term Expires: 6/30/01**

**Chatfield School**

**Bob Myers**

**Reappointment  
Term Expires: 6/30/01**

**Laura Myers**

**Reappointment  
Term Expires: 6/30/01**

Trustee Kelly asked that in the future any resolutions coming before the Board identify the location of the charter schools. Dr. Engel replied that they would.

The motion was APPROVED unanimously.

5) Resolution to Approve Reappointments of Anne Thompson and Richard Strickland and Appointments of Suki Fredericks and Don B. Gill to the Marshall M. Fredericks Sculpture Gallery Board

RES-1326     **It was moved and supported that the following resolution be adopted:**

**WHEREAS, The Marshall M. Fredericks Sculpture Gallery Board shall be comprised of qualified individuals who have the responsibility of advising the President and the Saginaw Valley State University Board of Control regarding major decisions of the Gallery; and**

**WHEREAS, Anne Thompson and Richard Strickland have successfully completed their respective terms and are recommended for reappointment to three-year terms; and**

**WHEREAS, Members of the Gallery Board recommend that Suki Fredericks and Don B. Gill be appointed for a three-year term;**

**NOW, THEREFORE, BE IT RESOLVED, That the reappointed members and the new members serve on the Marshall M. Fredericks Sculpture Gallery Board as stipulated in the organization's bylaws.**

Dr. Robert S.P. Yien, Vice President for Academic Affairs, noted that the Gallery Board was

established in 1988 as an advisory Board to the President and the Board of Control regarding operations of the Marshall Fredericks Sculpture Gallery. From 1988 through 1994 it was a nine-person Board. In 1995 the Board decided to expand the Gallery, and the Gallery Board was extended to 11 members. In that year Anne Thompson and Richard Strickland, both of the Detroit area, were added. Ms. Thompson has been very active in volunteer work, and Dr. Strickland was a student of Marshall Fredericks in the 1930's. In 1997 the Gallery Board expanded from 11 to 15 members. Suki Fredericks (one of three daughters of Marshall and Rosalind Fredericks), an art specialist with a master's degree in Art, who is very active in the preservation of her father's works, is being recommended for membership. Don Gill is also being recommended for membership on the Gallery Board because of his ability to assist in the raising of funds for the expansion of the Gallery.

The motion was APPROVED unanimously.

6) Resolution to Approve New Members and Reappointments to the Saginaw Valley State University Board of Fellows

**RES- 1327 It was moved and supported that the following resolution be adopted:**

**WHEREAS, The Saginaw Valley State University Board of Fellows shall consist of a minimum of 12 and a maximum of 36 members who shall serve for four-year terms; and**

**WHEREAS, Leo Blanchard, Jr., Steven K. Gaut, Renee Hampton, Judy Z. Keller, John M. Kunitzer, Kenneth W. Lecureux, Elyse M. Rogers, James L. VanSlembrouck and David G. Wilkins have been recommended for appointment as new members; and**

**WHEREAS, Robert D. Braem, John A. Decker, Paul M. Keep and John W. Kendall have been recommended for reappointment to the Board of Fellows;**

**NOW, THEREFORE, BE IT RESOLVED, That the new members and the reappointed members serve on the Saginaw Valley State University Board of Fellows as stipulated in the organization's bylaws.**

President Gilbertson stated: "This has been a wonderfully helpful group during the course of the University's history, developing, organizing and marshaling community support for what was once a fledgling institution and is now a robust University. It has been a tremendous opportunity for the University to actually go out and recruit people who might get involved in understanding and supporting the institution. Three of the eight members currently on the Board of Control first were initiated to the institution as members of the Board of Fellows."

Those being recommended as new members include: Kenneth Lecureux, Executive Vice President, Bierlein Companies, Inc.; Elyse Rogers, Consultant to the Herbert H. and Grace A. Dow Foundation; James Van Slembrouck, Vice President, Michigan National Bank; David Wilkins of The Dow Chemical Company, Michigan Legal Operations; Leo Blanchard, Vice President, Citizens Bank; Steven Gaut, Communications Director, Delphi Automotive Systems; Renee Hampton, Publisher, The Saginaw News; Judy Keller, President, the Bavarian Inn Lodge; and John Kunitzer, President & CEO, Yeo & Yeo. President Gilbertson noted the University was very gratified that people at this level of leadership in the community had agreed to become part of this support group of SVSU.

The motion was APPROVED unanimously.

7) Resolution to Adopt Revised SVSU Student Code of Conduct

RES-1328     **It was moved and supported that the following resolution be adopted:**

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

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

counsel;

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

President Gilbertson reminded the Board it had retained to itself the power to review the Student Code of Conduct, which is essentially the University's contract with students, involving disciplinary expectations and the processes for dealing with infractions of these expectations.

Mr. Richard P. Thompson, Dean of Student Affairs, told the Board, "We annually review the Student Code of Conduct. Sometimes we decide no changes are required. This year we are asking for consideration of revisions which deal with modifications and additions to language in the University record section of the code and the student misconduct section. . . . The changes we are proposing would make the Code clearer, as the language is more explicit. The proposed revisions have been reviewed with a subcommittee of the Board and with our University legal counsel. I recommend the adoption of this resolution."

Chairman Walpole asked for questions or comments. Hearing none, he called for the vote.

The motion was APPROVED unanimously.

#### IV. INFORMATION AND DISCUSSION ITEMS

##### 8) **Staff Members of the Month**

Susan Manke, Staff Member of the Month for May, and Lori Lipinski, Staff Member of the Month for June, were presented to the Board. (See Appendix Four: Manke, and Appendix Five: Lipinski)

##### 9) **Update on SVSU Construction**

President Gilbertson noted the University had completed approximately \$110 million in construction over the last 12 years and currently has more than \$45 million either underway or on the drawing board.

Stephen Hocquard, Director of Engineering Services, told the Board Residence Halls D and E, which were constructed 25 years ago, are being painted this summer and their carpeting and heating systems are being updated. The asbestos has also been removed from these units. Wobig Construction Company from Saginaw is the contractor.

A Bell Tower and Amphitheatre are under construction in the middle of campus. This was bid as one project. The contractor is J. R. Heineman & Sons. The bells have been ordered from the Netherlands, and the project should be completed by October.

The Energy Loop is a \$3.5 million project funded by the State to connect all of the chillers throughout the core campus. This was bid out four weeks ago, and came in under budget. The contractor is the John E. Green Company. This project will save the University approximately \$100,000 a year in energy costs and even more in replacement and maintenance costs.

President Gilbertson noted that prior to the time she became a member of this Board, Trustee Sims had been very helpful in arranging assistance from Consumers Energy on the design of this project. She also provided legislative support.

Bids for the foundations for the Student Housing project will be taken this Thursday. Spence Brothers is the General Contractor. Construction should begin in a few weeks. The expected completion date is August, 1999.

The Program Statement for Instructional Facility #3 (IF3) is currently being reviewed by the State. Construction of this \$25 million project should begin in the Fall of 1999. It will take about two years to complete the construction.

President Gilbertson noted the University also hopes to begin the privately funded expansion of the Marshall Fredericks Sculpture Gallery.

Trustee Braun asked if she had understood Mr. Hocquard to say that Spence Brothers would be its own construction manager for the Student Housing Project.

Mr. Hocquard replied the University would be utilizing the same form of construction management it used on Doan Center. This method is becoming a trend in the industry. Contractors are brought in on projects very early. They work with the owner and the architect in setting budgets, looking at drawings and determining the constructability of the project. In this way, critical thinking can be done up front, rather than second guessing. When bids are put out, they are put out for trade contracts. The low bidders for the various contracts will then be assigned to the construction manager, who at that time becomes the general contractor for all intensive purposes. This method was extremely helpful in the renovation of Doan Center, which was a complicated project.

#### V. REMARKS BY THE PRESIDENT

President Gilbertson told the Board the University's fiscal year would end at midnight on June 30th. A modest positive cash balance is expected. It has been a good year fiscally, and in a lot of other ways for the University.

This is also the end of the first of two seven-week summer terms. The second term will



begin next week. Dividing the summer into two seven-week sessions offers the students a better range of class and time options.

Dr. Yien gave the Board a quick overview of the major items discussed at the recent Council of Academic Deans and Directors Retreat. He stated: "The number one challenge facing us now is how to recruit 23 new faculty members across the various disciplines, representing 13% of our total faculty. Recruiting is just the beginning. After that how do we help them grow, professionally and personally? This is by far the largest group of faculty ever recruited in one year by this University."

Dr. Yien noted that late last year President Gilbertson had established a Task Force on New Faculty Orientation to review and assess current practices relative to support for new faculty, then propose recommendations as to what policies and programs the University and Faculty Association should institute in this regard, keeping in mind the need to achieve balance in preserving the organizational culture of SVSU while simultaneously capturing the new energy and ideas of the new faculty colleagues.

Among other topics covered by the Council were the new degree programs at SVSU, Instructional Facility #3, and the General Education program.

#### VI. OTHER ITEMS FOR CONSIDERATION OR ACTION

##### 10) Motion to Move to Executive Session to Discuss Personnel Evaluation

**BM-908 It was moved and supported that the Board move to Executive Session to Discuss a Personnel Evaluation**

Trustee Braun	yes
Trustee Kelly	yes
Trustee Rush	yes

Trustee Sims	yes
Trustee Vitito	yes
Trustee Walpole	yes

The motion was APPROVED unanimously.

The Board moved to Executive Session at 2:20 p.m. and reconvened in Public Session at

3:11 p.m.

#### VIII. ADJOURNMENT

##### 11) Motion to Adjourn

BM-909      **It was moved and supported that the meeting be adjourned.**

The motion was APPROVED unanimously.

The meeting was adjourned at 3:12 p.m.

Respectfully submitted:

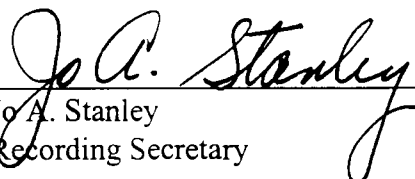
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Robert H. Walpole  
Chairman

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D. Brian Law  
Secretary

---

  
Jo A. Stanley  
Recording Secretary

SAGINAW VALLEY STATE UNIVERSITY  
GENERAL FUND BUDGET SUMMARY  
FY 1998-99

RESOURCES	FY98	FY99	NET CHANGE	
			\$	%
State Appropriation <sup>1</sup>	\$22,316,580	\$23,114,951	\$798,371	3.58
Tuition and Fees <sup>2</sup>	18,608,000	19,643,000	1,035,000	5.56
Miscellaneous <sup>3</sup>	1,650,000	1,340,000	(310,000)	(18.79)
Total Resources	42,574,580	44,097,951	1,523,371	3.58
EXPENDITURE ALLOCATIONS				
Compensation	30,918,268	32,684,829	\$1,766,561	5.71
Supplies, Materials & Services <sup>3</sup>	10,433,712	10,035,522	(\$398,190)	(3.82)
Capital Expenditures	1,222,600	1,377,600	\$155,000	12.68
Total Expenditures	42,574,580	44,097,951	1,523,371	3.58
Resources Over/(Under) Expenditures	\$0	\$0	\$0	

<sup>1</sup> Senate funding recommendation.

<sup>2</sup> Assumes a 2.3% increase in tuition and fee rates at the undergraduate level. Graduate and professional program level courses will increase 3.3%. Credit hours are projected to increase 2.0%.

<sup>3</sup> Decrease in Miscellaneous Income from FY98 reflects termination of CIESIN rental agreement. Decrease in Supplies, Materials & Services reflects termination of CIESIN rental agreement and budgeting of FY98 unallocated tuition revenue reserve to Compensation--new faculty lines.

Office of the Controller & Budget

JGM

FY99AL.T WK1/6.8.98

SAGINAW VALLEY STATE UNIVERSITY  
TUITION AND FEES  
1998-99

<b><u>TUITION</u></b>	<b><u>FY99</u></b>
<b>MICHIGAN RESIDENTS:</b>	
Undergraduate Courses	\$105.05/cr.hr.
Undergraduate - Professional Program Courses [a]	118.15/cr.hr.
Graduate Courses [b]	158.50/cr.hr.
<b>NON-RESIDENTS:</b>	
Undergraduate Courses	215.50/cr.hr.
Undergraduate - Professional Program Courses [a]	237.30/cr.hr.
Graduate Courses [b]	311.30/cr.hr.
Auditor	Tuition Rate
Credit by Examination	Tuition Rate
<b><u>FEES</u></b>	
Application	25.00
Applied Music [c]	57.75/cr.hr.
Athletic Season Pass (annual fee)	25.00
Baccalaureate Nursing Fee	10.00/course
Diploma Replacement	5.00
Diploma Cover Replacement	6.00
General Service [d]	8.70/cr.hr.
Graduation	30.00
Hand Registration	25.00 transaction
Identification/Transaction Card Replacement	10.00
Late Payment [e]	8.00
Late Registration (first time registration during add/drop period)	50.00
Late Registration (de-registration grace period fee)	25.00
Listener's Permit	72.50/course
No Show - Course Placement Testing	20.00
Occupational Therapy Program Fee	20.00/course
Off-Campus Service Fee	See Footnote [f]
Orientation	20.00 FTIC 5.00 Transfer
Placement	3.00/Credentials File
Return Check Service Charge [g]	21.00
Transcript	4.00/official copy 1.00/student copy

**SPECIAL TUITION AND/OR FEE RATES**

The Electronic Campus Program	\$270.00/cr.hr.
Employee dependents and dependents of deceased employees [h]	1/2 tuition and g.s.f.
English as a Second Language Program [i] (15-WEEK PROGRAM)	209.75/unit
English as a Second Language Program [i] (7-WEEK PROGRAM)	236.50/unit
International M.B.A. - Taiwan	250.00/cr.hr.
Macomb Program -- Off-Campus Service Fee [b]	43.00/cr.hr.
Nurse Practitioner - Practicum	50.00/cr.hr. effective Fall 1999

**FOOTNOTES**

- [a] Upper division level courses in Engineering, Nursing, Occupational Therapy, and Education.
- [b] A laboratory fee of \$60.00 per course may also be assessed.
- [c] Plus tuition.
- [d] General Service Fee includes (on-campus students only):
- |                           |                     |
|---------------------------|---------------------|
| Parking Facility Fee      | \$1.30/cr.hr.       |
| Student Association Fee   | .75/cr.hr.          |
| Publication Fee           | .17/cr.hr.          |
| Facility Debt Service Fee | Up to .90/cr.hr.    |
| First Aid Facility Fee    | Up to \$1.00/cr.hr. |
| Registration Processing   | Residual            |
- [e] Late payment charges will be assessed at \$8.00 per statement, up until such time as an account is turned over to a collection agency.
- [f] Off-Campus Service Fee calculation based upon distance from campus.
- |   |              |
|---|--------------|
| 30 miles - includes Bay City, Midland, and Saginaw  | 14.00/cr.hr. |
| 31-45 miles - includes Caro   | 22.00/cr.hr. |
| 46-60 miles - includes West Branch  | 30.50/cr.hr. |
| 61 and over miles - includes Kirtland Community College<br>(Macomb has an independent fee structure.) | 37.50/cr.hr. |
- [g] If charge involves registration, board and room payment, or apartment rent, late payment charges can also apply.
- [h] Employees are those individuals who are qualified for fringe benefits.
- [i] Plus general service fee.

## Fall 1997 Actual Compared to Fall 1998 Projected

	Fall 1997 Actual	Fall 1998 Projected	change	%
FTIC	872	959	+ 87	+ 10.0 %
UG transfer	594	594		0.0 %
Readmits	136	140	+ 4	+ 2.9 %
Returning	<u>4,051</u>	<u>4,140</u>	<u>+ 89</u>	<u>+ 2.2 %</u>
<b>Undergraduates</b>	5,653	<b>5,833</b>	+ 180	+ 3.2 %
 <b>Graduates</b>	 1,043	 <b>1,100</b>	 + 57	 + 5.5 %
 <b>Teacher Certs</b>	 539	 <b>500</b>	 - 39	 - 7.2 %
 <b>Non-Degree</b>	 292	 <b>300</b>	 + 8	 + 2.7 %
 <b>TOTAL</b>	 <u>7,527</u> =====	 <u><b>7,733</b></u> =====	 <u>+ 206</u> =====	 <u><b>+ 2.74 %</b></u> =====

**Credit Hours:**

If credit hours increase at the average credit load rate in the individual headcount categories above, the resulting number would be **74,089 credits** for a **3.09% increase** over last year's 71,870. The increases at the lower undergraduate level will result in more full-time students and a greater per student average load.

## Proposed Revisions to SVSU's Code of Student Conduct

### ARTICLE 1 REGULATIONS

- [Modify] 1.1.3. Counterfeiting, Altering, Fraudulent Use or Copying:  
No student shall alter, mutilate, manufacture, possess, falsely represent as his/her own, access without authorization, use fraudulently, or furnish to an unauthorized person any official University document or confidential record, including but not limited to ID cards, personal identification numbers (PIN), electronic mail access codes and/or passwords, computerized records, transcripts, athletics passes, course registrations, and receipts.
- [Modify] 1.6.1 Disorderly Conduct  
No student shall engage in conduct that disrupts or interferes with the rights of others on University property or at a University-sponsored function, nor shall a student obstruct, disrupt or interfere or attempt to interfere with another student's right to study, learn or complete academic requirements.
- [Modify] 1.6.2 Assault  
No student shall engage in verbal or physical assaultive behavior or communicate the intent to engage in assaultive behaviors (including written or electronic transmissions), verbal threats, self-destructive behaviors or gestures, or other conduct to cause danger to the personal, mental, or physical health, safety or welfare of members of the University community or visitors to the campus.
- [Add] 1.6.21 Stalking/Harassment  
No student shall engage in any conduct involving harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, or that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
- [Add] 1.6.22 Sexual Assault  
**Any** touching and/or fondling (with or without the use of an object) of a person in areas of the body considered private where:
1. That person has not reached the age of consent, OR
  2. That person is impaired due to a mental or physical handicap or temporary impairment, OR
  3. That person indicates the touching and/or fondling is unwanted.
- [Add] 1.6.XX Aiding or Abetting Violations  
Individuals aiding or abetting in carrying out any unlawful act or the violation of any University policies, whether he or she directly commits the act, may be treated under the regulations as if he or she had directly committed such violation.

- [Modify] 1.6.3 Theft of Property  
Theft of property of the University, members of the University community or campus visitors, including use of property without the consent of the owner, constitutes a violation of University regulations.
- [Modify] 1.6.X Property Damage  
Damage to property of the University, members of the University community or campus visitors constitutes a violation of University regulations.
- [Delete] 1.6.6 Weapons  
The possession or use on University property or in approved housing of any weapons such as, but not limited to, firearms, ammunition, pellet guns, airguns, knives, blades, Chinese weaponry, chemicals or explosives, including firecrackers, is prohibited unless authorized in writing by the Director of Public Safety.

## ARTICLE 2 DISCIPLINARY PROCESS

### 2.4 SANCTIONS

- [Add] 2.4.X Suspension  
A student may be suspended from attendance and/or participation in University functions for a period not to exceed two years. Readmission will be at the discretion of the University and may include completion of required conditions.



# STAFF MEMBER

## OF THE MONTH

### Susan Manke

Grant Clerk

May 1998

Although she isn't a sports agent, Susan Manke's job often requires her to say, "Show me the money!"

As grant clerk in the Office of Scholarships and Student Financial Aid, Manke is involved in processing student applications for financial assistance. In fact, this month represents a peak period for requests.

"Students are getting ready for fall semester," Manke said, noting that her office still is processing for the 1997-98 academic year, spring/summer and fall registration and orientation. "There used to be a 'down time' that enabled us to catch up, but not anymore!"

"The days and weeks seem to go by faster and faster," she said.

According to Manke, some 70 percent of SVSU students currently receive some form of financial assistance. She said she shares responsibility for reviewing applications from FTIC (First Time in College), transfer and returning students.

"There is a lot of time and energy that is put into processing each student's financial aid file," Manke said. "The F.A. staff and student employees all are a part of this very important process."

During a peak processing time such as this, Manke estimates that she makes from 30 to 40 contacts each day with individuals seeking financial aid. Although all of her duties are too numerous to list, much of her job involves verification of financial data provided by applicants. She also starts the application process by electronically downloading Student Aid Reports from the Federal Processor.

"The federal regulation in past years required students to turn in a paper Student Aid Report (SAR) to our office to initiate the processing of financial aid files," Manke said. "However, that has changed — now students select the institutions where they want their SARs sent, and their request is generated electronically."

This processing change has added many new responsibilities to Manke's job, including maintaining a variety of reports and converting data to fit the format of SVSU's mainframe computer.

"I've worked in this office for almost three years and I'm still learning," Manke said. "There always seems to be some new situation or question that arises, but that's what keeps my job challenging and interesting."

Manke joined SVSU in 1994 as a cashier in the Controller's Office. She learned about that opening from Debbie Marsh, a co-worker in the Financial Aid Office.

"Debbie and I have worked together before," Manke said. The two first met in 1987 when working for Chemical Bank, and managed to stay together through the years, even while switching employers.

Outside the office, Manke said she enjoys vacationing with her family, exercising, baking and shopping. She also attends a number of events held on campus, including Family Festival Day and the boat and home builders shows. Manke added that she also is looking forward to bringing her nephew to SVSU for the Detroit Lions' preseason camp in July.



# Staff Member

## OF THE MONTH

### Lori Lipinski

**Administrative  
Secretary,  
Public Safety**

**June 1998**

Lori Lipinski remembers driving to work one morning recently when she heard a strange radio announcement for an event taking place on campus.

"A guy from a local radio station was attempting to jump the fountain near the Fine Arts Center on a tricycle," Lipinski said. When she arrived at her office, she immediately alerted the Student Affairs Office of the situation.

Reports of incidences like this are not all that unusual to Lipinski, who claims she has seen and heard everything during her 12 years as administrative secretary in the Department of Public Safety.

In fact, Lipinski said her day often begins with phone calls or written reports that require follow-up action on her part.

"I'm usually the first person who people will call for more information," she said. If the phone isn't already ringing, Lipinski said she will start each day by reading incident reports from the previous day.

"Police departments have a culture that is completely different than a regular office setting," Lipinski explained. "I've found that police officers are a close-knit group due to the nature of their profession. We're a very team-

oriented department, which is one reason why we have enjoyed working here."

Lipinski said the increasing size of SVSU's physical campus and student population, along with an internal departmental reorganization, have added new responsibilities that keep her role interesting and challenging.

"I serve as liaison with government agencies such as the Prosecutor's Office, District Court and Probation," she said, emphasizing that she provides information after verifying it for accuracy. Much of the information that Lipinski organizes for court cases involves very strict confidentiality issues.

Grant writing is another office function that Lipinski said interests her.

"I'd like to gain more knowledge in assisting with research and writing of grants and other officer training programs," she said. To help her reach this goal, Lipinski has enrolled in SVSU's Master of Arts program in Organizational Leadership and Administration.

"I'm somewhat of a computer geek," Lipinski said, smiling. "I've developed all sorts of databases, record systems, brochures and forms for the department, along with training co-workers on computer applications.

"My goal is to use my experience and computer skills to become more involved in environmental issues."

Outside the office, Lipinski said she enjoys traveling with her family to Petoskey for downhill skiing during the winter, and boating on Lake Huron in the summer months. She also is a devoted sports fan, everything from auto racing to figure skating.

Additionally, Lipinski takes advantage of the facilities in Ryder Center for fitness activities, as well as attending events such as a auto, home and boat shows, and the TriSour Business Expo held last month.

Lipinski's husband, Wayne, is employed Walbro Corp. They have two daughters, Kelsey, 4, and Carly, 1, and live in Essexville.

